

WA DOC COVID-19 Return to Work Process – Next Steps for Employees

The health and safety of our staff is our top priority. We understand this is a difficult time for all employees, and we are doing our best to ensure we take steps necessary to mitigate the spread of COVID-19.

Since you have answered yes to one or more of the Active Screening questions, or have a temperature at or above 100.4 degrees, you have not been allowed entry into the facility/office. In order to be cleared to return to work, you will need to participate in the secondary screening process.

For the secondary screening process, **you're expected to contact the designated Department of Corrections medical professional within your shift.** Passing the secondary screening will be determined by the DOC medical professional.

Leave Reporting:

If you have not been allowed access due to answering "Yes" to one of the active screening questions, you will be required to submit leave in accordance with the [leave laws](#) or applicable [collective bargaining agreement](#) while the secondary screening process is being conducted. Refer to Office of Financial Management's (OFM) [COVID-19 Scenarios & Benefits Available](#) to review possible leave eligibility options to discuss with Human Resources (HR).

Employees Next Steps:

- Please call your supervisor if you are not allowed access at the active screening process entry point. We encourage you to discuss if telework is an option or not with your supervisor. If telework is NOT an option, please work with your supervisor to submit your own personal leave.
- You're expected to contact the designated secondary screener within your shift (on the day denied access) to discuss your ability to return to work.
- Secondary screening is confidential and any information you provide in response to this screening shall be solely used for the purposes of determining your eligibility to return to work related to being denied entry.

Masks Can't Do It Alone

- ✓ Practice physical distancing
- ✓ Wash your hands
- ✓ Get tested for any COVID-like symptoms
- ✓ Stay home if you're sick



Staff are expected to follow the [Governor's orders](#) that emphasize the importance of wearing masks in public places. When more Washingtonians wear face coverings in public, the combined effect can greatly reduce transmission of COVID-19 from person to person, saving lives and helping us open the economy safely and wisely. Our goal is to get healthy employees back to work as soon as possible to support our mission. We appreciate your continued support and understanding. For continued support while you are unable to report to work, please contact your [local human resources office](#) with any further questions.

For employees who do not pass the secondary screening:

We encourage you to take this Return to Work Process document to your regular health care provider or testing site as you have not been cleared to return to work due to COVID-19/Flu-like symptoms based on your responses to our secondary screening.

Due to the fact that you work for Department of Corrections, you're in a priority group for COVID-19 testing. This document is to notify your physician or testing site of the importance of testing for the safety of the public and incarcerated community.