

Safe Start Plan

Washington State Corrections Coronavirus (COVID-19) Response

Effective August 15, 2021



100-SP015
(Rev. 09/02/2021)

The main purpose of this document is to create a set of general and division specific protocols in one cohesive resource to assist in operational guidance and management through the COVID-19 pandemic. Our goal is to provide a thoughtful and informed approach to guide employees and instruct employee interactions while maximizing employee safety and adhering to physical distancing. These safeguarding procedures are based on recommendations from the Washington State Roadmap to recovery, the Department of Health guidance, Centers for Disease Control guidance, Washington State Department of Labor and Industries guidelines, and the Office of Financial Management's Washington State 24/7 facility workgroup, as well as guidelines through Governor Inslee's established Executive Orders and information received from Washington State Department of Corrections Executive Leadership.

This plan is a listing of current authorized response strategies and actions governing the Washington State Department of Corrections response to the pandemic. These guidelines will be in place until additional authorized guidance supersedes this versions start date of 08/15/21.

Section 1 is a listing of general workplace guidance for all DOC staff to follow. Section 2 is a listing of protocols common to all divisions. Section 3 is specific to the Prisons division's 24/7 facilities. Section 4 is for all Work Release/Training facilities. Section 5 is intended for Community Corrections staff. It then lists out the specific guidance required for the activity listed.

In all cases, staff should use caution and conservative decision making and consult a supervisor when unsure of the guidance/ instruction for mitigating COVID-19 risk.

Update Log

09/1/2021

- [Breaks, Meetings, Conferences & Events](#) – Previously listed as Events section. Updated to include more specific guidance on breaks, meetings, conference attendance and events.
- [Masking](#) – Clarified guidance added regarding masking requirements for vaccinated staff who do not work for Prisons or Work Release.
- [Screening](#) – Updated to reflect the passive screening process for non-congregate work site, and clearly define which work areas must still follow active screening.
- [Testing](#) – Updated to reflect the continued serial testing of all employees in congregate work settings, regardless of vaccination status.
- [Prisons – Capacity Strategies](#) – Removal of density reduction process.
- [Prisons – Library Services](#) – Updated to remove the statement “library services are resuming in some prison facilities”.
- [Prisons – Training](#) – Updated to reflect a pause in in-person training and control and impedance training due to increase of COVID-19, with exception for special teams training which will follow COVID-19 protocols.
- [Prisons – Visitation](#) – Updated to reflect most current and accurate visitation information.
- [Community Supervision](#) – Updated to reflect the restoration of operations in Community Corrections scheduled to begin September 1, 2021 has been suspended until at least November 1, 2021.
- [Community Supervision](#) – Updated to reflect the removal of a return to regular contact standards September 1, 2021. The reduced contact standards will remain in effect.

- [Community Supervision – Drug Testing](#) – Updated to reflect drug testing standards.
- [Community Supervision – Breathalyzer Testing](#) – Updated to reflect breathalyzer standards.
- [Community Supervision – Programs](#) – Updated to reflect Thinking for Change (T4C) is suspended until at least November 1, 2021.
- [Community Supervision – Work Crews](#) – Updated to reflect all community work crew operations are suspended until at least November 1, 2021.

Contents

Section 1 – General Workplace Guidance	6
Drug Testing	6
Breaks, Meetings, Conferences & Events.....	6
Hearings	7
Masking.....	7
Office Spaces & Common Use Areas	8
Searches	8
Signage	9
Social Distancing & Barriers.....	10
Transportation & Travel	10
Telecommuting/Return to Worksite	11
Training.....	12
Volunteers.....	12
Section 2 – Clinical Guidance	13
Infection Control	13
Intake.....	16
Medical Isolation/Quarantine	16
Screening.....	16
COVID-19 Testing	18
Transfer Separation.....	19
Section 3 – Prisons	19
Call Outs & Movements	19
Capacity Strategies	19
EMS Exercises & Drills	20
Environmental Cleaning & Disinfecting.....	20
Health Services Infirmaries & Clinics	21
Incarcerated Workers.....	22
Programs	23
Searches	23
Services	24
Staff Wellness Centers	25
Training.....	25
Transportation.....	26
Visiting.....	26

Section 4 – Work/Training Release	27
Capacity Strategies	27
Community Supervision	27
Drug Testing	27
Environmental Cleaning & Disinfecting	28
Programs	28
Services	28
Visiting & Social Outings	29
Section 5 – Community Corrections	29
Community Supervision	30
Programs	31
Transportation & Travel	31
Work Crews	31

Section 1 – General Workplace Guidance

This section is intended to give general workplace guidance to all employees who may perform the task listed under the section. This section applies to all DOC employees in addition to any division specific guidance provided. Please review carefully to ensure you are following the most recent COVID-19 requirements. Your health and safety is important to us and it is all of our responsibility to continue mitigating the spread of COVID-19.

Resource links are available in each section to assist with providing additional information; however, if you have any questions regarding your specific work-site, please consult with your direct supervisor.

Below is additional guidance pertaining to general workplace functions at the Department of Corrections.

Drug Testing

The following guidelines apply to all drug tests conducted by department personnel.

- Testing is implemented following department policies.
 - [DOC 420.380 Drug/Alcohol Testing](#)
 - [DOC 420.385 Presumptive Drug Testing](#)
- Wear proper personal protective equipment (PPE) for the type of drug test being conducted per the [WA COVID-19 PPE Matrix](#).

Breath Alcohol Testing

- Disinfect the breathalyzer after each use per [WA State DOC COVID-19 Screening, Testing and Infection Control Guideline](#).

Breaks, Meetings, Conferences & Events

Staff interactions during breaks, meetings, conferences, and events must be altered to maintain social distancing and to physically separate employees from each other. No staff should be eating, socializing, or meeting within 6 feet of each other unless barriers are used. Carpooling is also strongly discouraged.

Section 1 guidance on [Masking](#), [Social Distancing](#), [Signage](#), Office Spaces & Common Use Areas, Transportation and Travel, and **Section 2** guidance on [Infection Control](#) applies during breaks, meetings, conferences, and events.

Breaks and staff interactions

- Close or limit access to common areas where employees are likely to congregate and interact.
- Prevent gatherings by taking shifts to eat meals, perform activities, or take a break.
- When two or more people must meet, they must have at least six (6) feet between them and wear a surgical mask. Additional personal protective equipment (PPE) may be necessary, see the PPE Matrix.
- Seating in breakrooms, common areas, lunchrooms, and lobbies should be arranged to be six (6) feet apart, or greater. When this cannot be accomplished, use barriers. Also, use barriers wherever appropriate to block sneezes and coughs between staff.
- Model and support a culture of keeping at least six feet away from others at all times. Use appropriate measures to consistently encourage compliance and discourage non-compliance.

- Reduce the number of individuals at a worksite at a given time.
- Avoid handshaking.
- Avoid carpooling if at all possible.

