

# DEPARTMENT OF CORRECTIONS 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"> <li>• Two or more confirmed cases of COVID-19 in incarcerated individuals occurring within 14 days who reside in the same living area OR</li> <li>• One or more confirmed cases of COVID-19 in an incarcerated individual AND</li> <li>• One or more confirmed cases of COVID-19 in DOC staff working in proximity to the incarcerated individual case/cases occurring within 14 days</li> </ul> <p>Incarcerated individual COVID cases occurring in intake separation areas are not included in (a) above. Management of multiple cases in intake separation areas will be discussed with Prisons Health Services Unified Command on a case by case basis.</p>				

### Notifications

Actions	Time Started	Time Completed	Initial	N/A
Verify information if unclear and make contact with the Prisons/Health Services Unified Command				
Ensure notification of positive COVID-19 test results are reported to the COVID-19 cases mailbox and the HQ Medical Duty Officer has been notified.				
Notify the Infection Prevention Nurse and the Occupational Nurse Consultant to ensure contact tracing/mapping occurs.				
Consult with the HQ Clinical Group and Prisons Health Services Unified Command upon receiving two (2) positive cases in the same living unit. This is required.				
Ensure Local 117 representative is notified.				

### 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 to include Health Services staff in the ICP. (Seven (7) day a week schedule)				

<p>In consultation with Prisons Health Services, 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"> <li>• Number of positive cases</li> <li>• Number of staff screened away in last 24 hours</li> <li>• Number of staff mapped out in the last 24 hours</li> <li>• Number of isolation patients</li> <li>• Number of quarantine patients and which units/tiers under quarantine</li> <li>• Number of overtime positions in the last 24 hours</li> <li>• Number of tests administered</li> <li>• Number of tests inconclusive</li> <li>• Number of tests pending</li> <li>• Number of isolation beds available</li> </ul>				
<p>As part of clinical assessment, 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 <a href="#">WA State DOC COVID-19 Screening, Testing, and Infection Control Guideline (pdf)</a>.) This is accomplished through local clinical review, in consultation with HQ Clinical Leadership review, and results in determining the safest and most appropriate placement and care for the individual.</p>				

**Operations and movement**

In consultation with the HQ Clinical Group and Prisons Health Services Unified Command, develop an Operations and Movement plan that includes the following:

Actions	Time Started	Time Completed	Initial	N/A
<ul style="list-style-type: none"> <li>• Determine appropriate restrictions and testing plans based on the known contextual information.</li> </ul>				
<ul style="list-style-type: none"> <li>• Ensure cohorting by unit is verified to include recreation, mainlines, work programming, and other forms of programming to eliminate any mixing of the incarcerated population by unit. Consult with Prisons Health Services Unified Command if adjustments are needed to cohort differently due to physical plant layout.</li> </ul>				
<ul style="list-style-type: none"> <li>• Develop a small cohort schedule by cells when under quarantine. Ensure this schedule is followed for all movements outside of the cell, this includes dayroom, showers, etc. (This is identified in the consultation with Prisons Health Services Unified Command and HQ Clinical Leadership.)</li> </ul>				
<ul style="list-style-type: none"> <li>• Conduct a review of the staff who work in the area or those who frequent the area to determine restriction on access to the infected area. Only those staff needed for critical work should be permitted into the area.</li> </ul>				

## 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"> <li>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.</li> </ul>				
<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>Incarcerated individuals working as porters should also be provided a face shield and surgical mask. The face shield should be sanitized and returned to staff at the conclusion of the porters daily work hours.</li> </ul>				
<ul style="list-style-type: none"> <li>Establish unit PPE don/doff stations, ensure a PPE spotter is staffed at stations. (These are two (2) separate stations)</li> </ul>				
<ul style="list-style-type: none"> <li>Ensure Spotter Guide Poster, <a href="#">PPE Matrix</a> and <a href="#">WA State DOC COVID-19 Screening, Testing, and Infection Control Guideline</a> is available to staff at the stations.</li> </ul>				
<ul style="list-style-type: none"> <li>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.</li> </ul>				
<ul style="list-style-type: none"> <li>Consult with Medical if any incarcerated individual uses an aerosolizing machine, such as CPAP, BiPAP or a nebulizer. Additional precautions will need to be implemented.</li> </ul>				
<ul style="list-style-type: none"> <li>Consult with Prisons Health Services Unified Command if your facility has a dog or cat program. Additional precautions will need to be implemented.</li> </ul>				

## 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"> <li>Submit to Incident Commander for review and approval</li> </ul>				
<ul style="list-style-type: none"> <li>Forward to JIC for review and approval</li> </ul>				

**Step down process**

<b>Actions</b>	<b>Time Started</b>	<b>Time Completed</b>	<b>Initial</b>	<b>N/A</b>
Prior to the unit quarantine being lifted, consult with Prisons Health Services and HQ Clinical Leadership to determine post quarantine procedures.				

**Notes**

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