



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

January 14, 2022

TO: All Prisons Staff
FROM: Michael Obenland, Assistant Secretary, Men's Prison Division
SUBJECT: Passive Screening Process for Prison Facilities

As you all are probably aware, staffing continues to be a challenge within the agency. This has necessitated a change in how screening for COVID-19 is carried out within congregate facilities. As a solution, we have developed the following hybrid screening process for prisons in a consultation with the Office of Financial Management. The active screening process with staffed screening posts will continue during shift change times, although outside of those time frames, facilities may move to a passive screening/attestation process.

Effective immediately, facilities are authorized to move from active screening to passive screening thirty (30) minutes after shift change occurs through one (1) hour prior to the next shift coming on. For many facilities, timeframes would look as follows:

<u>Active Screening</u>	<u>Passive Screening</u>
0500-0630	0630-1300
1300-1430	1430-2100
2100-2300	2230-0500

DOC COVID-19 PASSIVE SCREENING PROCESS

This screening can be conducted by the employees providing written acknowledgement daily using the sample log, [available here](#). Staff are expected to complete the attestation log by documenting they've cleared the screening questions and meet all entry requirements.

Each work site will still route staff through a screening point prior to entry. At each screening point, the following will be in place:

- **A poster or sign will be posted** with the most current COVID-19 screening questions.
- **A thermometer(s) or J-Pay thermostat kiosk** will be available with the screening questions for staff use. *If a thermometer is used, sanitation cleaning supplies are required to be present to sanitize the thermometer after each use by the user. Note, a thermometer should be available as a backup if the J-Pay Kiosk is used as the primary method of obtaining body temperatures.*
- **A log sheet/book** will be at each screening location(s). This sheet can be used for multiplesignatures. See attached template for this purpose. Screening logs must be maintained with state records and retention laws. For more information, please refer to [Records Management Advice](#)
- The log document will indicate that by signing the document, the staff member is

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affirming/attesting they have answered “NO” to ANY of the current screening questions OR have a temperature result below 100.4 degrees.

- Staff members who answer YES to ANY of the screening questions OR have a temperature at 100.4 degrees or above are expected to:
- Exit the building immediately and notify their supervisor. Supervisors can assist with the following steps if necessary.
 - ✓ Complete the Workplace Denial form #03-110 AND contact the designated secondary screening nurse as indicated on the form within their shift. If no forms are available at entry point, notify your supervisor.
 - ✓ Supervisor is responsible to submit the Workplace Denial form via email to the respective SL2S distribution list (provided below), for entry into Department Outbreak Tracing System (DOTS), within the employees shift or immediately upon receiving. This will ensure secondary screening is completed and employee is provided a return-to-work date by a medical professional

SL2S distribution lists:

Prisons:

AHCC: DOCDLAHCCSL2S@DOC1.WA.GOV
MCC: DOCDLMCCSL2S@DOC1.WA.GOV
WCCW: DOCDLWCCWSL2S@DOC1.WA.GOV
CBCC: DOCDLCBCCSL2S@DOC1.WA.GOV
MCCW: DOCDLMCCCWSL2S@DOC1.WA.GOV
WSP: DOCDLWSPSL2S@DOC1.WA.GOV
CCCC: DOCDLCCCCSL2S@DOC1.WA.GOV
OCC: DOCDLOCCSL2S@DOC1.WA.GOV
CRCC: DOCDLCRCCSL2S@DOC1.WA.GOV
SCCC: DOCDLSCCCSL2S@DOC1.WA.GOV
LCC: DOCDLLCCSL2S@DOC1.WA.GOV
WCC: DOCDLWCCSL2S@DOC1.WA.GOV

Reentry Centers:

DOCDLWRSL2S@DOC1.WA.GOV

CCD offices:

DOCDLCCDSL2S@DOC1.WA.GOV

Satellite offices:

DOCDLAODL2SL@DOC1.WA.GOV