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 them. This document will be routinely updated with any changes since the previous version at the beginning of each month.

Section 1 of this document 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.
06/23/2022

- **General Workplace Guidance** – Guidance on Physical distancing updated throughout to reflect that if three (3) feet of physical distancing can not be maintained, masks must be worn.

- **Clinical Guidance – Screening** – Section updated to reflect clarification around secondary screening and to update that fully vaccinated people should monitor for symptoms 10 days after being exposed to a COVID-positive person.

- **Prisons – EMS Exercises & Drills** – Updated to reflect resumption of exercises & drills.

- **Prisons – Services – Incarcerated Individual Events** – Guidance for Incarcerated Individual Events updated, read carefully and thoroughly.
# Contents

## Section 1 – General Workplace Guidance
- Drug Testing ......................................................................................................................... 6
- Breaks, Meetings, Conferences & Events ............................................................................... 6
- Masking ..................................................................................................................................... 8
- Office Spaces & Common Use Areas ......................................................................................... 8
- Searches .................................................................................................................................... 8
- Signage ..................................................................................................................................... 9
- Physical Distancing & Barriers ................................................................................................. 10
- Transportation & Travel .......................................................................................................... 10
- Telecommuting/Return to Worksite ......................................................................................... 11
- Training .................................................................................................................................. 12

## Section 2 – Clinical Guidance
- Vaccinations .......................................................................................................................... 13
- Infection Control ..................................................................................................................... 13
- Intake ......................................................................................................................................... 16
- Medical Isolation/Quarantine ................................................................................................. 16
- Screening .................................................................................................................................. 16
- COVID-19 Testing .................................................................................................................. 19
- Transfer Separation ................................................................................................................ 19

## Section 3 – Prisons
- Call Outs & Movements ......................................................................................................... 20
- Capacity Strategies .................................................................................................................. 20
- EMS Exercises & Drills .......................................................................................................... 20
- Environmental Cleaning & Disinfecting .................................................................................. 21
- Health Services Infirmaries & Clinics ..................................................................................... 22
- Incarcerated Workers .............................................................................................................. 23
- Programs ................................................................................................................................. 24
- Searches .................................................................................................................................. 24
- Services .................................................................................................................................... 25
- Staff Wellness Centers .......................................................................................................... 27
- Transportation ........................................................................................................................ 27
- Visiting .................................................................................................................................... 28
- Volunteers ............................................................................................................................... 29

## Section 4 – Work/Training Release
.................................................................................................................................................. 30
Capacity Strategies ......................................................................................................................... 30
Community Access ......................................................................................................................... 30
Community Supervision ................................................................................................................. 30
COVID-19 Testing for Residents ............................................................................................... 30
Drug Testing .................................................................................................................................. 31
Environmental Cleaning & Disinfecting .................................................................................... 31
Programs ......................................................................................................................................... 31
Services .......................................................................................................................................... 32
Volunteers ....................................................................................................................................... 32

Section 5 – Community Corrections ............................................................................................. 32
Community Supervision .............................................................................................................. 32
Programs ......................................................................................................................................... 33
Transportation & Travel .............................................................................................................. 34
Work Crews ..................................................................................................................................... 34

Previous Update Logs .................................................................................................................. 34
Section 1 – General Workplace Guidance

This section is intended to give general workplace guidance to all employees who may perform the tasks listed under this 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 worksite, 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 DOC 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 General Workplace Guidance on Masking, Social Distancing, Signage, Office Spaces & Common Use Areas, Transportation and Travel, and Section 2 Clinical 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.
- 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. Meetings should be conducted virtually when possible.

• 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 two or more people must meet, they must have at least six (6) feet between them, use barriers when appropriate, and follow any required personal protective equipment (PPE), see the PPE Matrix & Routine Masking 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, if required per PPE matrix.

• 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 at an event, social distancing guidance applies. Serve food in rotations or shifts.

• 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 PPE Matrix & Routine Masking Guidance.

• 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 PPE Matrix & Routine Masking Guidance.

• We continue to strongly encourage virtual interviewing throughout the hiring process. If in-person is absolutely necessary, all established precautionary protocols must be followed. Any interview meeting spaces must be altered to maintain 6-foot social distancing and follow masking requirements per the Routine Masking Guidance. No staff should be meeting within 6 feet of each other unless barriers are used.

