



STATE OF WASHINGTON  
**DEPARTMENT OF CORRECTIONS**  
P.O. Box 41100 • Olympia, Washington 98504-1110

June 1, 2020

**TO:** All DOC Staff

**FROM:** Todd Dowler, Director  
Human Resources

**SUBJECT: COVID-19 HR Updates and Reminders**

Thank you for your continued dedication and professionalism during these challenging times. I am grateful to be serving you all in a leadership role during this pandemic. Below are updates to topics we have communicated in the past, as well as to provide you with some tools to protect yourself from unemployment fraud.

Enhanced Screening Protocols

- Active screening is our best defense in keeping employees and those in our system safe and healthy and we appreciate your continued cooperation. I'd like to share with you the stats as of 5/29/2020:
  - 2,518 employees have been screened out of work,
  - 2,373 (or 94%) of the employees screened away from work have been cleared and are back at work,
  - Of the 145 employees still out of work, 39 have a return to work date.
- Please continue to answer questions completely and accurately as possible.
- If you are ill, please do not report to the worksite, instead contact the shift office or your supervisor.
- Please ensure your contact information is correct and up-to-date in the **My HR Apps** section of the [My Portal.wa.gov](https://myportal.wa.gov) (formally ESS). Contact your Local HR office if you need assistance with this process.
- If you are contacted by the secondary screener or an Occupational Nurse Consultant (ONC), please return calls immediately; as this will help to expedite the process in returning to work.
- Don't forget to stay safe: wear your face covering or mask and keep your distance!

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### Families First Coronavirus Response Act (FFCRA)

On April 1, 2020, the FFCRA leave laws became effective in response to the Coronavirus pandemic. The FFCRA provides employees with paid sick leave and/or expanded Family and Medical Leave for specified reasons related to COVID-19.

- Employees should submit the FFCRA Approval Request [form](#) (DOC 03-113) to their local HR office if they requesting to utilize this leave due to COVID-19 or due to the care of a child due to school closure. The leave provided under the FFCRA is available from April 1, 2020, through December 31, 2020.
- A mailbox ([docfamiliesfirstleave@DOC1.wa.gov](mailto:docfamiliesfirstleave@DOC1.wa.gov)) was originally created to help assist staff with questions related to the FFCRA. However, due to minimal activity, this mailbox was **deactivated on Friday, May 29, 2020**. Employees are encouraged to reach out to their local HR office with any questions regarding FFCRA.

### Employees at Higher Risk for Severe Illness

As the phased reopening of Washington progresses through Governor Inslee's [Safe Start Washington](#) plan, we will continue to leverage our telework capability. Proclamation 20-46 requires all employers to accommodate high risk employees, as defined by the Centers for Disease Control (CDC), and protect them from risk of exposure to the COVID-19 disease on the job.

- If you are at high-risk, as defined by the [CDC](#), and would like to request an accommodation under the Proclamation, please complete the High-Risk Employee Alternate Work Assignment, Telework or Leave Request [form](#) (DOC 03-112) and submit it to your local HR Office.

### Employment Security Department (ESD) Unemployment Fraud

On May 11, 2020, the agency became aware that scammers have been fraudulently claiming COVID-19 unemployment compensation using personally identifiable information (PII), to include DOC employees.

- HR is diligently reviewing all unemployment claim notices received and notifying DOC employees affected by these fraudulent claims to submit a fraud report [form](#) through the ESD website.
- HR is submitting a list of those fraudulent claims daily to the ESD fraud unit.
- State and federal investigators recommend additional diligence in reviewing credit reports, or requesting free one-year fraud alert on your credit report by contacting one of the three nationwide credit reporting companies:
  - Equifax: 800-525-6285
  - Experian: 888-397-3742
  - TransUnion: 800-680-7289

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Additionally, here are some other steps you can take if you are victim of fraud:

- Go to the FTC identity theft website: [www.identitytheft.gov](http://www.identitytheft.gov) for great resources on reporting
- Request your free credit reports via [www.annualcreditreport.com](http://www.annualcreditreport.com) and review them for other fraudulent activities
- Go to [atg.wa.gov/recovering-identity-theft-or-fraud](http://atg.wa.gov/recovering-identity-theft-or-fraud) for additional tips from the Washington State Attorney General
- Learn more about other scams and how to protect yourself on the [state's coronavirus website](#)

Remember, your mental health is just as important as your physical health. The Employee Assistance Program ([EAP](#)) and Staff Psychologists are available. These are free and confidential services. It is important to take care of yourself.

Be safe and stay healthy.

TD:bf