Meetings, Conferences & Events

- Use videoconferencing or teleconferencing whenever possible for work-related meetings and gatherings.
- Cancel, adjust, or postpone larger work-related meetings or gatherings that can only occur in-person in accordance with state and local regulations and guidance.
- When videoconferencing or teleconferencing is not possible, hold meetings in open, well-[ventilated spaces](#) continuing to maintain a distance of at least 6 feet apart and wear [masks](#).
- Implement flexible meeting and travel options (e.g., postpone in-person non-essential meetings or events and avoid carpooling if at all possible).
- All group celebratory activities should take place outside.
- Hand washing or sanitizing stations should be provided at entry and exit points, and prior to eating.
- [Provide signage](#) for movement/directional flow and social distancing around the event space.
- Employees preparing food for events need to follow department [hand hygiene protocols](#) and wear a surgical mask and gloves.
- Meals are to be boxed in a grab and go fashion.
- If seating for meal consumption, [social distancing guidance](#) applies.
- Serve in rotations or shifts to mitigate crowds.
- Prisons and Work/Training Releases are congregate settings and therefore carry a greater risk of COVID-19 transmission. All Corrections COVID-19 guidance applies to both indoor and outdoor events and can be found in the [WA COVID-19 PPE Matrix](#).
- Employees attending off-site indoor or outdoor events, while on duty, are required to follow the COVID-19 protocols in place as applicable in the workplace, in addition to [Labor & Industries' workplace masking guidance](#) as well as the [WA COVID-19 PPE Matrix](#).

Hearings

- When possible, hearings should be facilitated virtually.
- When a virtual hearing is not possible, wear proper personal protective equipment according to the [WA COVID-19 PPE Matrix](#) to conduct in-person hearings.
- **Section 1** guidance on [Masking](#), [Social Distancing](#), and **Section 2** guidance on [Infection Control](#) applies for in-person hearings.

Masking

Masking Guidance specifically for non-congregate work settings

- In areas that are not accessible to the public, staff who have verified their vaccination status with Human Resources do not need to wear masks, unless they work in Prisons and Work Release settings.

- Worksites that are accessible to the public require masking for all people; however, in back offices that are not accessible to the public, staff who have verified their vaccination status with HR do not need to wear masks as long as they are in a work area where there is no chance they can come in contact with a member of the public.

Masking Guidance for everyone

- A person working alone may also remove their face covering, regardless of vaccination status. A person is working alone if they are isolated from interactions with others and have little or no expectation of in-person interruptions.
- Masks must be worn in compliance with the [WA COVID-19 PPE Matrix](#).
- Masks can be removed to eat or drink only if a person is stationary and at least six (6) feet from any other individual.
- Masks will be worn properly by covering both the nose and mouth with minimal gaps allowing free flowing air.

Masking Resources

- [WA State DOC Personal Protective Equipment \(PPE\) Matrix](#)
- [All Staff Memo: Mask Up - Surgical mask Expectations and Proper Use](#) (3/3/2021)
- [Improve How Your Mask Protects You](#) (March 2021)

Office Spaces & Common Use Areas

Section 1 guidance on [Masking](#), [Social Distancing](#), [Signage](#), and **Section 2** guidance on [Infection Control](#) applies.

- **Individual office spaces:** Individual office spaces are those where a single person occupies the space. All applicable general guidance applies. People cannot congregate in shared or common spaces without proper social distancing.
- **Hoteling workstations:** Where applicable, hoteling workstations are available to be reserved or claimed by staff and are not the permanent workspace of a single person. Hoteling workstations could be in an individual office space or a shared office space. Hoteling workstations must be sanitized between usage by different persons.
- **Shared office spaces and common use areas:**
 - Shared office spaces are those where multiple people use a shared space, like a large room with multiple cubicles/desks.
 - Common use areas include lobbies/waiting areas, breakrooms, conference rooms, etc.
 - All reception areas must have a receptacle for new (disinfected) and used pens/pencils. They must be disinfected/sanitized after each contact.
 - Seating in these areas should be arranged to be six (6) feet apart, or greater. When this cannot be accomplished, use of barriers should occur.
 - Seating that does not comply with the above requirements will be clearly marked with “do not use” [signage](#).

Searches

The following guidelines apply to all searches conducted by department personnel. Searches include pat searches, strip searches, cell searches, common area searches, and/or staff searches.

- Wear proper personal protective equipment (PPE) for the location and type of search being conducted per the [WA COVID-19 PPE Matrix](#) and [WA State DOC COVID-19 Screening, Testing and Infection Control Guideline](#).
- Surgical gloves must be sanitized between each use for general pat searches.

Signage

Signage is important for communicating health and safety information and serves to educate and remind. Create visual cues and install signage to support physical distancing in common use areas. Signage should be consistent throughout all department offices and facilities.

- Masking signage
- Proper hygiene signage
- Social distancing signage
- **Conference Rooms:** Reduced occupancy and capacity signage posted, two empty chairs between staff, signage showing what six (6) feet looks like, marks on the floor, and tape on the table.
- **Breakrooms/Coffee Bars:** Reduced occupancy and capacity signage posted, two empty chairs between staff, wipe down tables/chairs/equipment before and after use.
 - Breakrooms and coffee bars are high-touch areas and require extra janitorial attention.
- **Restrooms:** Cover every other urinal and sink to encourage spacing in the restroom. There is no need to partition stalls as walls act as barriers.
 - Install signage for proper handwashing and use of paper towels to turn off faucets.
 - Position wastebaskets at bathroom doors to encourage the use of paper towels for door handles.
- **Elevators:** Signage will be posted indicating the maximum car occupancy (depending on the size of the car).
- **Wellness Areas/Lactation Rooms:** Reduce the occupancy to comply with social distancing guidance.
- **Entrance doors:** Depending on the facility layout, designate entrance and exit doors to minimize close contacts. Use signage to help reduce congregation or choke points and encourage flow paths.
- **Stairwells:** Depending on the layout and size of stairs and masking requirement. Use signage to help reduce congregation or chokepoints and encourage flow paths.
- **Public Access Areas:** Post signage to help reduce congregation or chokepoints and encourage flow paths.
- **Lobby:** Signage showing what six (6) feet looks like, spacing seating at distanced intervals and placing “Do not use” signage when seating cannot be moved, signage to identify capacity of permanent bench type seating. Use signage to help reduce congregation or chokepoints and encourage flow paths.

Sign & Poster Resources

- Floor decals [may be ordered from Correctional Industries](#) in English or English/Spanish. There are several styles and offices may order them in any combination.
- Hand washing signs are available at [Department of Health \(DOH\)](#) in English and Spanish, and at the [Centers for Disease Control \(CDC\)](#) in many languages.

- The Department of Health [provides signs](#) to direct movement, entering/exiting, and more.
- [Improve How Your Mask Protects You](#)
- [Stop the Spread of Germs](#)
- [How to Take a Mask Off](#)
- [Key Times to Wash Your Hands](#)
- [Key Times to Wear Gloves](#)
- [Please Wear a Mask & Keep 6 Feet Apart](#)
- [COVID-19 PPE for Healthcare Personnel](#)
- [Symptoms of Coronavirus \(COVID-19\)](#)

Social Distancing & Barriers

- Keep at least six feet away from others.
- Use barriers where appropriate to block sneezes and coughs.
- Prevent gatherings by taking shifts to eat meals, perform activities or take a break.
- When two or more people must meet, they must have at least six (6) feet between them and wear a surgical mask. Additional personal protective equipment (PPE) may be necessary.
- Reduce the number of individuals at a worksite at a given time.
- Control movement through choke points, elevators, stairwells, and other limited space areas to maintain social distancing standards or determine adequate PPE.
- See [Office Spaces & Common Use Areas](#) for specific guidance pertaining to these environments.

Social Distancing Resources

- [All Staff Memo: Updated Definition of Close Contact](#) (11/4/2020)
- [Social Distancing](#) (CDC)

Transportation & Travel

Meetings should be conducted virtually when possible. Travel and carpooling are strongly discouraged. See also [Breaks, Meetings, Conferences & Events](#).

