



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS
P.O. Box 41100 • Olympia, Washington 98504-1110

April 9, 2020

TO: All Appointing Authorities
All HR Managers

FROM: Melia Olsen, Director
Human Resources

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RE: Supervisor Guidance – For Employees Absent

With so many new processes related to active and secondary screening, we thought it was essential to follow-up with specific guidance for supervisors.

Please review the attached *Supervisor Guidance* sheet and share with your direct reports for distribution to all supervisors and managers. This helpful resource provides supervisors, shift office, and roster managers with guidance for when their employees are out due to active screening, secondary screening, or calling out sick. Additionally, there is information related to telework and leave reporting.

For questions, please contact your local Human Resource office.

MO:lk
Attachment

cc: DOC COVID-19

Supervisor Guidance

The health and safety of our employees is our top priority. We understand this is a difficult time for all employees, and we are doing our best to ensure we take steps necessary to mitigate the potential spread of COVID-19.

With the implementation of active and secondary screening, there are two ways that one of your employees could be absent from work and the following is intended to provide guidance with this process.

If your employee is out due to active screening at the work location:

Employee reported to their work location and answered YES to one or more of the screening questions, or had a temperature at or above 100.4 degrees, they were not allowed entry into the facility/office.

In order to be cleared to return to work, the employee will need to participate in the secondary screening process. Employees who decline to participate in the secondary screening, may choose to use their own accrued leave or leave without pay in accordance with the leave laws or applicable Collective Bargaining Agreement. Refer to the guidance in the employee [Return to Work Process information sheet](#) for further information.

For the secondary screening process, the employee will be contacted by a designated medical professional within 48-hours or as soon as possible after active screening.

- Passing the secondary screening will be determined by the designated medical professional.
- Once the medical professional makes contact with the employee, the employee will be informed as to what date they are eligible to return to work.
- The medical professional will update the COVID-19 Staff Screening Log indicating the eligible return-to-work date.
- The COVID-19 Staff Screening Log will be sent to the appropriate distribution list for each facility, field office, or office location through the DOC Screening Mailbox.

If an employee calls you and reports they are sick:

Please ask if they are calling in sick because they would fail one or more of the screening questions.

- If employee answers YES, ask them the questions from the revised [COVID-19 Active Screening Questionnaire](#) logging each question they answered yes to and confirm the best phone number(s) for contact on the [COVID-19 Staff Screening Log](#).
- Let the employee know they will be contacted by a medical professional to discuss the absence within 48-hours or as soon as possible and send them the [Return to Work Process information sheet](#) and the [COVID-19 pamphlet](#).
- Send a copy of the completed COVID-19 screening log to the primary point of contact for your location (see distribution list on page 5). Members of this team will consolidate information for your work location and send to the screeners via the screening mailbox. This will help ensure that when the employee is cleared by medical, your work location and HR are also informed of the employee's eligibility to return to work and date of return.
- If employee answers NO, notify them that they will need to submit the appropriate leave in accordance with the applicable leave law or Collective Bargaining Agreement.

Telework:

- Supervisors are encouraged to consider telework opportunities and determine if the employee is able to telework, when possible. Telework reduces the amount of leave an employee may need to use and supports [Governor Inslee's "Stay Home, Stay Healthy" Proclamation](#).
- Telework can include normal work done remotely, developing documentation and process improvement for normal work processes, and completing Annual In-Service training.
- If the employee is ill and unable to telework then leave must be entered for each day the employee is absent in accordance with the applicable leave law or Collective Bargaining Agreement.


























Leave Reporting:

- Be aware of leave balances for your employees. You should receive a leave report via email each month or you can log into Employee Self-Serve (ESS) Leave System and click on the latest leave request to see leave balances. For assistance, please use the Help link for ESS <https://ofm.wa.gov/it-systems/ess>
- As the supervisor, you are responsible to ensure leave is entered per the Collective Bargaining Agreement or applicable Leave laws.
- Payroll does NOT automatically record or submit leave for employees.
- If your employee does not have access to ESS then you must enter leave on behalf of your employee prior to the end of the pay period.
- If Administrative Leave is appropriate, it should be submitted as Miscellaneous Leave in ESS or as 9045 Miscellaneous Leave on the Leave Request Form #03-407.

