



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

February 18, 2022

TO: Community Corrections Staff

FROM: Mac Pevey, Assistant Secretary
Community Corrections Division

SUBJECT: Operational Changes in Response to COVID-19 (Revised)

This memo supersedes the memos dated March 19, 2020, July 26, 2021, October 22, 2021, and December 16, 2021, all with the same subject line.

The COVID-19 pandemic and response challenged our Department and the Community Corrections Division (CCD) in unimaginable ways. Through the uncertainty and challenges, one thing remained constant - the resiliency and dedication of our staff. As we move towards fuller reopening, I would like to again thank all of you for your efforts, patience and your impressive ability and willingness to take care of each other. This memo returns CCD to policy standards where possible while promoting the health and safety of our staff, stakeholders, and those under our supervision.

The Agency Safe Start plan provides guidance during the pandemic and our reopening phases. Included in this plan are reminders regarding our vital adherence to the [WA DOC COVID-19 Active/Passing Screening Questionnaire](#) and current [WA State DOC Personal Protective Equipment \(PPE\) Matrix](#). Additionally, staff should work closely with their supervisor to comply with any needed return to work isolation/quarantine including rapid antigen testing (RAT).

The following operational changes are effective March 3, 2022.

Health & Safety:

Your health and safety are the top priority. It is important for you to communicate, and problem solve any concerns with your supervisor. Protection for high-risk employees will continue to be evaluated. Please continue to be an active participant in your health and wellness.

If a supervised individual has suspected or confirmed COVID-19 and a required monthly contact has not been completed, the CCO will staff a resolution with their CCS. The resolution could

include the use of other means (telephone, video conferencing, etc.) to complete the contact, but face-to-face interactions are favored. Additionally, supervised individuals may be untruthful regarding COVID-19 symptoms or exposures. While safety is paramount, we cannot allow supervised individuals to dictate their supervision by providing false COVID-19 information during the pandemic. Staff are encouraged to complete thorough investigations when these issues arise and work with their CCS to verify information, investigate possible violations, and find solutions. As you would in any case, thoroughly document your observations and case management activities.

Telework:

In most instances there will be a reduced allowance for telework, a maximum of one day per week, as we continue to increase office staffing to effectively engage supervised individuals. Telework can be granted based on the business needs of the office/unit as determined by the CCS per DOC Policy 830.300.

Telework may also be used as a mitigation strategy for staff exposed to or in close contact with a COVID-19 positive individual based on Agency Return to Work Phase 3 guidance.

Contact Standards, Office Contacts, Field Work and Supervision Activities:

Contact standards resume per DOC Policy 380.200 Community Supervision of Offenders. When conducting face-to-face contacts, current protocols specific to PPE, cleaning, masking, and social distancing will be followed. If COVID-19 concerns are present during any face-to-face contact, staff are encouraged to conduct the contact outside in the open air.

Transports:

Transports will be conducted per DOC Policy 420.100 Transportation Standards. If a CCD violator is suspected or confirmed to be COVID-19 positive, as determined by a medical practitioner, staff will contact the HQ Nurse Desk immediately and follow current PPE protocols.

CCD staff can respond to meet law enforcement for a transfer of custody following a law enforcement-initiated arrest with CCS permission. Staff can also perform hospital watches, including assuming hospital watches from law enforcement with CCS permission. These activities are considered higher risk and require strict adherence to the current PPE protocols.

Violation Response:

Statewide violator capacity remains low, as most jails have their own pandemic-related limitations. Review violations for possible mitigation per DOC Policy 460.130 when

appropriate. CCS(s) are encouraged to consider violator capacity when approving/denying the arrest of a supervised individual.

Warrant Apprehension Activities:

Five (5) day warrant checks as specified in DOC 350.750 will not be completed, as this is not a statutorily driven activity. Additionally, organized warrant sweeps within field offices remain suspended due to violator capacity. Specific and targeted warrant apprehensions may be conducted with pre-planning and prior CCS authorization when the Department has credible information regarding an absconder's whereabouts.

Community Work Crews:

The operation of our community-based work crews continues with limited capacity. Work crew activities are restricted to outdoor, open-air sites (litter crews, landscaping, etc.). The current protocols specific to PPE, cleaning, masking, and social distancing will be followed.

Cognitive Behavioral Interventions:

Thinking for a Change (T4C) restarts with limited capacity to promote distancing and safety. All participants (students and instructors) will be masked during class. Prior to entry into the classroom, all supervised individuals will be required to pass COVID-19 active screening protocols. All PPE protocols must be followed.

Sex Offender Treatment and Assessment Program:

Sex offender treatment resumes in CCD field offices beginning March 14, 2022, with plans to be fully operational by March 28, 2022. Treatment groups may have limited capacity based on COVID-19 social distancing protocols. Participants (clients and therapists) will be masked during treatment sessions. Prior to entry into the group room, all clients will be required to pass COVID-19 active screening protocols. All PPE protocols must be followed.

Training:

In person training can resume. This includes Control and Impedance Tactics (CIT), First Aid/CPR, and other in person training. Careful consideration will be given to each training to maximize the health and safety of all involved. Additionally, monthly CCD Firearms Academies began in February 2022 and will continue until the wait list is exhausted.

Drug Testing:

Drug testing requirements return to policy standards for all supervised individuals in accordance with DOC Policy 420.380 – Drug/Alcohol Testing. Oral swab testing remains authorized if it is

unsafe to conduct a UA. Breathalyzer testing resumes with the use of distancing, open air collection, and barriers as appropriate to mitigate COVID risk.

Best Practices:

Staff are still encouraged to be proactive and practice universal precautions.

- Stay home when you are sick. This is important for all illnesses, but especially for the duration of a respiratory illness.
- Wear a mask.
- Wash your hands and use alcohol-based sanitizer frequently.
- Avoid touching your mouth, nose, and eyes with unwashed hands.
- Cover your coughs and sneezes by coughing into your elbow or a tissue.
- Frequently clean and disinfect high-touch and common surfaces.
- Enhance social distancing (more than 6 feet).
- Stay away from people who are sick.
- Participate in agency provided rapid antigen testing for return to work.
- If you have coronavirus symptoms, i.e., fever, cough, and shortness of breath, contact your health care provider about what your next steps may be. Please also notify your supervisor and/or Human Resources so the agency can take any necessary steps.

Your CCD Leadership Team is meeting regularly so adjustments to these operational changes will be made as the situation evolves. If you have questions about any of these items or other concerns, please staff those questions with your supervisor and, if necessary, send them to the [DOC COVID19](#) mailbox.

Please continue to take care of yourself and your family during these rather exceptional times. Your personal safety and wellness are important.

MP: jlr.md

cc: Executive Strategy Team
Jacque Coe, Communications Director
Fran Halpain, Acting Area Human Resource Manager
Billie Peterson, Policy Program Manager
Shelby Leifer, Labor Relations Consultant
Ton Johnson, WFSE Labor Advocate
Kevin Bovenkamp, DSHS/BHA Assistant Secretary
Tom Layne, Hearings Administrator
Cathi Harris, SOTAP Director
DOC Nurse Desk
DOC COVID19 Mailbox