

<p style="text-align: center;">POLICY OF</p> <p style="text-align: center;">STATE OF DELAWARE</p> <p style="text-align: center;">DEPARTMENT OF CORRECTION</p>	<p style="text-align: center;">POLICY NUMBER</p> <p style="text-align: center;">8.13</p>	<p style="text-align: center;">PAGE NUMBER</p> <p style="text-align: center;">1 of 5</p>
<p>RELATED ACA STANDARDS:</p> <p>2-CO-2A-01, 2-CO-2A-02, 2-CO-3B-01, 2-CO-4D-01; 4-4321, 4-4322, 4-4324, 4-4325, 4-4329, 4-4333 thru 4-4340, 4-4342, 4-4343; 4-ACRS-1A-01, 4-ACRS-1A-02, 4-ACRS-1A-03, 4-ACRS-1A-04, 4-ACRS-1A-05, 4-ACRS-1A-06, 4-ACRS-4A-04, 4-ACRS-4A-06, 4-ACRS-4A-07, 4-ACRS-4A-08</p>		
<p>CHAPTER: 8 ADMINISTRATION</p>	<p>SUBJECT: HEALTH, SAFETY AND SANITATION</p>	
<p>APPROVED BY THE COMMISSIONER AND EFFECTIVE THIS DATE:</p> <p style="text-align: right;"> 12/22/2014</p>		
<p>APPROVED FOR PUBLIC RELEASE</p>		

- I. **AUTHORITY:** 11 *Del. C.* §6517; 16 *Del. C.* §123; 29 *Del. C.* §8903
- II. **PURPOSE:** Establish guidelines to maintain health, safety and sanitation standards.
- III. **APPLICABILITY:** All Department employees, volunteers, persons or organizations conducting business with the Department; all offenders under the supervision or custody of the Department.

IV. DEFINITIONS:

Closed-System Kitchens: Defined as facilities which do not serve the public.

Facility Warden: The Warden or the Warden’s designee when referenced within this policy.

Independent Audit: The examination by qualified individuals from the State Board of Health who compare established standards with existing practices and report findings. To be independent, the examiners shall not be employees or agents of the unit being audited; nor shall the examiners be indebted in any way to the person directly responsible for the management of the function being audited.

Outside Source Inspection: Inspections conducted by individuals not regularly employed by the institution. State employees from other agencies, representatives of federal agencies or qualified, independent contractors shall be eligible outside sources.

Pest: Any animal, insect or vermin that causes annoyance, discomfort or disease.

Chief of Security/Inspections: Designated staff member responsible for facility safety/sanitation and security inspections, reporting directly to the Warden of the Special Operations Group.

- V. **POLICY:** It is the policy of the Department of Correction (DOC) that each facility ensures the highest possible level of health, safety and sanitation practices. Federal and state occupational safety and health codes shall serve as standard requirements for performance criteria. It will be the responsibility of the Chief of Security/Inspections, as directed by the Warden of Special Operations, to establish Department-wide standards of compliance to include but not be limited to the following:

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A. FOOD SERVICE:

1. Qualified medical staff shall physically examine all offender workers prior to food service employment and bi-annually thereafter to ensure they are transmissible disease free.
2. Food Handlers shall comply with standard personal hygiene requirements as set forth by the US Public Health Food Code (i.e. hand washing, toilet access, hair nets, wound management and prevention of the spread of communicable disease to diners).
3. Physical Plant: Facility design shall minimally include:
 - a. Easy cleaning of all surfaces; floors, walls and ceilings shall be constructed of materials which encourage safe, sanitary operations.
 - b. Toilet and wash basin access for all food service workers.
 - c. Adequate kitchen, dining and food storage areas with appropriate ventilation, furnishings and temperature controls.
4. Food Service inspections shall minimally include:
 - a. Weekly inspection of all food service areas, including dining and food preparation areas and equipment.
 - b. Completion of a standardized daily inspection form by the assigned Food Service or Security staff to include water, refrigerator, dry storage and freezer temperatures.
 - c. The Office of the Chief of Security and Inspections (OCSI) shall conduct an annual unannounced audit of all DOC food service closed-system facilities.
 - d. Food Service shall schedule annual facility Public Health inspections.
 - e. All inspections shall deploy the current, adopted Food and Drug Administration (FDA) Food Code and inspection form. This instrument incorporates all current recommended criteria and best practices from ServSafe, DE Division of Public Health, FDA, US Department of Agriculture (USDA), Centers for Disease Control and Prevention (CDC), US Department of Health and Human Services (USHHS) and the National Restaurant Association.
 - f. Training requirements for inspectors of closed-system Food Service operations shall include ServSafe initial qualification and 5-year requalification for all Food Service staff and all OCSI Inspectors, as well as, FDA initial certification and periodic updated code recertification for Regional Food Service staff and all OCSI Inspectors.
 - g. Training requirements for Food Service employees shall be conducted on a regular basis and documented by records detailing course content and satisfactory completion. At a minimum, both offender workers and state employees shall be trained in the following topics:

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- i. Facility fire plan;
- ii. First aid procedures;
- iii. Use of equipment safety devices;
- iv. Use and storage of hazardous tools;
- v. Use of fire extinguishers;
- vi. Accident prevention techniques regarding scalds, falls, burns, and related injuries;
- vii. Food service storage techniques; and
- viii. Accident and hazardous condition reporting.