Department Vehicle Transportation

Section 1 guidance on [Masking](#), [Social Distancing](#), and **Section 2** guidance on [Infection Control](#) applies.

- Vehicles must be cleaned between trips, focusing on high-touch surfaces around seating positions. See division sections for specific transport disinfecting protocols.
- Vehicles should be supplied with hand sanitizer.
- If carpooling, wear a surgical mask, in compliance with the [WA COVID-19 PPE Matrix](#), and windows should be cracked open and proper ventilation should be on.
- Ventilation must be operated at full force, drawing in outside air or all windows that can be opened should be fully open to provide as much fresh air as possible.

Travel

[Governor Inslee advises](#) Washingtonians and others to comply with the Centers for Disease Control and Prevention's (CDC) [current COVID-19 domestic travel guidance](#). Where appropriate, screening will include questions related to current CDC and [Department of Health \(DOH\) travel guidelines](#) on restricted travel.

Vaccination

Per CDC and DOH guidance, avoid domestic travel until you're fully vaccinated and do not travel internationally at all unless fully vaccinated. If not fully vaccinated and must travel, employees are expected to follow the CDC and DOH guidance for unvaccinated people.

Essential vs. Non-Essential Travel

If you must travel as an essential part of your work, take steps to protect others and yourself. Follow current travel guidelines and quarantine requirements. Current travel recommendations are to avoid all nonessential international travel [unless fully vaccinated](#).

Travel Restrictions, Requirements, Protocols

- Check [state, local, and territorial government health department guidance](#) for up-to-date information on COVID-19 testing requirements, stay-at-home orders, and quarantine requirements upon arrival.
- Follow all state, local, and territorial travel restrictions.
- If traveling by air, check if your airline requires any health information, COVID-19 testing, or other documents.
- Follow agency protocols [for non-essential travel out of state using public transportation](#).

Telecommuting/Return to Worksite

- When determining an employee will be returning to a worksite, provide the employee with advanced notice unless it is an urgent situation.
- Provide employees information about who to contact if they have questions or concerns about returning to the worksite.
- Employees returning to a worksite will be provided orientation and training.
- Limit in person meetings – see [Breaks, Meetings, Conferences & Events](#)

Orientation

The orientation will include information to help employees understand what to expect, including:

- [Screening](#) requirements and how to complete the screening,
- Safe entrance and exit to the worksite,
- Changes to workstation or site protocol,
- Workplace hazard education about coronavirus,
- Their responsibility to prevent the spread of COVID-19,
- Support resources and contact information to assist in a successful return to the worksite, and
- Information specific to the successful operation of the worksite or position.

Training

Each employee will be required to complete the **DOC – WA State Return to Worksite Coronavirus Education** training class in the online Learning Center when returning to the office.

Training

The Training and Development Unit (TDU) has shifted away from in-person training. The following is now online/virtual:

- New Employee Orientation (NEO)
- Annual In-Service (AIS)
- Leadership Values
- Foundations of Curriculum Design
- Essential Skills for Supervisors (in progress)
- Other in-person training courses

In-Person Training

Some in-person training needs to occur, including the Case Management Academy, Community Corrections Officer Academy, and Correctional Worker Core. In-person training protocols are as follows:

- Department requirements for [masking](#), [social distancing](#), [environmental cleaning and disinfecting](#), and [nonpharmaceutical interventions](#) apply.
- Class size will not exceed 24 participants.
- If defensive tactics or other close contact instruction is unavoidable, students and instructors should enact the following measures immediately before the contact:
 - Perform [hand hygiene](#).
 - When close contact activity is complete, remove surgical mask and discard.
 - Use of nitrile gloves by students and staff during defense tactics sessions.
- Staff and instructors scheduled for in-person training at a department facility lasting more than one (1) day in duration are required to submit to a COVID-19 rapid antigen test on the first day of training and on the first day of each new week of training. The [March 2021 memo on rapid antigen testing required for staff attending or instructing training](#) should be referred to for additional COVID-19 testing and screening protocols.
- For specific in-person training related guidance for Prisons, please see the [Prisons Training](#) section.

Specialty Teams Training

Effective July 1, 2021, resume pre-COVID training schedule. Team leaders are responsible to ensure general and training topics specific to COVID-19 precautions are in place and followed. Teams that are not training on physical contact topics are encouraged to hold virtual training sessions.

Volunteers

Volunteers who are fully vaccinated are welcome to rejoin Prisons and Work Release locations on August 16, 2021. Volunteers may begin to receive information from facilities in July of 2021. For those volunteers who cannot vaccinate due to medical reasons, they may participate in the staff COVID-19 serial testing process during normal staff serial testing hours. Volunteers will receive an electronic COVID-19 orientation prior to returning.

Section 2 – Clinical Guidance

This section is intended to provide clinical guidance and a link to protocols in place to prevent introduction and spread of the virus to staff, the incarcerated, visitors and volunteers.

This section applies to all DOC employees in addition to any division specific guidance provided. Please review carefully to ensure you are following the most recent COVID-19 requirements.

Corrections remains committed to ensuring the health and safety of our staff, incarcerated, visitors and volunteers. By understanding and following these requirements, you will be doing your part to mitigate the spread of COVID-19.

If you have any questions regarding specific work-site requirements, please consult with your direct supervisor.

Infection Control

Nonpharmaceutical Interventions (NPI)

Nonpharmaceutical Interventions are actions, apart from getting vaccinated and taking medicine, that people and communities can take to help slow the spread of illnesses. NPI recommendations include personal and environmental actions:

- Covering coughs and sneezes
- Avoid touching eyes, nose, and mouth
- Washing hands often
- Routinely cleaning frequently touched surfaces
- Routine masking
- Use of proper PPE
- Cleaning and disinfection
- Cohorting
- Responsive cohorting
- Preventative cohorting
- Social distancing with proper signage
- Barriers
- Maximize air filtration and outside air
- Physical separation of individuals from the general population
- Medical Isolation
- Quarantine
- Intake separation
- Transfer separation or COVID-19 testing

- Protective separation
- Pre-Procedure testing
- COVID-19 Serial Testing (of staff and work release residents)
- Pre-release COVID-19 testing
- Active screening
- Passive Screening
- Vaccination clinics
- Chokepoint reduction
- COVID-19 education materials, webinars and videos
- Collaboration with stakeholders, state agencies and regulatory bodies

Hand Hygiene

Regular handwashing is one of the best ways to remove germs, avoid getting sick, and prevent the spread of germs to others. Practicing hand hygiene, which includes the use of alcohol-based hand rub (ABHR) or handwashing, is an effective way to prevent the spread of pathogens and infections in healthcare settings.

- Employees must frequently and adequately wash hands.
- Handwashing supplies will be provided with a frequent schedule to restock and empty trash. The agency will provide gloves, but employees must wash their hands regularly to prevent the spread of the virus.
- The agency will provide hand sanitizer stations, wipes or towelettes, or clean water and soap in portable containers to facilitate more frequent handwashing after handling objects touched by others. This includes providing hand cleaning supplies in vehicles.

