



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS
P. O. Box 41126 • Olympia, Washington 98504-1126

March 16, 2020

TO: Community Corrections Staff
FROM: Mac Pevey, Assistant Secretary
Community Corrections Division

A handwritten signature in black ink, appearing to read "Mac Pevey".

SUBJECT: Enhanced Screening Implementation

Effective immediately, implement the following enhanced screening protocols to the degree possible with available onsite equipment. At a minimum, the following should be established:

- Access to the office should be controlled.
- Prior to entry, all individuals to include staff, visitors, vendors, contractors, etc., must complete the mandatory screening questionnaire (attached).
- Prior to entry, all individuals must have their temperature taken. Understanding though, that appropriate thermometers may not be readily available at this time, the remaining mandatory enhanced protocols will be in place until such time thermometers are available.

Individuals that fail any portion of the enhanced screening protocol, displays obvious signs of a respiratory illness (i.e. coughing, difficulty breathing), or refuses to participate in the screening process will be denied access to the office and a supervisor should be contacted for further direction.

Action Items:

- Establish, if possible, a single point of entry into the office. Secondary access points can be utilized for egress, emergencies and arrests.
- Locations will post enhanced screening information at entrance points.
- Notify external stakeholders, to the extent possible, of the screening process, i.e., vendors, contractors, volunteers etc. **Note: Emergency Medical Services (EMS) are excluded from the screening process.**
- Each entry point will be equipped with, at a minimum (1) log sheet, (1) thermometer if/when available, screening questionnaires and appropriate Personal Protection Equipment (PPE), which are gloves only.

"Working Together for SAFE Communities"

- The log (attached) should state:
 - Date
 - Name of person being denied
 - Work location of staff
 - Non-departmental staff description (i.e., contractor, volunteer, visitor etc.)
 - The reason for denied entry (i.e., screening questionnaire, temperature, refusal to cooperate with the screening process or obvious signs of illness, or other)
- For all who are denied access or for other issues, the staff assigned to the entrance point will notify the supervisor. The supervisor will report to the entrance point to ensure all documentation is captured and to mitigate any issues.
- The supervisor will report all denials with pertinent information to the designated person within their Section by the close of business.
- Sections will make sure ensure denials are included with their daily report sent to Emergency Operations Center.

Entry Denials and Leave:

Per the Secretary's direction provided on March 15, 2020:

- If an employee refuses to participate in the enhanced screening protocol or refuses to participate in the screening process, they will not be placed on assignment to home pending an investigation;
- They will be denied entry to the workplace - and informed that this will be treated similarly to a no-call, no-show/unauthorized leave, until such time they are willing to participate in the mandatory screening process; and;
- The employee will be informed that they are still required to report any future absences in advance of their scheduled work hours per their current workplace established process.

Those employees who fail the enhanced screening protocol per the questionnaire will be encouraged to consult with their health care provider and follow up with human resources. Visitors and others refusing to participate in the screening process will result in denial of entrance.

Please note that this new process is about taking preventative measures to keep everyone healthy. Please handle these situations with kindness and compassion. We will all have reactions and different levels of emotions, but ultimately I want us to work together and support each other through these challenging times. The relationships, teamwork and camaraderie within CCD has always been our strength.

If you have questions about this process, please staff them with your supervisor. For any unresolved issues or questions, please forward them to the [DOC COVID19](#) mailbox.

Please take care and stay safe.

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Attachments (2)

cc: Charlotte Headley, Planning Section Chief
Janelle Guthrie, Communications Director
Bonnie Francisco, Area Human Resource Manager
Nancy Waldo, Labor Relations Consultant
Ton Johnson, WFSE Labor Advocate
DOC Covid19 Mailbox