• Additionally, for hiring interviews or events that include the public, within the congregate settings (Prison/Work Release) please follow the testing protocols and refer to Visiting section for more information. Please coordinate with your testing team to ensure necessary resources are available.

• When possible, hearings should be facilitated virtually.

• When a virtual hearing is not possible, wear proper personal protective equipment according to the PPE Matrix & Routine Masking Guidance to conduct in-person hearings.
Section 1 General Workplace Guidance on Masking, Social Distancing, and Section 2 Clinical Guidance on Infection Control applies for in-person hearings.

Masking

Masking Guidance for everyone
- Masks must be worn in compliance with the PPE Matrix & Routine Masking Guidance.
- 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
- WA State DOC Routine Masking Guidance
- All Staff Memo: Updated Masking Guidelines (3/16/2021)
- Improve How Your Mask Protects You (March 2021)

Office Spaces & Common Use Areas

Section 1 General Workplace Guidance on Masking, Social Distancing, Signage, and Section 2 Clinical 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, and masking in compliance with routine masking guidelines.

- 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. For information on reserving a hoteling workstation at headquarters, contact DOC Headquarters Building Management. Hoteling workstations could be in an individual office space or a shared office space. Hoteling workstations must be sanitized between usage by different persons. Each user will clean workstation before and after use.

- 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 three (3) feet apart, or greater. When this cannot be accomplished, masks should be worn.
  - 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 PPE Matrix & Routine Masking Guidance and WA State DOC COVID-19 Screening, Testing and Infection Control Guideline.

## 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**
- **Room capacity signage** is an important tool in maintaining social distancing. Ensure room capacity signage is posted for all common use spaces to include breakrooms, conference rooms, elevators, muster areas, and visiting areas.
- **Conference Rooms**: Reduced occupancy and capacity signage posted, one empty chair between staff, signage reminding to keep three (3) feet of distance, marks on the floor, and tape on the table.
- **Breakrooms/Coffee Bars**: Reduced occupancy and capacity signage posted, one empty chair 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 three (3) 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)

Physical Distancing & Barriers

- Employees are encouraged to avoid crowding, keep at least three (3) feet away from others, or wear a mask.
- Use barriers where appropriate to block sneezes and coughs.
- Prevent gatherings by taking shifts to eat meals, perform activities or take a break.
- 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.

Resources

- WA DOC COVID-19 Active/Passive Screening Questionnaire (updated 2/10/2022)
- Physical Distancing (CDC)

Transportation & Travel

Travel and carpooling are strongly discouraged. See also Breaks, Meetings, Conferences & Events.

Department Vehicle Transportation

Section 1 General Workplace Guidance on Masking, Social Distancing, and Section 2 Clinical 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 transporting a supervised or incarcerated individual, all occupants of the vehicle must wear mask per WA COVID-19 PPE Matrix.
- 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.

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.

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.
- Staff working in a prison or work release facility, due to the high risk to people in congregate living settings, are expected to complete a rapid antigen test upon return to work after travel, if returning to the worksite within 7-days of returning from travel, as outlined in the non-essential travel memo dated December 16, 2021.

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
Supervisors are responsible to ensure each employee completes the DOC – WA State Return to Worksit Coronavirus Education training class, available in the online Learning Center when returning to the office.
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.

The following trainings are online/virtual:

- New Employee Orientation (NEO) Academy for those working outside of a Prison (with the exception of Work Release Correctional Officers)
- Most Annual In-Service (AIS) courses
- Leadership Values
- Foundations of Curriculum Design
- Essential Skills for Supervisors

**In-Person Training**

Limited in-person training is occurring, including the Case Management Academy, Community Corrections Officer Academy, Correctional Worker Core, Accelerated On-Board Training (AOBT), Prisons Special Teams training, and First Aid/CPR. 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, providing at least three (3) feet distance between students when possible.
- 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, perform hand hygiene, and replace with a new surgical mask
  - 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.

All Special Teams training will adhere to in person training guidance. Additional restrictions on the number attending may be required 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. **For special team training topics that do not require in person training, virtual training should occur.**

**In-Service Training**

Annual In-Service Control and Impedance Tactics Training, Firearms, and First Aid/CPR training is resuming. Additional restrictions on the number attending may be required to sustain facility operations. The Facility Performance Coordinator, Roster Manager and the Appointing Authority will evaluate relief for the facility’s staff resources and operational capacity when scheduling training.
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.

