

# COVID-19 Protocol for Transition to the Community from Work Release

Version 5, Revised 2/3/2021

## Definitions

- **Isolation:** Housing for individuals who have tested positive for SARS-CoV-2 (the virus causing COVID-19) or who are symptomatic with pending results. These individuals remain in isolation until they are no longer contagious. Isolation within a DOC facility is often different than protocols in the community due to the high-risk settings. Upon release, the criteria for isolation reverts to the community standard. In the community, individuals require isolation for 10 days from symptom onset AND be without a fever for at least 24 hours (without the use of fever reducing medications) AND clinically improving or if asymptomatic, 10 days from the positive test collection date).
  - For symptomatic individuals, in addition to 10 days after symptom onset, their fever should be gone for least 24 hours (without the use of fever-reducing medications), and their symptoms should be improving
- **Quarantine:** Housing for close contacts of individuals with suspected or confirmed COVID-19. Contacts who will be living in a congregate setting (such as a homeless shelter, group home, halfway house, etc.) after release from prison should quarantine for 14 days after their last exposure to someone with COVID-19. In a work release or prison setting when an outbreak has been declared, DOC may consider a whole unit or facility exposed, and recommend quarantine for all individuals in that unit or facility. Patients in quarantine are tested for COVID-19 at day 1 and day 7 since their last known contact with suspected or confirmed COVID-19 cases.
- **Isolation/Quarantine Facility (IQF):** Isolation/Quarantine Facility- A Washington State Department of Health OR local health jurisdiction facility that has medical staff 24-7 to care for individuals who need services and observation while in isolation or quarantine status. DOC Staff are assigned to the location for individuals that need services while under DOC jurisdiction.

## Contact Information

- 1) Work Release Medical Consultant (253) 313-3033
- 2) CCD/Reentry Unified Command Incident Commanders:
  - Mindy Kupers (360) 489-4712
  - Randi Burke (253) 548-6396
  - [docccdreentunifiedcmd@DOC1.WA.GOV](mailto:docccdreentunifiedcmd@DOC1.WA.GOV)

## 14 Days to Release

### Step 1

#### Functional Roles & Responsibilities

Work Release (WR) Community Corrections Officer (CCO)

#### Tasks

- **Contingency Planning:** Review current release list for all individuals with supervision releasing within 14 days. Call the release sponsor to confirm whether an individual can safely isolate or quarantine on ERD should the resident require this accommodation status at release. Important factors allowing safe isolation or quarantine include availability of a separate room, separate bathroom, and ability to remain in room without using common areas for the duration of the isolation/quarantine period.

- If yes, make notation in OMNI with chrono code Release Planning/Issues, “On (date) I spoke with release sponsor (name/phone number) to confirm release plans in the event (Resident’s name) is in isolation or quarantine upon ERD.”
- If no, make notation in OMNI with chrono code Release Planning/Issues, “On (date) I spoke with release sponsor (name/phone number) to confirm release plans in the event (Resident’s name) is in isolation or quarantine upon ERD. This sponsor does NOT have the ability to house resident in this event. Other temporary housing options will be reviewed should the resident be placed on isolation/quarantine within 7 days upon ERD”

#### Process Considerations

None.

## 7 Days to Release

### Step 2

#### Functional Roles & Responsibilities

WR CCO, Resident, Field CCO, IQF DOC Staff

#### Tasks

- If the releasing resident is in isolation/quarantine at the assigned work release center, review OMNI chronos regarding the Contingency Planning (Step #1). If the release sponsor cannot safely accommodate resident under conditions requiring isolation, move to step 4
- The resident who is currently placed at IQF facility and can stay at the IQF beyond their ERD if medically recommended. However, if this occurs, the Work Release CCO will notify Field CCO of current status and will arrange for paperwork and reporting instructions with the IQF staff. Work Release Supervisor/designee will notify Work Release Medical Consultant who will communicate with Local Health Jurisdiction where resident will be releasing if clinically necessary. Transportation will be coordinated through Unified Command
- If the resident is a MON release with no tolling supervision and past their ERD while staying at the IQF, transportation will not be arranged from an IQF. For tolled causes, Work Release CCO will notify Field CCO and arrange with IQF staff to sign releasing documents on ERD. Communication with Field CCO regarding status and reporting instructions and transportation needs upon medical clearance will be coordinated with Work Release CCO.

#### Process Considerations

None.

### Step 3

#### Functional Roles & Responsibilities

WR CCO, Resident, Field CCO, IQF DOC Staff

#### Tasks

- If the resident **can** go to their approved ORP upon ERD to safely isolate/quarantine, release procedures will be coordinated through the IQF DOC staff on site.. Work Release Supervisor/designee will notify Work Release Medical Consultant who will communicate with Local Health Jurisdiction where resident will be releasing if clinically necessary.

#### Process Considerations

Note: A resident at an IQF will stay at that location until they are medically clear and they will be transferred back to the work release facility, unless arrangements have been made to go to their approved or temporary

approved residence upon their ERD. Work Release Medical Consultants are working with the IQF on a frequent basis and will notify Unified Command when they are medically clear to return to work release. Transportation details need to be arranged through Unified Command.

The email to Unified Command (docccdreentunifiedcmd@DOC1.WA.GOV) needs to include ERD, Release address and documentation related to Covid status, see Step 5 for more information to include. Work Release CCO will send notifications to Records, Work Release CCS, Field CCS and CCO and Work Release Medical Consultant. Details regarding reporting instructions while on isolation/quarantine will be made in consultation with the Field CCO and the resident.

