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DEPARTMENT OF CORRECTIONS
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March 18, 2020

TO: All DOC Staff

FROM: Stephen Sinclair, Secretary

SUBJECT: Screening Protocol and Use of Administrative Leave

The significance of the current emergency situation should come as no surprise to anyone at this point. It is rapidly evolving and requires flexibility on everyone's part. We are working in partnership with our labor leaders to do everything we can to create and maintain healthy work environments for everyone. Mitigating the spread of COVID-19 in our various facilities and operations is our top priority.

As much as screening is the current objective, we are also anticipating additional challenges in the future, such as maintaining our core operation and supporting staff through this to the best of our abilities.

As you can probably imagine, we have experienced some bumps along the way. To date, a number of you have answered 'yes' to one or more of the questions causing you to be denied entry into your place of work. We realize this may have resulted in much uncertainty about leave status and caused additional stress for you and your family. We are in the process of implementing a secondary screening process in the hopes of getting healthy employees back to work sooner. We will also be making some minor updates to the screening questionnaire.

Related to secondary screening, we are establishing protocols for those individuals denied access into their work place, although if you answer 'yes' to one of the screening questions, you will still be denied entry. A department occupational nurse consultant or medical professional will follow-up with you regarding your specific circumstance and will determine whether you can be cleared to report to work on your next regularly scheduled shift or another identified date, the appropriate time to be in self-imposed isolation or suggest you seek the care of your own provider.

On March 10, 2020, Governor Inslee announced the [expansion of leave and paid status for impacted employees \(page 4\)](#). The guidance provided in the Governor's message expanded paid leave for individuals who meet Center for Disease Control (CDC) requirements for self-quarantine and for whom mobile work is not feasible.

In addition to following the Governor's guidelines, in this specific situation related to enhanced screening (from this time forward this process is to be called "**Active Screening**") we have received approval to expand the use of paid leave in scenarios where otherwise healthy employees have been denied access to their place of work as a result of the Active Screening process. Employees who are denied access will receive paid leave (Administrative Leave) while the secondary screening process is established and until they have been contacted by our medical professional. Situations of authorized leave use will vary based on the review by the medical professional.

As an example:

- Employee could be returned to work
- Employee could be granted continued paid leave while quarantined
- Employee could be authorized to use their personal leave consistent with existing Collective Bargaining Agreements or leave laws

While employees are on paid leave they are expected to be available for contact by the agency, which may include providing your most current contact information.

Our goal is to get healthy employees back to work as expeditiously as possible to support our mission. We appreciate your continued support and understanding. Please remember to take care of yourself, your family and loved ones, and wash your hands.

Changes to the screening tool will be distributed as soon as finalized.

This is a very fluid situation and changes are expected, so please check doc.wa.gov frequently for the most up to date information.