



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

April 1, 2020

TO: All DOC Staff

FROM: Stephen Sinclair, Secretary 
Danielle Armbruster, Emergency Operations Center Manager 

SUBJECT: Updated Employee PPE Protocols for Patients on Isolation or Quarantine

In light of the response to COVID-19 and personal protective equipment guidelines, we have updated the information in this memorandum. The updates are in **bold** and underlined. This memorandum and attachments will be continuously updated as changes are made to PPE protocols.

The coronavirus (COVID-19) situation continues to evolve. It is critical to ensure procedures are in place to provide services as appropriate to individuals, while maintaining safe and secure environments. To assist all staff, a quick reference sheet and matrix is attached to appropriately identify personal protective equipment (PPE) for specific job types. The documents outline the activity, type of work and appropriate identified PPE. Staff have been trained on universal precautions and are reminded to follow established protocols.

Protocols are intended to assist custody staff in maintaining alignment with the most up-to-date version of *WA State DOC COVID-19 Screening, Testing, and Infection Control Guideline*. For information about how Personal Protection Equipment (PPE) shall be utilized, please refer to the *WA Department of Corrections PPE Quick Reference Sheet*.

If equipment is not readily available in your work location, to request equipment:

- prison staff will work with their Incident Command Post;
- work release staff will work with work release supervisors; and
- community corrections staff will work with field administrators.

Where indicated, the N95 filter half-face respirator will be used by staff who have been medically cleared and fit tested. Staff are not authorized to use any respirator unless they

have been approved for use and fit tested. As a reminder, be sure to inspect each respirator prior to use, ensure it has not exceeded the manufacturer's expiration date, and is in good repair. This would include inspections of straps, nose piece and general integrity of the filtration system.

ISOLATION

Patients who test negative for COVID-19 will remain in isolation until they have been asymptomatic for 14 days, unless they have a documented or confirmed alternative diagnosis that explains their symptoms.

Isolated patients must wear a surgical mask any time they are outside of their cell.

Isolated patients are not to use the phone, or any other dayroom items (microwave, hot shot, etc).

Contact with individuals on isolation:

- N95 mask, eye protection, gown, and gloves needed in the following:
 - Contact with incarcerated individuals with suspected or lab confirmed COVID-19 while symptomatic (cough or sneezing).
- Surgical mask, eye protection, gown, and gloves in the following:
 - When speaking with a symptomatic patient from outside of an isolation cell
 - Any contact with a patient who has tested negative for COVID-19 but remains on isolation
 - Any contact with incarcerated individuals with suspected or lab confirmed COVID-19 without cough or sneezing.
- In the following situations PPE will be comprised of gloves:
 - Passing items through a closed door cuff port and NO face to face contact

Isolated patients shall be offered a minimum of one (1) shower per week after Day 7 in Isolation.

Showers being used by those on isolation shall be disinfected after each shower according to the manufacturer's guidelines. The janitor/porter cleaning the shower will need to wear: surgical mask, disposable gown, gloves and eye protection, if supplies are available at the facility. If appropriate PPE is not available at the facility, showers should be suspended.

QUARANTINE

Quarantine is for 14 days at a minimum, and refers to separating those who are NOT symptomatic, but who were exposed to someone who has symptoms of illness.

Any quarantined patient who develops symptoms will be immediately removed from quarantine and placed into isolation.

Quarantined patients may be housed alone or with other quarantined patients from the same

exposure.

Quarantined patients may NOT have any interactions with non-quarantined incarcerated individuals.

The following activities are approved for quarantined populations, as long as social distancing of at least six (6) feet is maintained for each activity:

- Outside recreation yards (no more than 50 individuals at a time)
- Day room use

All surfaces must be wiped down/cleaned after the quarantined patient(s) returns to their cell

FOR ALL ON EITHER ISOLATION OR QUARANTINE

COMMISSARY:

A memo will be distributed by DOC Prisons/Health Services Unified Command advising all incarcerated individuals that, if they are on isolation or quarantine status:

- Commissary orders will be submitted via paper form
- Microwaves WILL NOT be available to those on **isolation**.
- **Microwaves will be available to those on quarantine.**

Superintendents must define locations and processes for how commissary orders are to be delivered.