Vaccinations

On August 9, 2021, Governor Inslee issued Proclamation 21-14, COVID-19 Vaccination Requirement. The proclamation sets out the requirements for state agencies to include state employees, onsite contractors, agency volunteers and other people who are connected to agency worksites and business. On August 20, 2021, the Governor issued Proclamation 21-14.1, which expanded the vaccination requirement to other settings, including educational, higher education, and childcare settings. Vaccination is a proven tool we have to fight the pandemic and these requirements will take positive, science-based steps for safer environments for employees and others to conduct state business.

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

Responsive and 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
• 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 [PPE Matrix & Routine Masking Guidance](#).
- 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.
- 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 one to 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 Prison Facilities during peak shift change times, [more information available here](#)
- All employees at Work Release Facilities
- For Correctional Industries Headquarters
- For McNeil Island Work Crews
- All patients entering Health Services areas
- Visitors/Business partners

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 at Prison Facilities outside of shift change, [more information available here](#)
- Employees in non-congregate work settings. These employees can follow the Passive Screening process.

These employees can instead follow passive screening.

**When is passive screening required using the Screening Questions?**
- Headquarters and satellite offices are authorized to use passive screening.
- Worksites will follow the passive screening process, using the appropriate log attestation 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 may require 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 appropriate.

**When any person is screened in:**
- The screening process confirmed they have no symptoms and answer NO to all screening 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 questions. Exceptions are listed below.
- 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 screening process as directed by their appropriate phased guidance.
- A return to work date will be calculated by facility/office staff based upon appropriate Phase 2 or Phase 3 guidance.
- If applicable, a secondary screening will be determined by phone consultation with a department medical professional. Employees are expected to follow the medical professional’s recommendations for testing/isolation.
- 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. Work with supervisor to determine and approve telework options.

When can an employee/contract staff return to work?

Please refer to appropriate phased guidance for designated return to work guidance protocols

- Phase 2 - Return to Work (pdf) (updated 5/25/2022)
- Phase 3 - Return to Work (pdf) (updated 5/25/2022)
- Staffing Shortage Return to Work Guidance Summary (updated 5/25/2022)

The following Divisions/areas are in Phase 2

- Community Corrections
- Headquarters
- Satellite offices
- Maple Lane
- Mill Creek Performance Center

The following Divisions/areas are in Phase 3:

- Prisons
- Correctional Industries
- Health Services
- Work Releases
- Jimmie Evans Performance Center

Exceptions

- Entry will not be denied for employees who are awaiting results of routine asymptomatic surveillance tests. This includes other testing purposes such as returning from travel, etc.
- Fully vaccinated 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. Fully vaccinated persons should still monitor for symptoms for 10 days after their exposure. They should also continue to mask for 10-days per DOH and CDC guidance, practice physical distancing and keep their social circles small.
- Employees with close contact to someone with COVID-19, follow the phased 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. Per CDC guidance they are recommended to test 5-7 days after close contact.
- 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](https://www.cdc.gov/coronavirus/2019-ncov/workplace/index.html) 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.

**Screening Resources**

- [WA State COVID-19 Screening, Testing & Infection Control Guideline](https://www.doh.wa.gov/PH/Preparedness/Coronavirus/Pages/Screening-Testing-Infection-Control-Guideline.aspx)
- [Active/Passive Screening Questionnaire (English)](https://www.doh.wa.gov/PH/Preparedness/Coronavirus/Pages/Screening-Testing-Infection-Control-Guideline.aspx)
- [Active/Passive Screening Questionnaire (Spanish)](https://www.doh.wa.gov/PH/Preparedness/Coronavirus/Pages/Screening-Testing-Infection-Control-Guideline.aspx)
- [Secondary Screening vs Staff Mapping](https://www.doh.wa.gov/PH/Preparedness/Coronavirus/Pages/Screening-Testing-Infection-Control-Guideline.aspx)
- [03-110 COVID-19 Screening Workplace Denial Form](https://www.doh.wa.gov/PH/Preparedness/Coronavirus/Pages/Screening-Testing-Infection-Control-Guideline.aspx)
- [COVID-19 Screening logs see “Using records retention schedules”](https://www.doh.wa.gov/PH/Preparedness/Coronavirus/Pages/Screening-Testing-Infection-Control-Guideline.aspx)