Hand Hygiene Supporting Documentation:

- [When and How to Wash Your Hands](#) (CDC)
- [Handwashing Steps](#) (CDC)
- [Handwashing Posters](#) (CDC)

Environmental Cleaning and Disinfecting

[Cleaning and disinfecting our work environment](#) are essential in limiting the survival of COVID-19 in our working environment. Best practices for cleanliness and sanitation of common work areas and vehicles include:

- Wear proper personal protective equipment according to the [WA COVID-19 PPE Matrix](#).
- High-touch surfaces are cleaned at least daily. Regular, frequent cleaning with an emphasis on commonly touched surfaces.
- Wash and rinse visible dirt and debris from equipment, tools, and other items before disinfecting.
- Shared work vehicles are regularly cleaned and disinfected after each use.
- Frequently and appropriately clean and disinfect restrooms throughout the day.
- If the area has a positive COVID-19 test or someone is sick within the previous 24 hours, it should be cleaned and disinfected.
- Consider placing a wipeable cover over shared electronics.
- A supply of cleaning products, cloths and PPE should be at all locations of exchange.

Approved Cleaning Chemicals

- [Disinfectant must be EPA approved for COVID-19.](#)
 - All DOC approved disinfectants are adequate for COVID-19.
 - Follow manufacturer instructions regarding how to use a product and the contact time necessary for the disinfectant to work.
- All living areas, high traffic/use areas and equipment should be cleaned frequently with approved products.
- Frequent use of bleach is discouraged as this can exacerbate conditions for those with underlying lung disease.
- Bleach should not be used as a germicidal cleaner to replace the use of the approved products. If bleach is used for cleaning purposes, its use should be limited and controlled, mixed correctly (1/3 cup bleach to each gallon of water), allowed to sit for at least 1 minute and not used around any individuals at high risk for severe COVID-19 (such as the [Protective Separation](#) prison population).
- Bleach should never be mixed with other disinfectants.

Medical Isolation and Quarantine Areas

- Wait as long as possible before you clean and disinfect an area vacated by someone with suspected or known COVID-19.
- Increase the frequency of routine cleaning in these areas.
- Areas with potential COVID-19 exposure should not be scrubbed, deep cleaned, or power washed due to concern that these methods could cause the virus to be aerosolized.
- Should not be vacuumed due to the potential for the virus to become aerosolized unless the vacuum is equipped with a HEPA filter and bag. Regular vacuuming can restart once the area has been off medical isolation/quarantine for 7 days.

Work Environment Specific Guidance

- See **Section 3** [Prisons Environmental Cleaning & Disinfecting](#) for information specific to prisons.
- See **Section 4** [Work/Training Release Environmental Cleaning & Disinfecting](#) for information specific to work/training release.

Definitions

- **Cleaning:** Removal of visible soil from surfaces through the physical action of scrubbing with soap/detergent and water. Thorough cleaning is required for disinfection to be effective.
- **Disinfection:** Killing a high percentage of the germs on a surface.

Cleaning & Disinfecting Supporting Documentation

- [All Staff Memo: EPA Approved COVID-19 Cleaning & Sanitizing Products](#) (3/27/2020)
- [WA State COVID-19 Screening, Testing and Infection Control Guideline](#)
- [Cleaning and Disinfecting](#) (CDC)

Personal Protective Equipment (PPE)

Personal protective equipment (PPE) is necessary to prevent the spread of COVID-19. PPE is necessary when interacting with people who have confirmed or suspected COVID-19 or are at higher risk of developing COVID-19 than the general public.

Infection Control Resources

- [WA State COVID-19 Screening, Testing, and Infection Control Guideline](#)
- [WA State DOC Personal Protective Equipment \(PPE\) Matrix](#)
- [CDC Guidance on Management of COVID-19 in Correctional and Detention Facilities – Infection Control](#)
- [Standard Precautions for All Patient Care](#) (CDC)
- [Transmission-Based Precautions](#) (CDC)

Intake

People who contract COVID-19 may or may not experience symptoms and are infectious two (2) days before becoming symptomatic. Upon intake all incarcerated individuals will be subject to a separation from the general population while they are monitored for COVID-19 symptoms. This is consistent with the [WA State COVID-19 Screening, Testing, and Infection Control Guideline](#) and the [WA State DOC Personal Protective Equipment \(PPE\) Matrix](#) for department procedures and protocols.

Medical Isolation/Quarantine

Medical isolation is the process of separating symptomatic persons suspected of having COVID-19 or separating a person testing positive for COVID-19 from healthy individuals.

Quarantine is the process of separating an asymptomatic person exposed to COVID-19 through close contact, from healthy individuals.

Refer to the [WA State COVID-19 Screening, Testing, and Infection Control Guideline](#) and the [WA State DOC Personal Protective Equipment \(PPE\) Matrix](#) for department procedures and protocols.

Screening

Screening is a critical part of minimizing the spread of COVID-19 and exists to maintain a safe and healthy workplace. It is important to remember employees are expected to contribute to a healthy workplace by complying with all safety and health practices the employer establishes. This includes not knowingly exposing co-workers and the public to conditions that would jeopardize their health or the health of others.

When is active screening required using the [Screening Questions](#)?

Active screening **is required**:

- All employees at Prisons and Work Release/Training facilities
- For Correctional Industries Headquarters
- For McNeil Island Work Crews
- All patients entering Health Services areas.

Active screening **can** occur:

- Before an employee leaves for work to avoid unnecessary contact should the employee screen out due to symptoms or other factors.

Active screening is **not** necessary for:

- Employees who are teleworking and not accessing an out-of-home worksite.
- Employees in non congregate work settings. These employees can follow the Passive Screening process

When is passive screening required using the [Screening Questions](#)?

- Non-congregate work areas and satellite offices are authorized to move from active screening to passive screening.
- Worksites in non-congregate settings will follow the passive screening process, using the appropriate log sheet
- Employees are required to follow the passive screening process when it is the screening process available at their worksite.

What happens when someone refuses to be screened?

If a person refuses to participate in the screening process, they will not be allowed access to the worksite/property. Employees will be required to use their own leave in accordance with leave laws.

Secondary Screening

The state requires a secondary screening for high-contact, mandatory coverage, high-risk worksites, such as 24/7 facilities. Secondary screening helps further assess an employee/contract staff who has confirmed symptoms that might indicate COVID-19 or another infectious disease. A trained medical professional will conduct the secondary screening.

When any person is screened in:

- The screening process confirmed they have no symptoms and answer NO to all [screening questionnaire questions](#).
- They are granted access to the facility or property.

When any person is screened out:

- The screening process confirmed they have experienced a qualifying symptom(s) or answer YES to [screening questionnaire standards](#).
- Employees will be denied access to the facility or property.
- Patients and work release residents will be placed in an isolated area for evaluation.
- See the [WA State COVID-19 Screening, Testing & Infection Control Guideline](#) for protocols regarding intakes from the community via DOC transport.

When an [employee/contract staff](#) is screened out:

- Employees/contract staff will follow the [secondary screening process](#) by contacting the respective secondary screener identified on the [03-110 COVID-19 Screening Workplace Denial Form](#).
- Passing the secondary screening will be determined by phone consultation with a department medical professional. Employees are expected to follow the medical professional's isolation and/or quarantine orders at home and in the community.
- If telework options are available and the employee/contract staff can perform those duties, they should telework until they are cleared to return to the worksite.

When can an [employee/contract staff](#) return to work?

Employees/contract staff who meet all three of the following criteria:

1. 10 days since symptoms first appeared, or if asymptomatic, 10 days since the date of the COVID-19 test result,
2. 24 hours with no fever (defined as a temperature greater than or equal to 100.4°) without the use of fever-reducing medication, and

3. COVID-19 symptoms (e.g., cough, shortness of breath) have improved. (Loss of taste and smell may persist for weeks or months after recovery and won't delay the end of isolation.)

