



STATE OF WASHINGTON

DEPARTMENT OF CORRECTIONS

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March 31, 2020

TO: All DOC Employees

FROM: Melia Olsen, Director *ymo*
Human Resources

SUBJECT: **Active Screening – Administrative Leave Approval**

The purpose of this communication is to clarify the pay status of those employees who do not pass the initial active screening process, when entering a DOC facility or location (implemented on March 15, 2020).

As long as an employee did not arrive with a temperature of 100.4 degrees or greater, employees participating in the active screening process will be on administrative leave (miscellaneous leave – 9045) with no loss in pay or use of personal leave, until such time they are contacted by department medical staff as part of the secondary screening process. While on paid leave, employees are expected to be available for contact by the agency.

The secondary screening process was implemented March 21, 2020. Unless an employee refused to participate in the initial screening, or received a positive COVID-19 test result, any employees denied entry between March 15, 2020 and March 21, 2020, shall also receive administrative leave.

For those awaiting secondary screening and clearance to return to work, we thank you for your patience. We continue to refine this process and our goal is to get you cleared as quickly as possible so you may return to work to support your facilities and offices.

The priority continues to be the health and safety of all of you and those we serve. Thanks to all of you for the important work you do to support the agency.

cc: Teamsters Local 117
Washington Federation of State Employees
Coalition