




STATE OF WASHINGTON  
**DEPARTMENT OF CORRECTIONS**  
P.O. Box 41100 • Olympia, Washington 98504-1100

April 28, 2021

**TO:** All DOC Staff

**FROM:**  Jamison Roberts, DOC COVID-19 EOC Manager

**SUBJECT:** **Update** - Staff serial testing for those traveling to facilities

**This supersedes the previous memorandum sent on October 13, 2020 on the same subject.** The Department of Corrections remains committed to mitigating the spread of COVID-19, and recognizes the need to continually update our practices. Staff, contractors, and/or volunteers who travel to a prison or work release facility maybe carriers of the virus.

Therefore, **effective May 1, 2021**, any DOC staff/contractor/volunteer arriving to a facility or Work Release, who hasn't completed COVID-19 testing within the last seven (7) days, will be required to participate in DOC COVID-19 Staff Polymerase Chain Reaction (PCR) Serial Testing upon arriving. Please note the following exceptions:

- If the staff PCR testing area is not operating during arrival, a Rapid Antigen Test will be conducted prior to entry, regardless of time/day of arrival.
- The staff member has been exempted from COVID-19 testing by an Occupational Nurse Consultant or Medical Provider, as documented.

**Those required to test:**

- Critical Incident Review Team members
- Audit Team members
- Quality Assurance team members
- Office of Correctional Ombudsman staff
- DOC traveling Medical staff (psychologists, dentist, physical therapists etc. who travel to 1 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
- Copier Machine Repair persons
- Vendor Garbage truck drivers
- Vendor Portable Toilet truck driver

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- 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/volunteers are **only** required to test once every seven (7) 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 again on Tuesday when Smith visits another facility during that same week.

As stated above, if the staff testing area is not operating during arrival for a PCR test, they will be required to submit to a Rapid Antigen Test prior to entry regardless of time or day of arrival.

The Health Services Managers in coordination with the Local DOC COVID-19 Staff Serial Testing Branch Director are expected to schedule and ensure medical staff/contractors who are working directly with the Incarcerated Individuals are tested every seven (7) days.

Each Facility/Work Release/Office conducting DOC COVID-19 Staff Serial Testing is expected to include the following questions at the screening station for all non-facility staff/contractors who meet the above-mentioned criteria:

- 1. Have you submitted to a DOC COVID-19 Staff Serial Test within the last seven (7) 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.** *(If the staff testing area is closed, the screener will contact the Shift Supervisor to have someone trained conduct a Rapid Antigen test)*
- 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 the staff testing area is closed, the screener will contact the Shift Supervisor to have someone trained conduct a Rapid Antigen test)*
- 4. Have you been advised by a DOC medical professional that you’re exempt from serial testing?**

If a staff/contractor/volunteer refuses to follow the above process they will be denied access to the facility/Work Release/Office, the Superintendent/Incident Commander/designee will be notified and will notify the Employee’s Supervisor and local Human Resources office.