



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

April 24, 2020

TO: All Appointing Authorities

FROM: Danielle Armbruster, EOC Manager

SUBJECT: SharePoint Tracking Implementation for Secondary Screening

In an effort to improve our secondary screening process and expedite the return of healthy employees back to their work location, we are implementing a SharePoint tracking process. Effective April 27, 2020, screeners are to begin using the new SharePoint tracking tool.

Please distribute this information to your local Incident Command Post, all employees conducting active screening and all supervisors within your chain of command.

Active Screener will:

- Ask the [Active Screening Questions](#) verbatim of all employees entering the work location. *Supervisors are also expected to ask the same questions to their employees who call out sick.*
- Take the current temperature of all employees entering the work location.
- Deny access to any employee who answers 'yes' to any screening question or has a current temperature reading at or above 100.4 degrees.
 - Ask the employee denied access to provide their current contact number for follow-up by a DOC medical professional during the secondary screening process for release to return to work.
 - Provide the employee denied access with the [Return to Work Process](#) information sheet and [COVID-19 pamphlet](#). *Supervisors/designee shall email these documents to their employees who call out sick due to COVID-19 related symptoms.*
- Complete the [COVID-19 Screening Log](#) (**Be sure to include the work location in Row 1**) and send the log via email to the work location distribution list as noted in the table below. *Supervisor/designee is responsible for completing this step for employees who call out sick due to COVID-19 related symptoms.*

AHCC DOC DL AHCC SL2S	CBCC DOC DL CBCC SL2S	CCCC DOC DL CCCC SL2S
CRCC DOC DL CRCC SL2S	LCC DOC DL LCC SL2S	MCC DOC DL MCC SL2S
MCCCW DOC DL MCCCW SL2S	OCC DOC DL OCC SL2S	SCCC DOC DL SCCC SL2S
WCC DOC DL WCC SL2S	WCCW DOC DL WCCW SL2S	WSP DOC DL WSP SL2S
AOD Satellites DOC DL AOD L2 SL	Field Offices DOC DL CCD SL2S	Work Releases DOC DL WR SL2S

Distribution List Representative will:

Representatives managing email distribution lists are responsible for transferring the information logged in the COVID-19 Screening Log into the SharePoint tracking site for the corresponding location.

- **Prisons Facilities:** <https://stateofwa.sharepoint.com/sites/DOC-covid19screening>
- **CCD Field Offices:** <https://stateofwa.sharepoint.com/sites/DOC-covid19screening>
- **AOD Satellite Offices:** <https://stateofwa.sharepoint.com/sites/DOC-covid19screening>
- **Work Release Facilities:** <https://stateofwa.sharepoint.com/sites/DOC-covid19screening>
- **Reentry:** <https://stateofwa.sharepoint.com/sites/DOC-covid19screening>

SharePoint Screening Representative will:

- Review COVID-19 screening entries in SharePoint and assign a designated DOC Secondary Screener to each employee reported.
- Enter DOC Secondary Screener assignments in the SharePoint site and notify them of their assignments.

Secondary Screeners will:

- Access the DOC Screening SharePoint site and initiate contact with the employee(s) assigned to them.
- Contact employee and make the determination if the employee is eligible to return to work and inform the employee of their eligible to return work date.
- Send email confirmation to the employee with their return to work date.
- Update the SharePoint site with the return to work date information.
- **If contact cannot be made with the employee:**
 - Make three (3) attempts to contact the employee the phone number provided after they were denied access during active screening.

- Enter date and time of each attempt in the SharePoint site for each employee contact attempt.
- After logging three (3) unsuccessful attempts, next steps will be managed by the facility.

Additional Information:

- Results are available on the Screening SharePoint site for each location as described above.
- Local designees shall provide information from SharePoint to the appropriate supervisor/roster manager, and human resource and payroll representative for each location.
- Local designees shall print list of employees approved to return to work and provide it to the local entry point screener.

Occupational Nurse Consultant (ONC) Role:

- Access the Screening SharePoint site and retrieve list of employees referred to ONC for potential mapping.
- Contact the employee and discuss further details about symptom, exposure, and mapping as necessary. Identify any potential exposure while at work to determine any mapping.
- Make notifications per Mapping Guidelines as necessary.

We are continuing to manage our response to COVID-19 and as a result, we are reviewing and improving processes as needed. If you have questions, please email

DOCCOVID19@doc.wa.gov.

cc: HR Managers