Exceptions

- Employees/contract staff returning after a severe case of COVID-19, or employees/contract staff who are severely immunocompromised and returning after a confirmed case of COVID-19, may need to isolate longer than 10 days, and up to 20 days, as recommended by a healthcare provider or infection control expert. Refer to the [CDC's return to work guidelines](#) for more information.
- Employees/contract staff who 1) self-disclose that their symptoms are related to a health condition other than COVID-19, such as allergies or asthma, and do not feel sick, and 2) have not had close contact with a confirmed case of COVID-19, unless there are other concerning health-related matters.
- Based on the clinical assessment of the medical and/or infection control staff performing secondary screening, medical screeners may exercise discretion in allowing an employee with a symptom that is not attributed to another health condition, such as headache, to enter the facility, as long as 1) the employee/contract staff does not have other concerning symptoms, 2) the employee/contract staff has not had close contact with a confirmed case of COVID-19, and 3) the severity of the symptom is not serious enough to prevent the employee/contract staff from performing their job duties.
- Enhanced PPE and COVID-19 testing may be required based on the clinical assessment.

Employees/contract staff will be cleared for work:

- When the employee/contract staff passed their secondary screening immediately after their initial active screening.
- The secondary screening is passed by phone consultation after the employee went home, and the employee/contract staff does not have a temperature greater than or equal to 100.4° or any new relevant symptoms.

Screening Resources

- [WA State COVID-19 Screening, Testing & Infection Control Guideline](#)
- [Active Screening Questionnaire \(English\)](#)
- [Active Screening Questionnaire \(Spanish\)](#)
- [Secondary Screening vs Staff Mapping](#)
- [03-110 COVID-19 Screening Workplace Denial Form](#)
- [All Staff Memo: Secondary Screening Implementation \(3/21/2020\)](#)
- [All Staff Memo: Screening Follow-up \(3/31/2020\)](#)
- [Secondary Screening Leave Guidance](#)
- [Return to Work Process – Next Steps for Employees](#)
- [Return to Work – Supervisor Guidance](#)

COVID-19 Testing

The department has implemented COVID-19 testing as a strategy to mitigate transmission of COVID-19 and to reduce the impact on employees, those under the department's jurisdiction and department operations.

- The department will continue requiring COVID-19 serial testing for staff in congregate work settings, regardless of vaccination status.
- Refer to the [WA State COVID-19 Screening, Testing & Infection Control Guideline](#) for updated guidance on COVID-19 testing of individuals in the population.

Transfer Separation

Transfer separation provides for a period of time in which a transferring group of individuals are tested for COVID-19 while separated from the general population to reduce the risk of COVID-19 transmission from individuals who may be positive for COVID-19, but are asymptomatic. Refer to the [WA State COVID-19 Screening, Testing, and Infection Control Guideline](#) and the [WA State DOC Personal Protective Equipment \(PPE\) Matrix](#) for department procedures and protocols.

Section 3 – Prisons

This section is intended to guide practices related to the prisons division and is expected to be utilized in conjunction with section 1 and section 2 of this document.

As congregate living facilities, prisons continue to be at high risk for COVID-19 due to high population density. Additionally, without higher COVID-19 vaccination rates correctional facilities are at increased risk for the spread of COVID-19.

Corrections remains committed to ensuring the health and safety of our staff, incarcerated, visitors and volunteers. By understanding and following these requirements, you will be doing your part to mitigate the spread of COVID-19.

If you have any questions regarding specific work-site requirements, please consult with your direct supervisor. [Section 1 - General Workplace Guidance](#) and [Section 2 – Clinical Guidance](#) apply. Additional guidance specific to prisons will be provided in this section.

Call Outs & Movements

Section 1 guidance for [Masking](#), [Social Distancing](#), [Signage](#) and **Section 2** guidance for [Nonpharmaceutical Interventions](#) and [Personal Protective Equipment \(PPE\)](#) applies. Below is additional guidance specific to call outs and movements.

- Maximize movements while maintaining cohorts.
- Allow for individualized movements to and from areas when necessary.
- To the extent possible, maximize cohorts in living units/tiers for treatment programs, work programs, visiting, and education/vocation programs.
- When necessary, call outs and movements to [Health Services Infirmaries & Clinics](#) will take priority over cohorting to ensure access to care and patient safety.
- It is important to ensure all programming remains on schedule to avoid interfering with or delaying next scheduled movements.

Capacity Strategies

[Regional Care Facilities \(RCF\) & Rapid Deployment Care Facilities \(RDCF\)](#)

- Regional Care Facilities are located at the [Airway Heights Corrections Center \(AHCC\)](#) and the [Washington Corrections Center for Women \(WCCW\)](#).
- Rapid Deployment Care Facilities are located at the [Washington Corrections Center \(WCC\)](#) and the [Monroe Correctional Complex \(MCC\)](#).

- Corrections has an additional Rapid Deployment Care Facility in the event another facility is needed.

EMS Exercises & Drills

Effective October 1, 2021, facilities will resume emergency management system (EMS) exercises and drills, excluding full scale exercises. The Emergency Management Committee will meet in the third quarter (July/August/September 2021) to develop monthly drill topics and an exercise schedule. The full-scale exercises calendar will also be developed with a target date to resume in January 2022.

Environmental Cleaning & Disinfecting

All **Section 2** guidance for [Environmental Cleaning & Disinfecting](#) applies. Below is additional guidance specific to prisons.

- Refer to the [WA State COVID-19 Screening, Testing, and Infection Control Guideline](#) for disinfection details of the Hemodialysis Unit at Monroe Correctional Complex (MCC).
- Phones, JPAY, and kiosks will be cleaned after each use.
- Cleaning and disinfecting of all equipment to include radios, keys, restraints, MK-4, and MK-9.
- During shift exchange pass down, all staff receiving equipment will be expected to sanitize each item prior to donning the equipment for the assigned post.
- **Showers:** Clean with general cleaner, spray with an approved disinfectant, and leave to air dry.
 - Showers should be cleaned between each use. Trained porters will clean/sanitize all shower surfaces and the pathway to each shower (i.e. dayroom/stair handrails, phones, kiosks and anything touched) before the next individual is allowed to use the shower/pathway, phones, or kiosks.
- **Sinks:** Spray the entire area with general cleaner and clean. After cleaning spray with an approved disinfectant and leave to air dry.
- **Toilets/Urinals:** Spray the entire area with a general cleaner and scrub with a hand brush, then spray with an approved product and leave to air dry.
 - Restrooms should be cleaned multiple times throughout the day in which the restroom is in use.
- **Drinking fountains:** Spray with an approved disinfectant and clean with a general cleaner. After cleaning lightly, spray the entire drinking fountain with an approved disinfectant and wait 10 minutes before wiping dry.
- **Visit rooms:** Sanitation of all surfaces in visit rooms must occur prior to each visit and after each use.
- **Barber/Hairstylist workstations and tools:** Must be sanitized between individuals. Germicide will be used for tools.
- **Libraries:** Cleaning schedules will be established and communicated to wipe down high touch surface areas between each opening period.
- **Exercise equipment & yoga mats:** Disinfected between uses.
- **Classrooms:** Sanitized after each use.

KeyWatcher Cabinets

Ensure the longevity of the KeyWatcher Cabinets and mitigate the transmission of COVID-19 by following the provided recommendations from the manufacturer:

- Wipe KeyWatcher down each day with a damp (not wet) disinfectant wipe or a cloth with a mix of water and rubbing alcohol. Care must be taken when wiping the touch screen.
- Wipe each SmartKey at least once each week.
- Place a box of latex gloves near each KeyWatcher with signage encouraging their use.
- Place disinfectant wipes (Clorox or Lysol) near each KeyWatcher for employees to wipe down after each use.

