



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS
OFFICE OF THE SECRETARY
P.O. Box 41101 • Olympia, Washington 98504-1101

March 21, 2020

TO: All DOC Staff

FROM: Stephen Sinclair, Secretary

SUBJECT: Secondary Screening Implementation

As you are aware, earlier this week, we implemented Active Screening protocols to limit the spread of COVID-19 and to protect employees and those under our care. As was shared on March 18, we are now implementing a secondary screening process to identify those who are able to return to work and support the mission of DOC.

Active Screening

- Employees denied entry during the Active Screening process, and employees who call out sick, will be asked to provide their current contact information for follow-up by a DOC medical professional.
- Employees will be provided a [return-to-work information sheet](#) about next steps and a [COVID-19 pamphlet](#).

Leave Reporting

- Employees need to call their supervisor if they are not allowed entrance after the Active Screening process. We encourage the employee to discuss with their supervisor whether telework is an option.
- Employees not allowed access due to answering “yes” to one or more of the [active screening questions](#) and unable to telework, will receive paid leave (Administrative Leave) while awaiting the completion of secondary screening process.
- Employees not allowed access due to a current temperature reading at or above 100.4 degrees will be expected to use the appropriate leave in accordance with the applicable collective bargaining agreement, leave policies and laws.

Secondary Screening Process

- The goal is to complete the secondary screening as soon as possible.
- If an employee declines to participate, they may choose to use their own accrued leave or leave without pay in accordance with the leave laws or applicable Collective Bargaining Agreement.
- A medical professional will call the employee and ask a series of follow-up questions ([DOC COVID-19: Secondary Screening](#)) related to the reason(s) for denial (e.g., cough, sore throat, etc.).
- The medical professional will make a determination on clearance to return to work.
 - If a medical professional determines an employee is sick, the employee will be expected to use accrued leave or leave without pay in accordance with leave laws or collective bargaining agreement.
 - If the medical professional determines an employee is approved to return to work, the employee will be expected to return to work on their next scheduled workday or work with their supervisor to determine appropriate leave usage.
- Medical professionals will make three attempts to contact the employee. If after three attempts contact is unsuccessful, the employee may receive unauthorized leave without pay, or will need to work with their supervisor to use accrued leave or leave without pay in accordance with leave laws or collective bargaining agreement.

Employees who have a confirmed case of COVID-19 must wait until 14 days after symptoms resolve before returning to work regardless of the release from a healthcare provider.

We encourage all of you to stay home and take care of yourself if you feel sick. You should only report to work if you feel healthy. Our goal continues to be to provide a healthy and safe environment for all.