**COVID-19 Testing**


**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](https://www.doh.wa.gov/PH/Preparedness/Coronavirus/Pages/Screening-Testing-Infection-Control-Guideline.aspx) and the [WA State DOC Personal Protective Equipment (PPE) Matrix](https://www.doh.wa.gov/PH/Preparedness/Coronavirus/Pages/Screening-Testing-Infection-Control-Guideline.aspx) 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 General Workplace Guidance** and **Section 2 Clinical Guidance** 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 General Workplace Guidance** for Masking, Social Distancing, Signage and **Section 2 Clinical 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.
- In-unit cohorts are not required during normal operations. Social/physical distancing strategies will be implemented where practical for safety and mitigation of COVID-19.
- When necessary, call outs and movements to Health Services Infirmaries & Clinics will take priority over cohorting to ensure access to care and patient safety.
- Therapeutic Groups such as those provided by Mental Health will take priority over cohorting. Indoor groups should be limited to the amount the space can provide adequate social distancing. If more than one cohort, the cohorts will be separated in the room and social distanced by 6 feet. If only one cohort, the space can be maximized with a reduced 3 feet of social distancing between individuals.
- 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 July 1st, 2022 full scale and functional exercise requirements have resumed. Facility Emergency Management Coordinators have been provided a schedule of required topics.

Functional drills and exercises should not occur when facilities are experiencing Facility Wide Clusters/Outbreaks. The monthly requirements will be waived temporarily suspended if the impacts are for the majority schedule period.
Quarterly building/living unit fire drills should be conducted as functional drills to the extent possible, but also may be reduced to a tabletop exercise waived due to Facility Wide or Limited Area Outbreaks Environmental Cleaning & Disinfecting

All Section 2 Clinical 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.

**Radios:** Use a microfiber cloth to wipe down the radio before cleaning to remove any loose dirt or grime. Wipe the radio down with a non-bleach disinfecting wipe (Clorox wipe). Allow to dry and wipe down with clean microfiber cloth to remove any residue.

**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 a 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 Clinical 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 Clinical 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 General Workplace Guidance for Masking, Social Distancing, and Section 2 Clinical Guidance for Nonpharmaceutical Interventions and Personal Protective Equipment (PPE) applies. Below is additional guidance specific to medical appointments.

- Schedule by cohorts to the extent possible while still providing necessary patient care.
- 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 Prison 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 Prison 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/emailed 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 Prison Guidance for Environmental Cleaning & Disinfecting.

Recreation
All recreation program operations are approved as identified below. This Safe Start document supersedes all previous COVID-19 memorandums pertaining to recreation limitations in response to COVID-19.
• Indoor activities including multiple participants and close contact are restricted. This includes indoor basketball, soccer, and racquetball. Indoor volleyball and handball are now approved with appropriate masking, social distancing and hand hygiene.
• Horseshoes, pickle ball, ping pong, corn hole, push up paddles, ab wheels, exercise mats, medicine balls, jump ropes, Frisbees, fitness machine, pull-up and dip bars, hacky sack and billiards.
• Yoga and Zumba are approved with appropriate masking, social distancing and sanitation between users.
• Board games and cards are approved with appropriate social distancing. Hand sanitation should occur prior to and post game/card use.
• Outdoor basketball, softball, soccer, flag football, and volleyball are approved.
• Weight decks can continue to be used 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, equipment and environmental cleaning/disinfecting between use, and general guidance and infection control measures are taking place, leisure activities and exercise equipment are authorized.
• All exercise equipment will be cleaned per Section 3 Prisons 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 Prison Guidance for Environmental Cleaning & Disinfecting.
- Employees will ensure protocols are followed.

Laundry Services
- Section 1 General Workplace Guidance for Masking, Social Distancing, Office Spaces & Common Use Areas and Section 2 Clinical 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.
- Section 1 General Workplace Guidance on Masking, Social Distancing applies for Libraries.
- 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 Prison 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 open 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.
- Religious Services that require participants to briefly lift their surgical mask to put something in their mouth, i.e., such as communion or a piece of matzah, are authorized. These activities will be conducted individually, physically distanced by 6 feet, and mask properly repositioned immediately. Event meals or fry bread may be distributed and taken back to the unit for consumption.