MISCELLANEOUS:

- All patients in isolation or quarantine shall be issued hygiene kits and new clothing as needed
- All patients in isolation or quarantine will receive meals in clamshells at cell-front
- Laundry from isolation or quarantine patients will be placed in yellow bags and transported in rice bags, and washed/treated separately as infectious laundry
- Staff or incarcerated individuals who clean rooms used for isolation or quarantine patients will need to wear PPE consisting of: Surgical mask, disposable gown, and gloves, and ensure the PPE is immediately removed and disposed of once cleaning is complete

SS/DA:eocjic

Attachments:

COVID-19 PPE Quick Reference

COVID-19 PPE Matrix

cc: DOC COVID-19

WA Department of Corrections

PPE Quick Reference Sheet

Updated 03-31-20

****This information is based on the current COVID-19 situation and availability of PPE. As we learn more about COVID-19 and as the needs of the response or availability of PPE within the U.S. change we will update our recommendations.**

Updates

- **3/31/2020: Added introductory paragraph**
- **3/31/2020: Updated guidance for active screening**
- **3/31/2020: Added guidance for handling laundry and food services**
- **3/31/2020: Added guidance for hospital watch officer**

The best protection against acquiring COVID-19 is by maintaining physical distance (over 6 feet), frequently washing hands (for at least 20 seconds) and avoidance of touching face with unwashed hands. However, given the nature of our work, there are situations in which wearing PPE is necessary. It is not only important that you wear the proper PPE, it is just as important to use the recommended PPE correctly, including how to properly put it on (don) and how to properly take it off (doff).

**** If PPE is worn in a room of a suspected or positive case, all of the PPE needs to be removed before or immediately after exiting the patient's room or quarantined dorm.**

1. **Active Screening** (for staff and incarcerated individuals):
 - a. Gloves, surgical mask, disposable gown and eye protection
2. **Health services**
 - a. **Contact with individuals on isolation (symptomatic):**
 - i. **N95 mask, eye protection, gown, and gloves needed for the following:**
 1. Contact with incarcerated individuals with suspected or lab confirmed COVID-19 while symptomatic (cough or sneezing).
 2. While performing diagnostic nasopharyngeal swab sample collection.
 - ii. **Surgical mask, eye protection, gown, and gloves needed for the following:**
 1. When speaking with a symptomatic patient from outside of an isolation cell
 2. Any contact with a patient who has tested negative for COVID-19 but remains on isolation
 3. Any contact with incarcerated individuals with suspected or lab confirmed COVID-19 without cough or sneezing.
 - b. **Contact with quarantined individuals (asymptomatic):**

- i. Open bay units:
 - 1. Close contact (e.g. temp check) surgical mask, gown, gloves
 - 2. No close contact (e.g. walking through unit) gloves
- ii. Closed door cells with cuff port:
 - 1. Passing items through cuff port and NO face to face contact: gloves only
 - 2. No contact at all (talking through the door): No PPE required
 - 3. Close contact surgical mask, gloves, goggles/face shield
- iii. Bar cells:
 - 1. Close contact (e.g. temp check) surgical mask, gown, gloves

3. Prisons/work release

- a. Contact with asymptomatic individuals who are not on isolation or quarantine:
 - Gloves (follow normal practice)
- b. Contact with individuals on isolation (symptomatic):
 - i. **N95 mask, eye protection, gown, and gloves needed for the following:**
 - 1. Contact with incarcerated individuals with suspected or lab confirmed COVID-19 while symptomatic (cough or sneezing).
 - ii. **Surgical mask, eye protection, gown, and gloves for the following:**
 - 1. When speaking with a symptomatic patient from outside of an isolation cell
 - 2. Any contact with a patient who has tested negative for COVID-19 but remains on isolation
 - 3. Any contact with incarcerated individuals with suspected or lab confirmed COVID-19 without cough or sneezing.
 - iii. **Handling Laundry and Food Service Items:**
 - 1. Gloves and disposable gown
 - iv. **Passing items through closed door or cuff port (No face to face contact):**
 - 1. Gloves

