

This plan outlines new routine masking\* requirements and vaccine verification which has been developed to ensure the safety of DOC employees and prevent the spread of COVID-19. It is important that all employees take personal responsibility to protect themselves, their family, coworkers, and the public. The DOC supports those who wish to continue masking or have been advised by their health care provider to continue masking, regardless of their vaccination status. All staff are encouraged to continue to socially distance when possible. For any questions, please email the DOC COVID19 box at [doccovid19@doc1.wa.gov](mailto:doccovid19@doc1.wa.gov)

## MASK EXEMPTION/VACCINE VERIFICATION PROCESS

The new masking guidance ensures the safety of staff while respecting the personal choice for COVID-19 vaccination. Vaccinated employees that may unmask in accordance the [COVID-19 Personnel Protective Equipment \(PPE\) matrix](#) will be expected to provide proof of vaccination in compliance with L&I regulations.

### 1) Proof of Vaccination

- Employees will be responsible for requesting the mask exemption through their manager/supervisor and must provide proof of vaccination to the local Human Resource office. Employees will be required to provide one of the following acceptable forms of proof of vaccination status:
  - Proof of full vaccination, such as a CDC vaccination card (or a printed or electronically-stored photo of the card)
- OR**
- Documentation of vaccination from a health care provider **OR** state immunization information system record.
- Human Resources will utilize MS Teams or an in-person appointment for vaccination verification.
- Human Resources will ensure the card has one (1) vaccination date for J&J and two (2) recorded vaccination dates for the Moderna and Pfizer COVID-19 vaccines.
- Human Resources will ensure full vaccination by verifying the date of completion of the COVID-19 vaccine series (1 vaccine for J&J, 2 vaccines for Moderna or Pfizer) was 14 or more days ago.
- Human Resources will record this information using a log ([see below](#)) for recording purposes. Each local Human Resources office will send notification to the Occupational Health and Wellness unit for maintaining a master list of employee vaccine status for the agency.
- Human Resources will maintain the log of vaccinated employees to comply with [Mask & Distancing Requirements](#).
- Managers and supervisors will have access to a list of employees to verify compliance.
  - Copies or pictures of the vaccination card are not authorized to be kept or shared.

### 2) On-Site Daily COVID-19 Mitigation Compliance

- All employees (as well as visitors and volunteers) must still complete the daily active screening upon entry.
- Only employees that have provided proof of vaccination to HR may unmask in the proper environment.
- If there are concerns an employee's vaccine status has not been verified, the supervisor or manager should work with their leadership and HR to confirm verification is on record. This ensures the protection of employee's medical information in alignment with [EEOC guidance](#).
- The compliance focus will be the protection of employees who are not vaccinated.
  - Supervisors and other staff will be expected to respect the six-foot social distancing requirements for all staff that are wearing masks
  - Submit concerns of mask use to your local HR & Safety Office.

**Voluntary Verification Log**

An employee may provide proof of vaccination to Human Resources. Acceptable proof of vaccination includes **a CDC vaccination card** (or a printed or electronically stored photo of the card), **OR Documentation of vaccination from a health care provider or state immunization information system record.**

Employee Name	Employee ID Number	Location	Org Unit	Validated by	Validated Date

**ROUTINE MASKING REQUIREMENTS FOR DOC EMPLOYEES**

- **Fully Vaccinated Employees in an Administrative Building or areas where non-DOC employees do not have access:** *(These employees have no interaction with the incarcerated/resident population, visiting employees of other agencies, business partners, public, or customers)* These employees are not required to wear a mask in the workplace, inside or outside, as long as they are at least two weeks (14-days) past their final dose of the vaccination and have validated their vaccination status with the local Human Resource office. Social distancing is still strongly encouraged when possible.
- **Unvaccinated Employees:** Face masks shall be worn at all times while entering, exiting, and/or moving around inside an agency building/facility. Face masks shall also be worn while in an office or cubicle any time other people are present.
- **DOC Employees interacting with non-DOC Employees inside:** Masks are required for all employees in contact with non-DOC employees. Social distancing requirements should be in place as outlined by [DOH](#) and [L&I](#). *This applies for visiting employees of other agencies, business partners, the public, and customers in addition to the incarcerated/resident population.*
- **DOC Employees interacting with non DOC employees outside:** In congregate settings, masks are still required outside except as specified in [the PPE matrix](#). In other environments, no masks are required outside for an employee if social distancing requirements are met. Social distancing requirements should be in place as outlined by [DOH](#) and [L&I](#). Masks are not required for fully vaccinated employees that cannot meet the social distancing requirement and have verification of their vaccination status with the local Human Resource office. Masks are required for unvaccinated employees if social distancing requirements cannot be met.
- **While working in a solitary space:** Someone is considered to be working alone when they're isolated from interaction with other people and have little to no expectation of in-person interruption. If you are alone in an office with the door closed or in a vehicle by yourself, a mask is not required but will need to be readily available for use. Except in prison and work release, if you are alone inside of a cubicle with 4 walls (one with an opening for an entryway) that are high enough to be at least 12" above the head of the cubicle worker (i.e. the employee's face is well below the height of the panels to block aerosols), and whose work activity will not require anyone to come inside of the cubicle, a mask is not required but will need to be readily available for use. Of note, a mask needs to be worn when leaving the solitary space as indicated above.
- **Interacting with someone suspected or known to have COVID-19:** Wear the proper PPE as outlined in the [PPE matrix](#) regardless of COVID-19 vaccine status.
- **Visitors and volunteers:** All visitors and volunteers to DOC will wear a mask at all times while on DOC property regardless of vaccination status.

*\*A mask is considered to be a surgical mask unless face coverings are allowed and indicated within the PPE matrix*