**Incarcerated Individual Events**

**General Protocols**

- **Section 1 General Workplace Guidance** on [Masking, Social Distancing](#) applies for Events.
- No outside visitors or family members; vaccinated contractors or volunteers only.
- Individuals actively on Quarantine/Isolation individuals are not authorized to participate in events; however, there may be aspects of the event that they can request following the completion of quarantine/isolation.
- The ability to wash hands with soap and water or use of hand sanitizer will be on site along with additional masks. Supplies for hand washing/sanitation and masks will be available.
- No food or drink will be consumed during the event which should be limited to no more than three hours.
- Movements must occur by cohorts entering and exiting an event area.
- Cohorts may attend together but must be separated.
- Special Event meals (Market Basket) are authorized to be prepared and picked up at the end of the event to take back to the unit to consume; no congregate eating is authorized.
- The event area will be picked up with all debris removed using appropriate PPE and disposed of immediately.

**Outdoor Event Protocols**

- Outdoor events must accommodate 6 ft social distancing. Event must be held with a maximum of participants that can accommodate 6 ft social distancing.
- If an outdoor event requires masking based on routine masking guidance, singers/dancers may only remove masks only during their performance.
- Facility sponsored outdoor yard events (i.e. Violence Reduction events, etc.) may include individuals from multiple living units if they are from the same general cohort. Multiple general cohorts must be physically separated such as utilizing completely separate outdoor yard areas.
• Food and drink is permitted during outdoor event as long as routine masking guidance is being adhered to (e.g. Eating would not be permitted if multiple cohorts are involved or there is a COVID-19 outbreak at the facility).
• Meals should be packaged and handed out, no buffet style.
• Multiple cohorts may attend an outdoor event, but must in separate areas. Within each cohort area, individuals must remain physically distanced and masked.

**Indoor Event Protocols**

• Events held indoors will be limited to the total amount of participants that can accommodate 6 feet physical social distancing.
• Indoor Special Event meals (Market Basket) are authorized to be prepared and picked up at the end of the event to take back to the unit to consume; no congregate eating is authorized.
• No food or drink will be consumed during the event which should be limited to no more than three hours.

**Native American Event Protocols**

• Only vaccinated drummers are authorized to sit in drumming circle; all others must remain socially distanced.
• Gift giving is authorized by providing a video of the individual speaking to the family member receiving the gift; mailing the gift and video out at individual’s expense or as approved through use of tribal funds. Please provide names of individuals that want to participate to Dawn Taylor in advance to screen through Communications or check for approved visitor status.
• Group may engage in group prayer for meal at the end of the event, picking up meal as they return to their units by cohort.
• Please review the separately provided specific protocols for Sweat Lodge.

**Staff Wellness Centers**

**Section 1 General Workplace Guidance** for **Masking, Social Distancing, Office Spaces & Common Use Areas** and **Section 2 Clinical 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 **PPE Matrix** & **Routine Masking Guidance**.

**Transportation**

**Section 1 General Workplace Guidance** for **Masking, Social Distancing, Transportation** and **Section 2 Prison 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 Prison 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 General Workplace Guidance for Masking, Social Distancing, Office Spaces & Common Use Areas and Section 2 Clinical 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:

- Up to three visits per incarcerated individual per month with up to five individuals per visit. One visitor must be at least 18 years old. Minors are allowed if the other visitor is approved as an escort.
- Based on size and complexity, individual facilities may increase the number of visits allowed per month if the time frames and schedule allow.
- If an individual also has an Extended Family Visit scheduled it will not count as one of the three visits per month.
- 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. This processing may consume some of the three-hour visitation block of time.
- All visitors, regardless of vaccination status, are required to take an on-site rapid antigen test the day of the visit. Visitors who receive a positive test result will not be permitted access and will need to wait for a period of 20 days or provide a written clearance from their personal medical provider to then reschedule a visit. Positive test results are reported to the local health jurisdiction and the Department of Health.
- Should any person in a carpool party test positive, visitation will be cancelled for all persons in the carpool for the day. Visitors who were in the carpool and tested negative will be able visit after 14 days have elapsed and they have a negative result on their Rapid Antigen Test (given at the facility on the date visitation is to occur). This includes persons carpooling but visiting different incarcerated individuals.
• 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, and children’s areas will not be in use at this time.

