



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS
OFFICE OF THE SECRETARY
P.O. Box 41101 • Olympia, Washington 98504-1101

March 21, 2020

TO: All Appointing Authorities

FROM: Stephen Sinclair, Secretary

SUBJECT: Secondary Screening Implementation

As you are aware, earlier this week, we implemented Active Screening protocols to limit the spread of COVID-19 and to protect employees and those under our care. Effective March 22, 2020, we will formally implement a secondary screening process to identify those who are able to return to work.

When an employee is denied entry during the Active Screening process, they will be asked to provide their contact information for secondary screening by medical professional. Those denied access will be provided information on next steps which advises symptomatic employees to contact their healthcare provider. Process is outlined below.

Active Screening

- Employees denied entry during the Active Screening process ([updated Active Screening Questionnaire](#)), and employees who call out sick, will be asked to provide their current contact information for follow-up by a DOC medical professional.
- Employees will be provided a return-to-work informational sheet about next steps and a COVID-19 pamphlet.

Leave Reporting

- Employees not allowed access due to answering “yes” to one or more of the active screening questions will receive paid leave (Administrative Leave) while the secondary screening process is being conducted.

- Employees not allowed access due to a current temperature reading at or above 100.4 degrees will be expected to use the appropriate leave in accordance with the applicable collective bargaining agreement, agency policy, or leave laws.

Secondary Screening Process

- Screeners will complete the [COVID-19 Screening Log](#) and send the log via email to DOCCOVID19Screening@doc1.wa.gov.
- Screeners will provide a [return-to-work information sheet](#) about next steps and a [COVID-19 pamphlet](#) to the employee denied entry.
- If employee declines to participate, they may choose to use their own accrued leave or leave without pay in accordance with the leave laws or applicable Collective Bargaining Agreement.
- A medical professional will call the employee and ask a series of follow-up questions ([DOC COVID-19: Secondary Screening](#)) related to the reason(s) for denial (e.g., cough, sore throat, etc.).
- The Medical professional will make a determination on eligibility to return to work.
 - If the medical professional determines the employee is sick, they will be expected to use accrued leave or leave without pay in accordance with agency policy, leave laws and/or collective bargaining agreement.
 - If the medical professional determines the employee is approved to return to work, employee will be expected to return to work on their next scheduled work day or work with their supervisor to determine appropriate leave usage.
- Medical professionals will make three attempts to contact the employee. If unsuccessful after three attempts, the employee may receive unauthorized leave without pay, or the employee may choose to work with their supervisor to use accrued leave or leave without pay in accordance with policy, leave laws or collective bargaining agreement.
- Clearing to return to work
 - Medical professionals will make the determination on clearance back to work and inform the employee of their eligible return to work date.
 - Medical professionals will update the COVID-19 Staff Screening Log indicating the eligible return to work date.
 - The COVID-19 Staff Screening Log will be provided to the local Incident Command Post (ICP) or designee and local HR office.
 - The ICP, or designee, and local HR will ensure notifications are communicated to appropriate staff (e.g. local screener, roster manager, supervisor, etc.).

Employees who have a confirmed case of COVID-19 must wait until 14 days after symptoms resolve before returning to work regardless of the release from a healthcare provider.

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Appointing authorities must establish a local process to record contact information via the [COVID-19 Staff Screening Log](#) for all employees who call out sick, as well as employees who have been tested for COVID-19 or receive confirmed results. This will ensure those employees receive the return-to-work informational sheet and [COVID-19 pamphlet](#) and are screened via the secondary screening process and approved to return to work.

Please emphasize the importance of utilizing telework where possible. Supervisors are encouraged to work with their employee to identify any specific tasks that may be done remotely.

Please ensure your screeners are using the updated Active Screening questions and the additional secondary screening documents attached.

We encourage all of you to stay home and take care of yourself if you feel sick. You should only report to work if you feel healthy. Our goal is to continue to provide a healthy and safe environment for all.

If you have questions, please contact your local HR.

cc: HR Managers