## Step 4

### Functional Roles & Responsibilities

WR Supervisor/Designee, WR CCO, Field CCO, Records, WR Medical Consultant

### Tasks

- Work Release CCO will discuss temporary plan with Field CCO and wait for approval. Once approved, the temporary release plan will be submitted to local records unit for any Law Enforcement/Victim Witness notification.
- If there are no other community release options or alternatives, then WR CCO will staff with Work Release Supervisor/Designee and the Work Release Medical Consultant. The Work Release Medical Consultant (564-999-1845) will discuss case with Local Health Jurisdiction to explore temporary Isolation/Quarantine housing options. See Step 5 for information Work Release Medical Consultant will require.

### Process Considerations

Work Release CCO will work with resident to exhaust all potential temporary housing resources for resident. Accommodations within the County of Origin will be explored first. All normal ORP Investigative tools will be used per protocol. Once an acceptable plan is vetted through Release Sponsor Orientation and approved by the Field CCO/Field Administrator, this plan must be submitted to records immediately.

## 3-5 Days to Release

## Step 5

### Functional Roles & Responsibilities

WR Supervisor/Designee, WR CCO, WR Medical Consultant

### Tasks

If the individual will be transferring to the DOH isolation/quarantine facility or a local health jurisdiction isolation/quarantine facility, Work Release Supervisor/designee will compile and report the following information.

- Release date
- COVID-19 status (tested positive vs. contact); this determines whether isolation vs. quarantine is needed
  - While the LHJ/tribal health officer has final determination as to whether an individual is recommended to quarantine, our expectation is they will normally defer to DOC's assessment of an individual's exposure. If the DOC medical team considers the individual exposed to SARS-CoV-2 based on their unit, then the LHJ/tribal health officer will support the recommendation of quarantine for that individual.

- Needed services (isolation housing, quarantine housing, wraparound services such as food assistance at own housing)
- If the individual tested positive for SARS-CoV-2 (i.e., has COVID-19):
  - Test collection date
  - Any symptoms of COVID-19 (and if so, what symptoms)
  - Symptom onset date (if symptomatic)
  - Planned completion of isolation date
- If the individual is a contact (exposed to someone with COVID-19):
  - Confirm the individual is asymptomatic
  - SARS-CoV-2 testing information: last negative test (if any), any pending tests
  - Last known exposure to someone with COVID-19 (if the individual was in a unit that is on COVID-19 quarantine, this may be the same date as their release date)
  - Planned date of quarantine completion
- Any restrictions on individual’s placement based on criminal history (in a specific county, specific settings, etc.)
- Some jurisdictions may also request an individual’s sex offender status.
- Whether the individual smokes
- Whether the individual has any mobility issues
- Whether the individual needs assistance with medications, or requires any medications which they cannot keep with them (e.g., methadone), or if the public health team should be aware of elevated overdose risk while in isolation/quarantine

Send this information to Unified Command ([docccdreentunifiedcmd@DOC1.WA.GOV](mailto:docccdreentunifiedcmd@DOC1.WA.GOV))

#### Process Considerations

None.

## Within 24 Hours of Release

### Step 6

#### Functional Roles & Responsibilities

WR Supervisor/Designee, WR Medical Consultant

#### Tasks

- If patient is still on isolation/quarantine status see [WA State DOC COVID-19 Screening, Testing, and Infection Control Guideline](#) Section Release of Patients into the Community for specific instructions on the need for rapid antigen testing prior to release and testing instructions.
- For instructions on performing and reporting results from COVID-19 rapid antigen testing see [WA State DOC COVID-19 Screening, Testing, and Infection Control Guideline](#) Section Testing Procedure #4 Rapid Antigen Testing for COVID-19.
- If applicable discuss rapid antigen test result with Work Release Medical Consultant to determine if result will change any aspects of the release plan.

## Process Considerations

None.

# Day of Release

## Step 7

### Functional Roles & Responsibilities

WR Supervisor/Designee, WR CCO, Resident, IQF DOC Staff, WR Sponsor

### Tasks

- As part of releasing checklist, the individual is provided medication, medical supplies and education for managing COVID or past COVID issues in the community.
- Individual provided a sheet of local contacts of resources to support safe transition
- Every individual releasing from isolation or quarantine should be given the following [brochure](#).

### Process Considerations

If the resident is releasing from an IQF, the Work Release CCO will coordinate with staff at the IQF for resident to sign paperwork, order of release with reporting instructions or transfer paperwork to GRE and will coordinate next steps. Original copies will be mailed to Work Release CCO.

If the resident is being transferred to an IQF, they will receive instructions for telephonic reporting with field CCO after release procedure is complete at the work release. Records will be notified of temporary release address of IQF where resident will be placed for Victim/Witness and LE Notifications. Upon Work Release ERD, the Field CCO will resume responsibility for Individual and their status.

If the resident will be releasing from the work release, the Sponsor will receive instructions prior to arranged pick-up to safely transport resident, the proper use of PPE and information pamphlet for Covid-19 with local community contacts

## Step 8

### Functional Roles & Responsibilities

Resident, Transportation, WR CCO

### Tasks

- Individual is safely transported using COVID Transportation Protocol and delivered to IQF isolation/quarantine location.
- Work Release CCO will verify arrival and ensure the individual is clear on expectations of placement. If the individual is being transferred on ERD, ensure proper reporting instructions have been made to ensure Field CCO communicates reporting requirements to individual.

### Process Considerations

Transportation will need to be determined with DOC, DOH or other via Unified Command ([doccddreentunifiedcmd@DOC1.WA.GOV](mailto:doccddreentunifiedcmd@DOC1.WA.GOV))

Once individual reaches their Work Release ERD, it is the Field CCO's responsibility to arrange transportation needs through CCD chain of command.