



STATE OF WASHINGTON  
**DEPARTMENT OF CORRECTIONS**  
P. O. Box 41100 • Olympia, Washington 98504-1118

March 16, 2020

TO: All Superintendents

FROM: Robert Herzog, Assistant Secretary - Prisons Division  
Julie Martin, Deputy Secretary

RE: **Enhanced Screening Stations Implementation Plan**

Effective immediately you are directed to implement the following enhanced screening process. At a minimum the following will be established:

- Reduced access points for all facilities (now called Enhanced Screening Stations) will be identified with an area that Social Distancing can occur as needed
- Prior to entry to work location, all individuals (staff, visitors, vendors, contractors, etc.) must process through Enhanced Screening Stations and comply with the screening process
- Screening process includes answering mandatory screening questions and having their temperature taken (oral thermometers are not authorized for this process)

Facilities that have not yet resourced thermometers will ask the first four screening questions. Question #5 will be asked once thermometers are resourced. Those who have resourced their thermometers will ask all screening questions, which includes taking the temperature of each individual entering through the Enhanced Screening Station.

We are in the process of delivering thermometers for those facilities that are in need. Please send Arminda Svoboda (Prisons/HS Deputy Incident Commander) any request for thermometers or other resource requests via DOC 18-044 – General Message.

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 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. 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.

**Immediate Prison Action Items:**

- Facility Roster Managers will utilize an Atlas COVID19 STATION event to track staff assigned to the Enhanced Screening Stations.
- Facilities will post “Enhanced Screening” Notice (attached) at all facility entrance points to include Public Access, vehicle gates, Enhanced Screening Stations, etc.
- Facilities will notify external stakeholders of the screening process, to include vendors, contractors, volunteers, etc.

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- **EMS Fire and Ambulance are excluded from the screening process.**
- Facilities will establish a Strike Team (ST) for each shift. The ST will consist of at least one (1) Strike Team Leader (STL) at the rank of Sergeant or above to supervise all Correctional Officers (CO) assigned to work at the Enhanced Screening Stations. *We recognize that Officers assigned to this task are placed into a difficult situation with having to screen peers and colleagues. Please have a conversation with these employees to recognize what may be a difficult situation for them. **REMEMBER, WE ARE DOING THIS AS PART OF THE OVERALL PUBLIC SAFETY ACTIONS TO HELP PREVENT THE SPREAD OF COVID19.***
- Each Enhanced Screening Station will be equipped with all supplies as required on the DOC COVID19 Response Enhanced Screening Checklist (attached).
- Those individuals that fail any portion of the Enhanced Screening process, displays obvious signs of a respiratory illness, (i.e. coughing, shortness of breath), or refuses to participate in the screening process will be denied access to the facility, as follows:
  - CO assigned to the Enhanced Screening Station point will notify the STL immediately
  - STL will report to the Enhanced Screening Station to conduct a confirmation (second) temperature check
  - STL will ensure all documentation is captured and mitigate any issues
  - STL will report all denials of entry to the Shift Commander immediately
  - Shift Commander will validate STL recommendation
  - STL will document the denial of entry in the logbook
- The log book entries will include:
  - Name of person being denied entry
  - Status of Person (staff, volunteer, contractor, visitor, etc)
  - Work location of person being denied entry (if employee)
  - Reason for denied entry (Temperature and/or failed screening question(s) or refusal to cooperate with screening process)
  - Notification to Shift Commander (including Name of Shift Commander)
- The Shift Commander will report all denials with pertinent information to the Superintendent/designee by the end of their shift.
- Facilities will include denials (to include reason) with their daily Situation Report sent to Arminda Svoboda (Prisons/HS Deputy Incident Commander).

Employees denied access due to failing the screening process will be given the “What you need to know about coronavirus disease 2020 (COVID-19)” handout, and will be instructed to notify their supervisor and to follow up with Human Resources.

All persons who are denied access will be encouraged to consult with their health care provider.

RLH:jc

cc: Danielle Armbruster, Commander  
Greg Miller, Emergency Operations Manager  
Jamison Roberts, Emergency Management Program Specialist  
Charlotte Headley, Planning Section Chief  
Renee Swenson, Finance and Section Planning Chief  
Janelle Guthrie, Communications

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