

DEPARTMENT OF CORRECTIONS
Work/Training Release
COVID-19 Outbreak Checklist

Date: _____

Time: _____

Immediate Actions

Definitions

Actions	Time Started	Time Completed	Initial	N/A
<p>The Washington State Department of Health (DOH) defines, within a DOC facility, an outbreak as:</p> <ul style="list-style-type: none"> • Two or more confirmed cases of COVID-19 in incarcerated individuals occurring within 14 days OR • One or more confirmed cases of COVID-19 in an incarcerated individual AND • One or more confirmed cases of COVID-19 in DOC staff working in proximity to the incarcerated individual case/cases occurring within 14 days 				

Notifications

Actions	Time Started	Time Completed	Initial	N/A
Verify information if unclear and make contact with the Reentry/CCD Unified Command				
Ensure notification of positive COVID-19 test results are reported to the COVID19 Cases mailbox and the Work Release Medical Consultant has been notified.				
Consult with the Work Release Medical Consultant and Reentry Community Unified Command upon receiving two (2) positive cases. This is required.				

Response

Actions	Time Started	Time Completed	Initial	N/A
Open the Incident Command Post (ICP) and develop a schedule to ensure ICP staffing and coverage. (Seven (7) day a week schedule)				
<p>In consultation with Reentry/CCD Unified Command, determine a daily check-in call to ensure proper notifications, consultation, current status and resource support is on-going. Daily reporting will include at a minimum:</p> <ul style="list-style-type: none"> • Number of positive cases • Number of staff screened away in last 24 hours • Number of staff mapped out in the last 24 hours • Number of isolation patients • Number of quarantine patients • Number of overtime positions in the last 24 hours • Number of tests administered • Number of tests inconclusive • Number of tests pending • Number of isolation beds available 				
<p>The Work Release Medical Consultant, as part of clinical assessment, will identify incarcerated individuals who may be considered at high risk for severe COVID-19 who have tested positive. (Refer to the most current criteria identified in the WA State DOC COVID-19 Screening, Testing, and Infection Control Guideline (pdf).) This is accomplished through clinical review by the Work Release Medical Consultant, and results in determining the safest and most appropriate placement and care for the individual.</p>				

Protocols and PPE

Follow [WA State DOC COVID-19 Screening, Testing, and Infection Control Guideline](#) (most current version)

Actions	Time Started	Time Completed	Initial	N/A
<ul style="list-style-type: none"> Provide surgical masks for all incarcerated individuals in the area of infection. Re-issue surgical masks when soiled or moisture-saturated. Surgical masks should not be used for more than one (1) day, unless in extreme conservation mode, then no more than three (3) days. 				
<ul style="list-style-type: none"> Provide surgical masks and face shields to all staff in the area of infection. Re-issue surgical masks when soiled or moisture-saturated. Surgical masks should not be used for more than one (1) day, unless in extreme conservation mode, then no more than three (3) days. Face shields should be provided to staff only in a quantity of two (2.) Staff should disinfect face shield prior to departing area and/or when soiled. Re-issue face shield if damaged, heavily soiled or to when a close contact to a suspected or confirmed cases is verified. 				
<ul style="list-style-type: none"> Establish PPE don/doff stations, ensure a PPE spotter is available at stations when in use. (These are two (2) separate stations) 				
<ul style="list-style-type: none"> Ensure Spotter Guide Poster, PPE Matrix and WA State DOC COVID-19 Screening, Testing, and Infection Control Guideline is available to staff at the stations. 				
<ul style="list-style-type: none"> Ensure a system is in place to adequately stock PPE, disinfecting supplies, and disposal receptacle(s) and a removal schedule to remove disposed of PPE is maintained. 				
<ul style="list-style-type: none"> Consult with the Work Release Medical Consultant if any incarcerated individual uses an aerosolizing machine, such as CPAP, BiPAP or a nebulizer. Additional precautions will need to be implemented. 				

Communications

Actions	Time Started	Time Completed	Initial	N/A
Utilize Communications Toolkit provided by DOC Joint Information Center (JIC) to draft communications to staff, incarcerated individuals and interested parties of plans.				
<ul style="list-style-type: none"> Submit to Reentry/CCD Unified Command Incident Commander for review and approval 				
<ul style="list-style-type: none"> Reentry/CCD Unified Command Incident Commander will forward to JIC for review and approval 				

Step down process

Actions	Time Started	Time Completed	Initial	N/A
Prior to the unit quarantine being lifted, consult with Reentry/CCD Unified Command and the Work Release Medical Consultant to determine post quarantine procedures.				

Notes