• Bottled water is available upon request.

• Games may be available upon request. After use, the game will be removed from circulation. People utilizing the game are required to sanitize their hands before and after game use.

• Photos are authorized. Photos will be taken by the Visit Porter at the table and with masks in place.

• Visit rooms will be cleaned per Section 3 Prison Guidance for Environmental Cleaning & Disinfecting.

Funeral Trips and Deathbed Visits
• All Funeral Trips and Deathbed Visits will be in accordance with DOC 420.110 Escorted Leaves and Furloughs and/or DOC 420.115 Special Escorted Leave for Funerals/Deathbed Visits on Tribal Lands.

• Additional COVID-19 Mitigation strategies and specific protocols can be found in COVID-19 Guideline for Funeral Trips and Deathbed Visits.

Marriages
• Marriage ceremonies in prison will be applied for, arranged, and conducted in accordance with DOC 590.200 Marriages and State Registered Domestic Partnerships.

• All outside participants and guests will comply with current visitation protocols

• Additional COVID-19 Mitigation strategies and specific protocols can be found in COVID-19 Guideline for In-Person Marriages in Prions.

Extended Family Visits (EFVs)
• EFVs have resumed. All visitors participating in an EFV must take an on-site rapid antigen test prior to the visit starting and prior to departing the EFV unit, before the incarcerated individual returns to their unit.

Professional Visitors to a Prison Facility
• Professional visitors (e.g., attorneys, law enforcement, etc.) are required to complete the active screening process. Due to the infrequent and limited nature of the visit, professional visitors are required, regardless of vaccination status, to take an on-site rapid antigen test the day of the visit prior to the visit commencing. Surgical masks, provided by the department, are required to be worn at all times. Professional visitors are to maintain social distancing of 6 feet or more and should practice hand hygiene by washing hands with warm water and soap or using hand sanitizer. Professional visitors can work with the local facility contact for more information pertaining to their visit.

Volunteers
Volunteers began to receive information from facilities in July of 2021. All volunteers must participate in COVID-19 Rapid Antigen Test upon every entry to the facility. Volunteers will receive an electronic COVID-19 orientation prior to returning.
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.
- Serial Testing of residents will follow WA State Department of Corrections Screening, Testing, and Infection Control Guideline.

Community Access

Work Release facilities have Resumed in-person visitation for non-outbreak facilities.

Residents will be allowed community access as allowed by facility handbook, to include: Haircut appointments, job search, shopping, religious services, gyms and other point to point pass.
Social outings have resumed, allowing two social outings per week for those individuals that are eligible.

Community Supervision

Field Work

Section 1 General Workplace Guidance for Masking, Social Distancing, Transportation & Travel, and Section 2 Clinical 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.

COVID-19 Testing for Residents

- Serial Testing of residents will follow WA State Department of Corrections Screening, Testing, and Infection Control Guideline.
- Management of testing during an outbreak will follow WA State Department of Corrections Screening, Testing, and Infection Control Guideline.
Drug Testing

All Section 1 General Workplace Guidance for Drug Testing applies. Below is additional guidance specific to work/training release.

- Use of a breathalyzer for breath alcohol testing will follow WA State Department of Corrections Screening, Testing, and Infection Control Guideline.

Environmental Cleaning & Disinfecting

All Section 2 Clinical 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 Prison Guidance for Environmental Cleaning & Disinfecting.
- Residents ability to access community fitness centers is currently suspended.
Food Services
All Section 1 General Workplace 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.

Volunteers
Volunteers who are fully vaccinated are welcome to rejoin Prisons and Work Release locations on August 16, 2021. Volunteers began to receive information from facilities in July of 2021. All volunteers must participate in COVID-19 Rapid Antigen Test (RAT) upon every entry to the facility. Volunteers will receive an electronic COVID-19 orientation prior to returning.

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. On February 18, 2022, an updated operational memo was sent to Community Corrections Division (CCD) staff announcing a return to near full operations effective March 3, 2022.

