



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS
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October 13, 2020

TO: All Corrections Staff
FROM: *Miller* *Ronna Cole*
Arminda Miller and Ronna Cole
Prisons/Health Services Incident Commanders

SUBJECT: Staff serial testing for staff travelling to facilities

As we continue mitigation efforts to keep COVID-19 out of our correctional facilities, the need to continually update our practices and adjust as needed is ever present. Staff and contractors who travel from facility to facility or visit a facility one time for a few days may also be carriers of the virus. Effective October 19, 2020, any DOC staff/contractor meeting the following criteria will be required to submit to DOC COVID-19 Staff Serial Testing each week as they visit a facility or facilities.

Those required to test:

- Critical Incident Review (CIR) team members
- Audit team members
- Quality Assurance team members
- Office of Correctional Ombudsman staff
- DOC traveling medical staff (Ex. psychologists, denturists, physical therapists, who travel to one or more facilities each week)
- Visiting HQ or staff from other offices/divisions
- Capital programs contractors
- Correctional Worker Core students
- Employees who conduct business at the facility
- Hearings staff
- Correctional Industries staff

Those NOT required to test:

- Vending machine re-stockers
- Copy machine repair persons
- Vendor garbage truck drivers
- Vendor portable toilet truck driver
- CCD or other outside law enforcement agency staff who are dropping off/picking up

- incarcerated individuals and will have minimal/limited contact in the facility.
- Other vendors who have very limited/minimal contact with staff and incarcerated individuals.

Staff/contractors are only required to test once every seven days and do not need to test at each facility they visit. For example, if Employee Smith visited Coyote Ridge Corrections Center on Monday and tested while there, then there is no need for Employee Smith to test on Tuesday when Smith visits the Washington State Penitentiary that same week.

Staff do not need to test at a facility if there is no staff testing being conducted while they are there. For example, if Employee Smith arrives at Airway Heights Corrections Center on Wednesday for a meeting that lasts one hour and the staff testing station is closed while Smith is there then there is no need for the facility to open the staff testing station just for Smith.

Health Services Managers in coordination with the local DOC COVID-19 staff serial testing branch director will schedule to ensure medical staff/contractors who are seeing or have access to incarcerated individuals are tested every seven days.

Upon arrival at a facility conducting DOC COVID-19 staff serial testing, the screening station will ask all non-facility staff/contractors who meet the above mentioned criteria the following questions:

1. Have you submitted to a DOC COVID-19 staff serial test within the last seven days? If “yes,” the employee may be granted access to the facility. If “no” continue to question #2.
2. Do you have a scheduled DOC COVID-19 staff serial test at your home facility/office this week? If “yes,” refer to question #3. If “no,” direct them to the staff testing area to be tested.
3. Are you planning to be present to submit to that test? If “yes,” the employee may be granted access to the facility. If “no,” direct them to the staff testing area to be tested.

If a staff/contractor refuses to follow the above process, they will not be granted access to the facility, the Superintendent/Incident Commander will be notified, and the Superintendent/Incident Commander will notify the employee’s supervisor, Human Resources, and Prisons Health Services Unified Command.

Thank you for your continued cooperation as we work to protect those incarcerated with us, our fellow employees and our communities.