Transport Vehicle Disinfecting

All transport buses/vehicles will be disinfected during the course of the day between all transports, as well as at the end of each day. Disinfecting the vehicle consists of wiping all hard surfaces (door handles, armrests, seat belts, partitions, etc.) with disinfection-type products approved by the Center for Disease Control (CDC) and Facility Safety Officer. If the vehicle contains hard seats, these must also be wiped down. If the vehicle contains cloth seats a standard disinfectant spray should be used.

All equipment used will be wiped down with disinfectant-type products after each application, prior to placing them back into the storage locker and at the end of each day.

Health Services Infirmaries & Clinics

Guidance for aerosolizing procedures, like pulmonary function testing (PFT) and nebulizer use can be found in the [WA State COVID-19 Screening, Testing, and Infection Control Guideline](#).

Dental

All **Section 2** guidance for [Infection Control](#) applies. Below is additional guidance specific to dental.

- Follow dental clinic requirements in the [COVID-19 DOC Dental Services Protocol](#).
- Personal protective equipment should be worn as per the [WA State DOC Personal Protective Equipment \(PPE\) Matrix](#).
- HEPA filters will be placed in all dental areas.

Environmental Cleaning & Disinfecting

All **Section 2** guidance for [Environmental Cleaning & Disinfecting](#) applies. Below is additional guidance specific to infirmaries and clinics.

- Document cleaning efforts to ensure all who come and go can verify and sign off as completed.

Medical Appointments

Section 1 guidance for [Masking](#), [Social Distancing](#), and **Section 2** guidance for [Nonpharmaceutical Interventions](#) and [Personal Protective Equipment \(PPE\)](#) applies. Below is additional guidance specific to medical appointments.

- Schedule by cohorts if not individualized.
- Consider virtual in-unit appointments when possible and technology supports.

Medical Emergencies

- Emergency response situations remain as directed by agency policy.
- [Personal Protective Equipment \(PPE\)](#) guidelines remain in effect to the best of the ability of those responding/providing life saving measures but are not to impede their ability to perform those duties.

Programs

Section 3 guidance for [Call Outs & Movements](#) and [Programs](#) applies. Below is additional guidance specific to programming in health services infirmaries and clinics.

- For treatment and education on the weekends/evenings ensure protocols and cleaning materials are in place to utilize as required.
- Consider in-cell, virtual programming as it pertains to education, treatment programming, and alternate locations to supplement these programs including indoor/outdoor recreational activities.
- Maximize the use of outdoor opportunities for treatment, education, work, and recreational programming.
- Consider tutoring while maintaining fidelity of treatment and education programming, incorporate cleaning and sanitation within cohorts if custodial workers are unavailable to complete.

Visiting

Section 3 guidance for [Visiting](#) applies. Below is additional guidance for infirmary patient visits.

- Assist patients who are incapable of performing/managing their own personal protective equipment (PPE) responsibilities.

End-of-Life Visits

For end-of-life visits, visitors will be provided a handout providing them critical information on how those visits will be conducted.

- [COVID-19 Guideline for Infirmary Visits](#)
- [COVID-19 Information for Infirmary-Patient Visitors Flyer](#)

Incarcerated Workers

Custodial Workers/Porters

All custodians (porters) are required to have completed the Porter PowerPoint Training. This includes extra duty workers being used as porters.

Training Requirements:

- All unit/area Porters must complete the Porter Power Point Training and document the training into OMNI as a "Safety Training Certificate (Custodian)".
- Quizzes must be completed and filed in the unit/area training files.
- Ensure all Porters are provided with specific instructions relating to the proper use of chemicals including the specific contact time of an approved disinfectant (10 minutes) as the primary disinfectant cleaner.
- Order all necessary PPE for area workers and supervise proper use.

Porter supervisors are responsible to refer to the Safety Data Sheet and/or any available product information, to ensure the workers are being trained to identify and use the proper protective equipment, including how to don (put on) and doff (remove) PPE such as rubber gloves, gowns, eye protection, etc. Refer to and follow the steps outlined in [NETEC's training video for donning \(putting on\) and doffing \(removing\) PPE](#).

This training should be documented on the [03-248 Personal Protective Equipment \(PPE\) Training Record and Certification](#) form and scanned/mailed to the Safety Officer. Keep the original in the unit/area porter file.

Maintenance Workers

- All [Section 1 - General Workplace Guidance](#) applies to staff, contractors, and incarcerated individuals.
- Protective gear or equipment as determined by industry standard or Washington State Labor and Industries should be worn and sanitized after each use (Example: When using a welder's helmet, the surgical mask does not have to be worn if the helmet is in use. Don a surgical mask and sanitize the helmet post use.)
- Seating that remains in the room will be clearly marked with signage that directs no use of that furniture.
- Each workspace will be sanitized after each use.
- Porters will be issued appropriate PPE while cleaning the area after use.

Programs

Education

Corrections staff will continue to collaborate with contracted college staff to support safe protocols for operating at each facility.

- Education areas are opened to a capacity that adheres to COVID-19 mitigation strategies.
- Classrooms will be cleaned per **Section 3** guidance for [Environmental Cleaning & Disinfecting](#).

Recreation

All recreation program operations will comply with department protocols per the [9/11/2020 Updated Recreation Protocols memo](#):

- Activities including multiple participants and close contact are restricted. Outdoor softball, soccer, flag football, and volleyball are now approved, participants must wear masks, and practice hand hygiene upon entry and exit of the activity.
- Weight decks continue use with a capacity that allows for social distancing expectations.
- Exercise equipment should be positioned so that users are faced away from each other.
- Capacity in outdoor recreation areas should be determined based on social distancing expectations.
- Assuming appropriate social distancing, environmental cleaning/disinfecting, and general guidance and infection control measures are taking place, leisure activities and exercise equipment (with the exception of weight rooms) are authorized.
- Exercise equipment and yoga mats will be cleaned per **Section 3** guidance for [Environmental Cleaning & Disinfecting](#).

Searches

Section 1 for [Searches](#) applies. Below is additional guidance specific to prisons.

Pill Line Mouth Checks

Refer to the [WA State COVID-19 PPE Matrix](#) for additional guidance.

Services

Food Services

- When preparing food services for medical isolation and quarantine areas refer to the [WA State COVID-19 Screening, Testing, and Infection Control Guideline](#) and [WA State COVID-19 Personal Protective Equipment \(PPE\) Matrix](#).
- Meals will continue to be prepared and served in a grab and go fashion.
- Social distancing should be enforced in waiting lines and hand sanitizer should be used by each individual prior to picking up their meal.

Hair/Barber Services

All hair/barber service operations will comply with department guidance based on CDC recommendations as well as the following:

- Chairs must be a minimum of 8 feet apart.
- Surgical masks are required at all times.
- No beard trims or lip waxing.
- Hands must be washed before each service.
- Barbers/stylists/braiders will properly don and doff personal protective equipment between individuals.
- Capes will be laundered (cloth capes) or sanitized (water-resistant capes) between individuals.
- Workstations will be cleaned per **Section 3** guidance for [Environmental Cleaning & Disinfecting](#).
- Employees will ensure protocols are followed.

Laundry Services

- Section 1 guidance for Masking, Social Distancing, Office Spaces & Common Use Areas and Section 2 guidance for Nonpharmaceutical Interventions and Personal Protective Equipment (PPE) applies.
- When processing laundry items from medical isolation and quarantine areas refer to the [WA State COVID-19 Screening, Testing, and Infection Control Guideline](#) and [Personal Protective Equipment \(PPE\) Matrix](#).