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

Community Supervision
Section 1 General Workplace Guidance for Masking, Social Distancing, and Section 2 Clinical Guidance for Infection Control applies to field work. Below is additional guidance specific to community supervision contacts.

- Masks must be worn for all office or field contacts, including during duty officer functions, while performing investigations, and per the direction in PPE Matrix & Routine Masking Guidance.
- Continue to determine arrest eligibility based on local jails available bed space. Utilize mitigation when appropriate.
- Follow the guidance in Community Corrections Operational Changes in Response to COVID-19 dated February 18, 2022.
**Field Work**

- In addition to guidance specified above, **Section 1 General Workplace Guidance** for **Vehicles** applies for field contacts.
- Field contact requirements with supervised individuals, collaterals, and service providers resumes per DOC Policy 380.200 (Attachment 1). Staff are encouraged to review *Community Corrections Operational Changes in Response to COVID-19, February 18, 2022* for mitigation strategies regarding required contacts. Open air settings are encouraged to mitigate risk of COVID-19.
- 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 General Workplace Guidance** for **Office Spaces & Common Use Areas** applies for field contacts.
- Office contact requirements with supervised individuals resume per DOC Policy 380.200 (Attachment 1). Staff are encouraged to review *Community Corrections Operational Changes in Response to COVID-19, February 18, 2022* for COVID-19 mitigation strategies regarding required contacts.
- Polygraph exams resume per DOC Policy 400.360 Polygraphs will be conducted in the office with proper personal protective equipment.

**Drug Testing**

Drug/alcohol testing resumes per the requirements of DOC Policy 420.380. Staff will wear personal protective equipment as required per the PPE matrix.

**Breathalyzer Testing**

- Breathalyzer testing resumes per the requirements of DOC Policy 420.380. The use of distancing, open air collection, and barriers as appropriate are encouraged to mitigate COVID risk.
- Staff are authorized to utilize the UA and laboratory confirmation for alcohol testing purposes.

**Programs**

**Cognitive Behavioral Intervention (CBI) Classes**

Thinking for a Change (T4C) restarts with limited capacity to promote distancing and safety. All participants (students and instructors) will be masked during class. Prior to entry into the classroom, all supervised individuals will be required to pass COVID-19 active screening protocols. All PPE protocols must be followed.

**Sex Offender Treatment**

Sex offender treatment resumes in CCD field offices beginning 3/14/2022 with plans to be fully operational by 3/28/2022. Treatment groups may have limited capacity based on COVID-19 social distancing protocols. Participants (clients and therapists) will be masked during treatment sessions. Prior to entry into the group room, all clients will be required to pass COVID-19 active screening protocols. All PPE protocols must be followed.
Transportation & Travel

**Transportation**

**Section 1 General Workplace Guidance** for [Masking](#), [Social Distancing](#), [Transportation](#) and [Section 2 Clinical 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.

**Work Crews**

All community work crew operations resumed November 1, 2021 with limited capacity. As of March 3, 2022, work crew is expanded to allow work to be completed at inside locations as long as staff and supervised individuals are masked at all times. Open air or outdoor sites (landscaping, litter cleanup, etc.) are preferred locations.

**Previous Update Logs**

**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.

**10/1/2021**

- **Community Corrections - Community Supervision - Training** – Control Impedance Tactics training paused. Page 33.
- **Prisons – Services - Incarcerated Individual Events** – Added general, indoor & outdoor protocols for incarcerated events as well as specific guidance for Native American events. Page 27.
- **Prisons – Training** – Adjusted assessment date for Control and Impedance Training & In-Person training. Page 28.
- **Prisons – Visiting** – Updated to reflect requirement for visitors to take COVID-19 rapid antigen test regardless of vaccination status and added language specific to professional visits. Page 29.
- **Work/Training Release – Programs - Recreation** – Updated to reflect suspension of access to fitness centers. Page 31.

**11/1/2021**

- **General Workplace Guidance – Travel** – Clarification added regarding travel and vaccination status.
- General Workplace Guidance – Volunteers – Volunteer information for Work Release (WR) and Prisons moved to the respective **WR** and **Prisons** sections.
- **Prisons – Recreation** – Updated recreation guidelines superseding all previous COVID-19 memos pertaining to recreation limitations in response to COVID-19, additional activities have been approved.
• **Work/Training Release – COVID-19 Testing Residents** – Section added providing guidance for rapid testing of vaccinated asymptomatic residents to ensure residents are not unnecessarily restricted from going to work when possible.