B. **SANITATION AND HYGIENE:** The following practices shall be deployed to monitor activity:

1. Monthly inspections shall be conducted of all facility areas by the Warden's designated inspector. Copies of monthly self-inspections shall be forwarded to the OCSI.
2. The OCSI shall perform annual inspections to test and document compliance with all applicable laws and regulations related to health and sanitation standards. The Warden's designated inspector shall accompany the OCSI Inspector.
3. The facility's potable water supply shall be periodically certified by an independent audit to test compliance with local laws and regulations.
4. Wardens shall develop and publish a written housekeeping and maintenance plan for each facility area. The plan shall include at minimum:
 - a. A cleaning schedule for all areas;
 - b. Specific sanitary work assignments for offenders;
 - c. Time schedule for work completion;
 - d. Specific instructions for cleaning of floors and doors, offender quarters, offender personal property, walls and windows, toilets and showers, equipment and storage areas;
 - e. Instruction for the acquisition, use and storage of cleaning supplies or equipment; and
 - f. Preventative maintenance schedule.
5. Wardens shall designate a Sanitation Inspection Program Coordinator to oversee the sanitation inspections of the facility. The Program Coordinator will be trained in the applicable jurisdictional codes and regulations and ensure:

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- a. All areas are clean and orderly;
 - b. Lighting, ventilation and heating equipment function properly;
 - c. No fire, safety or health hazards exist;
 - d. All equipment, tools and security devices function properly;
 - e. Verification of appropriate offender supervision;
 - f. All plumbing equipment including toilet, bathing, washing, and laundry facilities function properly; and
 - g. A review of all previous deficiency reports.
6. Inspection areas, designated inspectors and frequency are as follows:
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|-----------------------|----------------------|---------|
| a. Work Areas | Work Area Supervisor | Daily |
| b. Medical Units | Unit Manager | Daily |
| c. Food Service Units | Kitchen Manager | Daily |
| d. Offender Quarters | Security staff | Daily |
| e. Housing Units | Unit Manager | Weekly |
| f. Entire Facility | Warden's designee | Monthly |
7. Facility Standard Operating Procedures (SOPs) shall contain the following elements:
- a. Waste Disposal: Guidelines which provide for the proper collection, storage and elimination of all liquid or solid waste accumulations in a specific area.
 - b. Clothing and Bedding: Procedures providing for the acquisition, storage, laundering, issue and accountability of inmate clothing and bedding shall minimally include:
 - i. Maintaining a store of clothing, linen and bedding that exceed that required for the facilities' inmate population;
 - ii. Clothing and bedding and linen issue procedure that holds inmates accountable for its use;
 - iii. Issue of suitable type and amount of clothing and equipment given an inmate's status or classification to include; proper fit, gender, climate and work assignment;
 - iv. Cleaning, storage and use of personal clothing;
 - v. Bedding and linen issue, cleaning and exchange processes and amounts based on season/climate;
 - vi. Hair care service availability and in compliance with applicable health requirements; and
 - vii. Articles necessary for maintaining proper personal hygiene are made available to all offenders and provided to those who are indigent. Each offender should be provided soap, toilet paper, tooth brush and toothpaste, denture cleaner and adhesives, if needed. Shaving equipment should be made available upon request, and the special hygiene needs of all offenders should be met.
8. Offenders shall maintain living area sanitation standards including the following criteria:

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- a. Personal responsibility for the cleanliness of the cell or living area including walls, floors, sinks, toilet, windows and other property;
 - b. Proper usage and care of issued cleaning materials; and
 - c. Unsatisfactory performance or continued non-compliance shall be subject to disciplinary sanctions.
9. Facility sanitary practices shall be reviewed annually by the state or local health authorities. This independent audit shall include water supply testing to test compliance with jurisdictional laws and regulations. In the absence of local law, the Federal Safe Drinking Water Act shall serve as the standard. In addition, this audit shall test solid waste disposal practices, sewage disposal and pest control practices.

This audit is conducted to assess:

- a. Compliance with applicable laws and regulations;
- b. Potential problem topics prior to their occurrence; and
- c. Documented deficiencies and to provide facility administrators with information on conditions requiring corrective action.

C. **WASTE DISPOSAL AND PEST CONTROL:** Each Facility Warden and Program Director shall develop SOPs consistent with this policy. Programs shall conform to jurisdictional standards and must contain the following elements:

1. Facility self-inspection of these programs shall be conducted monthly, documented and reported to the Facility Warden or Program Director;
2. Liquid and solid waste shall be collected, stored and disposed in a manner which protects the health and safety of offenders, staff, and the public;
3. Waste disposal shall be contracted with city/state sanitary departments;
4. Only licensed pest control professionals shall be approved as contractual vendors;
5. The Facility Maintenance section shall manage the vermin and pest control program and regular preventive programs shall be conducted by approved vendor.
6. Within the contracted terms and conditions, Facility Wardens shall determine the frequency of periodic pest control vendor inspections for the hospital, food service units, housing units, admissions unit and canteen while the vendor shall conduct monthly inspections for the remainder of the facility; and
7. Employees are required to report any observation of insects, rodents or vermin in the Delaware Automated Correction System (DACS) Work Order screen, and Facility Maintenance shall contact the vendor and manage the work order through completion.