Library Services

All library service operations will comply with department guidelines. Corrections staff will continue to collaborate with [Washington State Libraries](#) staff to support safe protocols for operating at each facility. Expected operational changes include:

- Libraries will be opened to a capacity that adheres to COVID-19 social distancing.
- Both staff and incarcerated, regardless of vaccination status, will be expected to wear surgical face masks while in the library.
- In the event of an outbreak that requires the closure of a library, notification should be made to the department headquarters Emergency Operations Center and the Secretary of State who supports Washington State Library operations.
- Workstations will be cleaned per **Section 3** guidance for [Environmental Cleaning & Disinfecting](#).

Religious Services

Corrections staff will continue to collaborate with religious services stakeholders to define protocols for each prison facility.

- Religious service areas are opening to a capacity that adheres to COVID-19 mitigation strategies.
- Religious Coordinators will provide a COVID-19 orientation to [volunteers](#) and will include information on COVID-19 protocols for events.

Staff Wellness Centers

Section 1 guidance for [Masking](#), [Social Distancing](#), [Office Spaces & Common Use Areas](#) and **Section 2** guidance for [Nonpharmaceutical Interventions](#) and [Personal Protective Equipment \(PPE\)](#) applies. Below is additional guidance specific to prisons staff wellness centers.

- Staff Wellness Centers remain operational.
- Exercise equipment should be positioned so that users are faced away from each other and disinfected between uses. If rearranging is not an option, place “do not use” signage and turn-off/unplug select equipment to allow for proper social distancing.
- Follow [Washington DOH guidance](#) as well as DOC masking requirements for shared spaces per the [WA COVID-19 PPE Matrix](#).

Training

Section 1 guidance for [Training](#) applies. Below is additional guidance specific to training for prisons staff.

Control and Impedance Tactics Training

The Prisons Division resumed training on July 1, 2021. Facility performance coordinators commenced planning and implementation of Control and Impedance Tactics for Annual In-Service and Specialty Teams. Due to the increase in COVID-19 cases across the state, Annual In-Service Control and Impedance Tactics Training has been paused. An assessment will occur mid-October 2021 with an anticipated resumption date of November 1, 2021. This pause is not extended to Special Teams Training. However, Special Teams training will need to occur outdoors and with all COVID-19 mitigation strategies in place.

In-Person Training

In-Person training is paused due to the increase in COVID-19 cases across the state. An assessment will occur mid-October 2021, with an anticipated resumption date of November 1, 2021.

Specialty Teams Training

Special Teams training will continue with some adjustments. All training for special teams will need to occur outdoors and in smaller numbers if needed to sustain facility operations. Team Leaders can work with the Roster Manager, Facility Performance Coordinator, and the Emergency Management Coordinator at their facility to identify operational capacity to support team training. Team Leaders and Members will need to ensure all COVID-19 mitigation options are in place and used. For special team training topics that do not require in person training, virtual training should occur.

Transportation

Section 1 guidance for [Masking](#), [Social Distancing](#), [Transportation](#) and **Section 2** guidance for [Nonpharmaceutical Interventions](#) and [Environmental Cleaning and Disinfecting](#) applies. Below is additional guidance specific to transportation of individuals under department custody to and from prisons.

Transport Vehicle Disinfecting

- Vehicles will be cleaned and disinfected per **Section 3** guidance for [Environmental Cleaning & Disinfecting](#).

Off-Site Work Crews

- If crew members are positioned **3-6 feet apart** and the total travel time is **less than 60 minutes**, a surgical mask is required.
- If crew members are **less than 3 feet** from each other or the travel time is **greater than 60 minutes**, a KN95 or N95 is required and crew members are required to be clean shaven.

Visiting

Section 1 guidance for [Masking](#), [Social Distancing](#), [Office Spaces & Common Use Areas](#) and **Section 2** guidance for [Screening](#), [Testing](#) and [Infection Control](#) applies.

Personal Visits

Personal visits are those conducted per [DOC 450.300 Visits for Incarcerated Individuals](#). COVID-19 operational adjustments pertaining to visitation include:

- One visit per incarcerated individual per month with up to three individuals per visit. One visitor must be at least 18-years-old. Minors are allowed if the other visitor is approved as an escort.
- Visit rooms have reduced capacity to allow for social distancing. Due to this, visits are:
 - Conducted by visit cohort
 - Up to 3 hours in duration
 - Pre-scheduled using the [COVID-19 Prison Visit Appointment Request](#), and
- Visits are subject to [COVID-19 Guidelines](#). Each visitor scheduled to visit an incarcerated individual has reviewed these guidelines during the visit appointment scheduling process.
- Active screening per the [WA DOC COVID-19 Active Screening Questionnaire](#), temperature checks, and proper hand hygiene for visitors are required prior to entry.
- Visitors are provided a surgical mask upon check-in which must be worn at all times while in the facility. Proper mask wearing is mandatory while on prison facility grounds.
- Vending machines, drinking fountains, games, books, children's areas and photos will not be in use.
- Bottled water is available upon request.
- Visitors must provide proof of vaccination or submit to a COVID-19 rapid antigen test on the date of the contact visit.
- Visit rooms will be cleaned per **Section 3** guidance for [Environmental Cleaning & Disinfecting](#).

Extended Family Visits (EFVs)

- [EFVs were suspended](#) March 12, 2020.
- EFV packets are once again being processed.
- Extended Family Visits scheduling will resume September 1, 2021.
- Visit rooms will be cleaned per **Section 3** guidance for [Environmental Cleaning & Disinfecting](#).

Section 4 – Work/Training Release

This section is intended to guide practices related to Work/Training Release facilities. [Section 1 - General Workplace Guidance](#) and [Section 2 – Clinical Guidance](#) apply. Additional guidance specific to work/training release will be provided in this section.

As congregate living facilities, work/training release facilities continue to be at high risk for COVID-19 due to high population density. Additionally, without higher COVID-19 vaccination rates correctional facilities are at increased risk for the spread of COVID-19.

Corrections remains committed to ensuring the health and safety of our staff, incarcerated, visitors and volunteers. By understanding and following these requirements, you will be doing your part to mitigate the spread of COVID-19.

If you have any questions regarding specific work-site requirements, please consult with your direct supervisor.

Capacity Strategies

- Single room assignment requirement discontinued; increase capacity to 70% (440 male/125 female).
- Transfer separation for vaccinated individuals removed.
- COVID-19 rapid antigen testing twice weekly for unvaccinated residents; no COVID-19 serial testing for vaccinated residents.

Community Supervision

Field Work

Section 1 guidance for [Masking](#), [Social Distancing](#), [Transportation & Travel](#), and **Section 2** guidance for [Infection Control](#) applies. Below is additional guidance specific to work/training release field work.

- Work/training release field work follows the same guidance as [Community Corrections Field Work](#).

Drug Testing

All **Section 1** guidance for [Drug Testing](#) applies. Below is additional guidance specific to work/training release.

- Use of a breathalyzer for breath alcohol testing requires approval of Work Release, Administrator, Duty Officer or Assistant Secretary for Reentry.

Environmental Cleaning & Disinfecting

All **Section 2** guidance for [Environmental Cleaning & Disinfecting](#) applies. Below is additional guidance specific to work/training release.

- Facilities will determine procedures ensuring all equipment in their area is sanitized each shift.
- A supply of cleaning products, cloths, and personal protective equipment (PPE) should be at all locations of exchange.