Please refer to the attached guidance on the appropriate leave for your employees. We realize this may not address every scenario, situations are unique and this is intended to serve as a guide. Please contact your local HR office or payroll representative if you have questions or would like to discuss further.

We want everyone to do the best they can to ensure that employees are paid correctly, and that actions or lack of actions, do not cause them to be paid incorrectly and/or result in overpayments.

LEAVE GUIDANCE

Scenarios when telework is not an option after giving careful consideration of telework options	Sick Leave	Vacation Leave	Shared Leave	Leave without Pay	No loss in Pay for up to 14 days*
Employee tests positive for COVID-19					
Employee has a fever, cough or shortness of breath you should send them home.			Work with your local HR to determine		 *Exceptions may apply through the secondary screening process
Schools are closed and worker has no care available for kids.					
Employee fears congregate areas, either due to personal reasons or having high risk family members in the home and refuses to come to work (self-distancing).		Work with your local HR office to determine		Work with your local HR office to determine	
Employees who are in a category of increased risk or severe illness and death listed in CDC guidelines.	Work with your local HR office to determine	Work with your local HR office to determine			
Employee is at high or medium risk as described by CDC risk assessment flow chart and is required to self-quarantine but is otherwise healthy, not showing symptoms.			Work with your local HR to determine		
Employees who are denied entry during the Enhanced Screening process due to responding “Yes” to one or more of the questions and awaiting secondary screening.	 Sick leave may apply if a temp of 100.4 +				 *No loss in pay while awaiting secondary screening unless a fever. During 3 attempts to be contacted

Employees who refuse to participate in the Enhanced Screening process upon arrival to their work location.				 This will be considered unauthorized LWOP	
Employees who calls in sick because they would respond “Yes” to one of the Enhanced Screening questions and are awaiting secondary screening.	 Sick leave may apply if a temperature of 100.4 or greater				 *No loss in pay while awaiting secondary screening unless employee is deemed sick due to a temperature
Refusal to participate in secondary screening or unable to be reached by phone by medical staff following 3 attempts.	Work with your local HR office to determine				
During secondary screening an employee declines to participate.	 (In accordance with the leave laws or applicable CBA)	 (In accordance with the leave laws or applicable CBA)	Work with your local HR office to determine		
Employees who are denied entry during the Enhanced Screening process due to responding “Yes” to one or more of the questions and awaiting secondary screening even though they have a doctor’s note releasing them to return to work.	Work with your local HR office to determine	Work with your local HR office to determine	Work with your local HR office to determine	Work with your local HR office to determine	Work with your local HR office to determine

Note: Personal holiday, compensatory time and exchange time would be administered the same in any normal circumstance.

COVID-19 SCREENING LOGS DISTRIBUTION LISTS

Location	Screening POCs
AHCC	<u>DOC DL AHCC SL2S</u>
CBCC	<u>DOC DL CBCC SL2S</u>
CCCC	<u>DOC DL CCCC SL2S</u>
CRCC	<u>DOC DL CRCC SL2S</u>
LCC	<u>DOC DL LCC SL2S</u>
MCC	<u>DOC DL MCC SL2S</u>
MCCCW	<u>DOC DL MCCCW SL2S</u>
OCC	<u>DOC DL OCC SL2S</u>
SCCC	<u>DOC DL SCCC SL2S</u>
WCC	<u>DOC DL WCC SL2S</u>
WCCW	<u>DOC DL WCCW SL2S</u>
WSP	<u>DOC DL WSP SL2S</u>
East Region (Sections 1 & 2)	<u>DOC DL CCD SL2S</u>
NW Region (Sections 5 & 6)	<u>DOC DL CCD SL2S</u>
SW Region (Sections 3, 4 & 7)	<u>DOC DL AOD L2 SL</u>
SWRBO	<u>DOC DL AOD L2 SL</u>
CI - HQ	<u>DOC DL AOD L2 SL</u>
HQ	<u>DOC DL AOD L2 SL</u>
ISRB	<u>DOC DL AOD L2 SL</u>