



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS
OFFICE OF THE SECRETARY
P.O. Box 41101 • Olympia, Washington 98504-1101

April 14, 2020

TO: All DOC Staff

FROM: Stephen Sinclair, Secretary

SUBJECT: Revised Return to Work Process Letter

Secondary screening protocols have been in place statewide since March 21, 2020. In response to questions and to provide clarity, changes have been made to the return to work process letter provided to employees denied access to their facility.

The *Return to Work Process – Next Steps for Employees* letter (attached) has been revised with the following changes:

- Added: Note, the secondary screeners could call at all hours and from out of state numbers, so please make sure to answer your phone.
- Revised: Due to the fact that you work for ~~a Correctional facility~~ **the Department of Corrections**, you're in a priority group for COVID-19 testing.

If you are currently participating in the secondary screening process, please make note of the changes reference above and review the attached revised letter.

Please ensure your screeners are providing the revised letter to all staff denied access during the active screening process.

As we continue to manage our response to COVID-19, we will be reviewing processes and revising as needed. Our goal is a healthy and safe environment for all.

SS:ab

Attachment

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 will be contacted by a Department of Corrections medical professional within 48 hours or as soon as possible after your Active Screening. 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 active screening questions, you will receive paid leave (Administrative Leave) while the secondary screening process is being conducted.
- If you have been denied access due to a temperature reading at or above 100.4 degrees you will be expected to use the appropriate leave in accordance with your collective bargaining agreement or leave policy (whichever is applicable).

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.
- Please work with your supervisor to submit appropriate leave.
- Remain available, during your work hours, for contact throughout the secondary screening process or until you receive a confirmed negative test result for COVID-19. **Note, the secondary screeners could call at all hours and from out of state numbers, so please make sure to answer your phone.**
- You will be placed on paid (administrative) leave while you wait for a medical professional to contact within 48-hours or as soon as possible. They will make three (3) attempts to contact you and if you fail to respond, you may receive unauthorized leave without pay after the third attempt.
- Secondary Screening is strictly voluntary, confidential and information will only be released with your written permission. Any information you provide in response to this screening shall be solely be used for the purposes of determining your eligibility to return to work related to being denied entry. If you refuse to participate, you may choose to use your own accrued leave or leave without pay in accordance with the leave laws or applicable Collective Bargaining Agreement.

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