****If possible, avoid isolation in cells with open bars**
- c. Contact with quarantined (asymptomatic) individuals:
 - i. Open bay units:
 - 1. Close contact (e.g. temp check): surgical mask, gown, gloves
 - 2. No close contact (e.g. walking through unit): gloves
 - ii. Dayroom/or other close quarters:
 - 1. Close contact (within 6 feet): surgical mask, gown, gloves
 - 2. No close contact (e.g. walking through unit): gloves
 - iii. Pat searches:
 - 1. Surgical mask, gown, gloves (with new PPE for each person pat searched)
 - iv. Handling Laundry and Food Service Items:

1. Gloves and disposable gown

v. Closed door cells with cuff port:

1. Passing items through cuff port and NO face to face contact: gloves only
2. No contact at all (e.g. talking through the door): No PPE required
3. Close contact surgical mask, gloves, goggles/face shield

vi. Bar cells:

1. Close contact (e.g. temp check): surgical mask, gown, gloves

4. Transportation /Community Corrections

a. By car:

- i. Movement asymptomatic patient: gloves
- ii. Movement symptomatic patient: N95, gloves, gown, goggles/face shield

b. By van or bus:

- i. Movement asymptomatic patient: gloves
- ii. Movement symptomatic patient: N95, gloves, gown, goggles/face shield

5. Hospital Watch (In the Community)

**** If possible, conduct hospital watch from outside a patient's room, if not possible, follow guidance below****

a. If remaining outside of the patient's room:

- i. No PPE is required

b. If inside of the patient's room:

- i. Minimize the direct contact with the patient whether or not they have suspected COVID-19. As possible remain at least 6 feet away from the patient.
- ii. Follow hospital guidance in reference to proper PPE. The hospital should ensure access to the necessary PPE.
- iii. If the patient is not on any precautions, but tells you or you observe that they have a cough, fever and/or shortness of breath, notify hospital staff immediately.

**Department of Corrections COVID-19
Personal Protective Equipment (PPE) Matrix for Staff**

Date	Activity	Type of Work	Universal Precautions	Respirator (Fit Tested)	Surgical Mask	Disposable Gloves	Gown	Goggles/Faceshield
3/27/2020	Active Screening	Screening Staff or Incarcerated Individuals	X		X	X		
	Health Services	<p>Contact with Individuals on Isolation (Symptomatic)</p> <p>Contact with Suspected or Confirmed COVID-19 Patients</p> <p>Diagnostoc Nasopharyngeal Swab Collection</p> <p>Speaking to Symptomatic Patient (Outside Cell)</p> <p>Contact with Patient on Isolation (Negative Test)</p> <p>Contact with Asymptomatic Confirmed COVID-19</p> <p>Contact with Quarantined Individuals (Asymptomatic)</p> <p>Open Bay Units / Close Contact</p> <p>Open Bay Units / No Close Contact</p> <p>Closed Door Cell Cuff Port / Passing Items Through</p> <p>Closed Door Cell Cuff Port / No Contact</p> <p>Closed Door Cell Cuff Port / Close Contact</p> <p>Bar Cells / Close Contact (Except Temperature Check)</p>	X	N95 or PAPR N95 or PAPR	X	X	X	X
	Transportation	<p>Movement / Symptomatic with COVID-19</p> <p>Movement / Asymptomatic COVID-19</p>	X	N95		X	X	X
	Community Corrections	<p>Movement / Symptomatic with COVID-19</p> <p>Movement / Asymptomatic COVID-19</p> <p>* Prisons Corrections Officers will transport suspected or confirmed COVID-19 from medical facility to DOC facility</p>	X	N95		X	X	X
	Prisons / Work Release	<p>Contact with Individuals on Isolation (Symptomatic)</p> <p>Suspected or Confirmed COVID-19</p> <p>Communicating Outside of Isolation Cell</p> <p>Direct Contact with Individual on Isolation Who Tested Negative</p> <p>Direct Contact with Individual on Isolation Who Tested Positive (No Cough or Sneezing)</p> <p>Passing Items Through Closed Cuff Port Door</p> <p>Contact with Individuals on Quarantine (Asymptomatic)</p> <p>Open Bay Units Close Contact</p> <p>Open Bay Units No Close Contact</p> <p>Dayroom / Other Close Quarters Close Contact</p> <p>Dayroom / Other Close Quarters No Close Contact</p>	X	N95	X	X	X	X