• **Work/Training Release – Visiting & Social Outings** – Effective November 1, 2021, Work Release will allow limited in facility visitation.

• **Community Corrections Division** – Announcing phased reopening beginning November 1, 2021.

• **Community Corrections Division – Field Work** – Field contacts to resume per standards in October 22, 2021 memo.

**11/5/2021**

• **Work/Training Release – Capacity Strategies** – Amended testing guidance to refer to the WA State Department of Corrections Screening, Testing, and Infection Control Guideline.

**12/1/2021**

• **Prisons & Work Release - Training** (moved to Section 1) – Next assessment on resuming in-person training and control and impedance training to occur mid-January.

• **Prisons – Visitation** – Increased allowable visits per incarcerated individual – up to three per month per individual.

• **Prisons – Visitation** – Added clarifying language to ensure it is clear that there is processing time included in the up to three-hour visit block.

• **Work Release – Community Access** – Clarifying language added to visitation and to allowable community access for job searches and haircuts/appointments.

**01/4/2022**

• **General Workplace Guidance – Meetings, Conferences & Events** – Added guidance for hiring process interviews and hiring events.

• **General Workplace Guidance – Masking guidance for everyone** – Updated guidance to include new directive to all employees to wear surgical masks.

• **General Workplace Guidance – Travel** – Guidance added for staff returning to work after travelling.

• **Clinical Guidance – Testing** – Additional guidance provided for testing to allow return to work and testing protocols for ongoing household contact.


**02/04/2022**

• **Clinical Guidance – Screening** – Changes made to bring guidance inline with the announced phased return to work guidance from the all staff memo dated January 28, 2022, available here.

• **Prisons – Personal Visits and Extended Family Visits** – Updated to include the continued suspension of personal and extended family visits.

• **Work Release – Community Access** – Updated to include the temporary suspension of in-person visitation.
03/16/2022

- **Section 1 – General Workplace Guidance** – resuming in-person training, general clarifying language added throughout.
- **Section 2 – Clinical Guidance** – includes updated phased return to work guidance and updated COVID-19 testing direction.
- **Section 3 – Prisons** – in-person visitation resumed.
- **Section 4 – Work Release** – in-person visitation resumed and social outings will resume April 1, 2022.
- **Section 5 – Community Corrections Division (CCD)** – the majority of CCD operations resume, with the exception of warrant sweeps.

04/21/2022

- **Section 1 – General Guidance** – Overall section changes to link to the now separate documents, DOC COVID-19 PPE Matrix and Routine Masking Guidance.
- **Section 2 – Clinical Guidance – Screening** – changes made to accommodate the appropriate updated phases. Please read carefully.
- **Section 3 – Prisons – Visiting** – Updated to reflect resumption of Extended Family Visits and the increase to 5 visitors for personal visits.
- **Section 3 – Prisons – Religious Services** – Guidance provided for religious services that entail eating or drinking.
- **Section 4 – Work Release – Community Access** – Social outings have increased to twice a week.

05/25/2022

- **Section 2 – Clinical Guidance – Secondary Screening** – Updates made to clarify secondary screening exceptions and include links to updated Phase 2, Phase 3 and Staffing shortage Return to Work Guidance Summary.
- **Section 3 – Prisons – Call Outs & Movements** – Updates to cohorting guidance and including guidance for providing priority to therapeutic groups.
- **Section 3 – Prisons – Health Services Infirmaries & Clinics** – Clarification for scheduling medical appointments by cohort.
- **Section 3 – Prisons – Recreation** – removes requirement to wear masks during certain outdoor sports.
- **Section 3 – Prisons – Incarcerated Individual Events** – updates made regarding cohorting during protocols and other general guidance updates.
- **Section 3 – Prisons – Visiting** – updated to include ability for facilities to increase the number of visits allowed per month if time frames and schedule allows.
- **Section 3 – Prisons – Funeral Trips and Deathbed Visits** – Updated to include new guidance and link to new protocol.
• **Section 3 – Prisons – Marriages** – Updated to include new guidance and link to new protocol.