

DOC COVID-19 STAFF SCREENING PROCESS

Staff are to utilize the current version of [COVID-19 Screening Questions](#) to perform a self-screening prior to entering the workplace.

- The current COVID-19 screening questions will be posted at the entrance to all facilities.
- If staff are feeling unwell, they should call in to work and screen out via telephone.
- A thermometer(s) or J-Pay thermostat kiosk will be available at visitor entrances for staff use if they were not able to take their temp at home.
- If a staff person can answer 'NO' to all screening questions, they may enter the facility.
- If a staff person can answer 'YES' to any screening questions they will not enter the facility and will instead report they have screened out by following the established process (see below).
- The department no longer requires the use of a logbook to document attestation.

Staff members who report answering YES to ANY of the screening questions OR have a temperature of 100.4 degrees or above are expected to:

- If on facility grounds, exit the building immediately and notify their supervisor. Supervisors can assist with the following steps if necessary.
 - Complete the Workplace Denial form, provided at the screening location. If forms are not available, they can be found [here](#).
 - Supervisor is responsible to submit the Workplace Denial form via email to the respective Secondary List to Screen (SL2S) distribution list (on the bottom of the Workplace Denial form) for entry into Department Outbreak Tracing System (DOTS).

There are no changes to the secondary screening process, when an employee/contract staff is screened out the following still applies:

- A return-to-work date will be calculated by facility/office staff based upon established [Return to Work guidance](#).
- 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. Employees are encouraged to work directly with their supervisor to determine if telework is an option.
- Employees with an exposure to someone with COVID-19 are not required to quarantine provided they have not had symptoms since current COVID-19 exposure. Symptoms should still be monitored for 10 days after the exposure. They should also continue to mask for 10-days (from symptom onset) per DOH and CDC guidance, practice physical distancing, and keep their social circles small.
- Employees with close contact to someone with COVID-19 should follow the established Return to Work guidance.
- Employees who have tested positive for COVID-19 within the past 90 days and have recovered do not have to quarantine as long as they do not develop new symptoms.
- Screening exceptions are made for Employees/contract staff who:
 - 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

- Have not had close contact with a confirmed case of COVID-19 unless there are other concerning health-related matters.

Active Screening will still be conducted on all Visitors, professional visitors, Volunteers and Non-Yellow badge contractors entering the facility.

WA DOC COVID-19 ACTIVE/PASSIVE SCREENING QUESTIONNAIRE - PHASE 3

This will be updated as the CDC and WA State Health Department's information on COVID-19 continues to change.

Your health and well-being are of the utmost importance. Measures are being taken to keep the facility/office a safe environment for employees as well as the individuals under our charge, and the public.

Therefore, anyone coming into the facility/office will be screened.

The screening process will include taking temperatures and asking the following questions.

1. Do you have any of the symptoms below that are not caused by another health condition?
 - a. Fever or chills
 - b. Cough
 - c. Shortness of breath or difficulty breathing
 - d. Fatigue
 - e. Muscle or body aches
 - f. Headache
 - g. Recent loss of taste or smell
 - h. Sore throat
 - i. Congestion
 - j. Nausea or vomiting
 - k. Diarrhea
2. Within the last 5 days, have you tested positive for COVID-19 **OR** are you awaiting results of a COVID-19 test for symptoms? *(Note: This does NOT include pending routine COVID-19 testing for asymptomatic individuals)*
3. Within the past 5 days, has a public health or medical professional told you to self-isolate, because of concerns about a COVID-19 infection? *(Note: this doesn't include the continued self-monitoring done as a regular part of your duties consistent with CDC guidance)*

If the individual answers **YES** to any of the questions above **OR** has a temperature greater than or equal to 100.4°, they will be denied access into the facility/office unless determined otherwise by a designated DOC medical professional. Prior to sending the individual home, **provide them with the Phase 3 Return to Work Guidance flyer** and enter the new case into the Department Outbreak Tracing System (DOTS).

The following questions are for the purposes of **testing ONLY** and will **not be used for screening individuals in or out** of the workplace.

4. Have you been in close contact with someone who is currently suspected or confirmed COVID-19 positive within the past 10 days?

Close contact is being within 6 feet for 15 cumulative minutes or more over a 24-hour period; or having direct contact with fluids from a person with COVID-19 with or without wearing a mask (i.e., being coughed or sneezed on).

If YES, follow close contact guidance per Phase 3 return to work flyer.

5. **Any site conducting DOC COVID-19 Staff Serial Testing is expected to ask:** If you are coming from a county designated in a community level of moderate (yellow) or high (red), have you tested negative in the last seven (7) days? [COVID-19 Integrated County View Tracker](#).

If NO, refer to complete Rapid Antigen Testing.