Acquiring Equipment from a Control Booth

- Use the supplied sanitizer to sanitize hands prior to receiving gear.
- Receive equipment from the control officer.
- Take **one** disinfectant wipe located on the counter and wipe down the keys, restraints/cuffs, radio and MIC, MK-4, and MK-9.
- Wait the amount of time specified on the disinfectant's packaging for it to dry before donning the equipment.

Acquiring Equipment from Unit/Line staff

- Prior to, or after receiving equipment, you **must** either use designated hand sanitizer or wash your hands with soap and water.
- Receive equipment from staff.
- Take **one** disinfectant wipe, and wipe down the keys, restraints/cuffs, radio and MIC, MK-4, and MK-9.
- Wait the amount of time specified on the disinfectant's packaging for it to dry before donning the equipment.

Programs

Recreation

- All operations of work/training release facility recreation areas are authorized to be used assuming appropriate social distancing, masking, environmental cleaning/disinfecting, and general guidance and infection control measures are taking place.
- Exercise equipment and yoga mats will be cleaned per **Section 3** guidance for [Environmental Cleaning & Disinfecting](#).
- Residents are allowed to access community fitness centers for up to one hour (not including travel). Residents are expected to comply with the [Governor's COVID-19 requirements for Fitness and Training](#) while at a fitness facility.

Services

Food Services

All **Section 1** guidance for [Events](#) applies. Below is additional guidance specific to work/training release.

- Facilities will develop staggered mealtimes for residents when grab and go meals are not possible.

Laundry Services

- When processing laundry items from medical isolation and quarantine areas refer to the [WA State COVID-19 Screening, Testing, and Infection Control Guideline](#) and [Personal Protective Equipment \(PPE\) Matrix](#).
- Follow facility established processes.

Visiting & Social Outings

Personal Visits

Personal visits are those conducted per [DOC 450.310 Visits & Social Outings for Work Release Residents](#). COVID-19 operational adjustments pertaining to visitation include:

- One visit with up to 4-6 visitors, one available time slot per resident.
- Designated visit areas have reduced capacity to allow for social distancing.
- Visitors are required to be vaccinated for COVID-19. Those visitors who cannot be vaccinated due to a medical reason must submit to a rapid antigen test prior to entering the facility.

Social Outings

Eligible residents may participate in social outings per [DOC 450.310 Visits & Social Outings for Work Release Residents](#). COVID-19 operational adjustments pertaining to social outings include:

- Effective August 15, 2021, social outings resumed to normal schedule.
- Visitors will be required to complete active screening questions prior to checking resident out for a social outing.
- All social outings will be in public places or an approved residence.
- Residents will adhere to the phase rules by county and any other COVID-19 restrictions.
- Facility visits are only available for residents who are unable to participate in social outings.

Section 5 – Community Corrections

This section is intended to guide practices related to Community Corrections field work and offices. [Section 1 - General Workplace Guidance](#) and [Section 2 – Clinical Guidance](#) apply while guidance specific to community corrections can be found below. It is imperative that those working in the field do their part to ensure the health and safety of the community by mitigating the risk of COVID-19 spread.

Corrections remains committed to ensuring the health and safety of our staff, incarcerated, visitors and volunteers. The restoration of operations in Community Corrections scheduled to begin September 1, 2021 has been suspended due to the surge of COVID-19 until at least November 1, 2021. Community Corrections Division continues to evaluate the situation and move forward with the restoration of operations when safe to do so. By understanding and following these requirements, you will be doing your part to mitigate the spread of COVID-19.

If you have any questions regarding specific work-site requirements, please consult with your direct supervisor.

Community Supervision

Section 1 guidance for [Masking, Social Distancing](#), and **Section 2** guidance for [Infection Control](#) applies to field work. Below is additional guidance specific to community supervision contacts.

- Masks must be worn for all scheduled office or field contacts, including during duty officer functions, while performing investigations, and per the direction in [WA COVID-19 PPE Matrix](#).
- Continue to determine arrest eligibility based on local jails available bed space. Utilize mitigation when appropriate.
- Continue to follow the guidance in [Community Corrections Operational Changes in Response to COVID-19](#) dated March 19, 2020.

Field Work

- In addition to guidance specified above, **Section 1** guidance for [Vehicles](#) applies for field contacts.
- Field contacts with supervised individuals, collaterals, and service providers will continue at reduced contact standards as described [Community Corrections Operational Changes in Response to COVID-19](#), dated March 19, 2020.
- Restricted collaborative work with outside agencies and law enforcement.
 - No taking over hospital watches.
 - No meeting law enforcement to assume custody of a supervised individual; only pre-planned and organized activities with law enforcement.
- Warrant sweeps continue to be restricted.
 - Five (5) day warrant checks are suspended.
 - Warrant apprehensions may be conducted with pre-planning and the pre-approval from Community Corrections Supervisor.

Office Contacts

- In addition to the guidance specified above, **Section 1** guidance for [Office Spaces & Common Use Areas](#) applies for field contacts.
- Face to face contacts will only occur as long as it is safe to do so. If a face to face cannot occur with supervised individuals for infection control or health safety reason, telephonic or FaceTime contacts may serve as a substitute at the discretion of the CCO or CCS. Thoroughly document your observations and case management activities
- Polygraph exams may be conducted in the office with proper [personal protective equipment](#).

Drug Testing

- Drug tests on a DOSA are reduced to once per month.
- All other individuals on supervision will be drug tested in alignment with the modified contact standards for those individuals still requiring face to face contact
- Drug tests can be taken to test for cause as specified in DOC Policy 420.380
- Oral swabs are also an option for drug testing.

Breathalyzer Testing

- Breathalyzer testing is suspended until at least November 1, 2021. Community Corrections will continue to evaluate the situation as the pandemic evolves and resume when safe to do so.

Staff are authorized to utilize the UA and laboratory confirmation for alcohol testing purposes.

Programs

Cognitive Behavioral Intervention (CBI) Classes

Thinking for Change (T4C) is suspended until at least November 1, 2021. Community Corrections will continue to evaluate the situation as the pandemic evolves and resume when safe to do so.

Transportation & Travel

Transportation

Section 1 guidance for [Masking](#), [Social Distancing](#), [Transportation](#) and **Section 2** guidance for [Nonpharmaceutical Interventions](#) and [Environmental Cleaning and Disinfecting](#) applies. Below is additional guidance specific to the **transportation of individuals under department custody**.

- Occupants must be seated with at least three (3) feet of separation in all directions. This is measured between breathing zones, the space within 12 inches of their mouths and noses. For example, it is OK for a worker's feet to extend under the seat of another worker if they are not breathing the same air.
- Vehicle capacity guidelines:
 - **Compact car:** No more than two (2) occupants (including the driver).
 - **Large sedans/trucks with two (2) rows of seats:** Up to four (4) occupants (including the driver).
 - **Passenger vans:** Up to seven (7) occupants are allowed in passenger vans.
- Vehicles and gear will be disinfected daily in accordance with CDC and EPA guidelines. For EMS vehicles, after transporting a patient, leave the rear door open for a period of time to allow for sufficient air changes. The time taken to complete the transfer should provide sufficient air changes.

Travel

Travel for supervised individuals may be authorized if deemed necessary or essential by the Community Corrections Officer (CCO).

Work Crews

All community work crew operations are suspended until at least November 1, 2021. Community Corrections will continue to evaluate as the situation as the pandemic evolves and resume when safe to do so.