Checklist for COVID-19 Symptomatic Patients

This checklist is for any work release resident that presents with COVID-19-like symptoms:

☐ Correctional Officer/Contract Staff will don appropriate PPE (gloves and mask at the entry point of the facility), document patient’s symptoms, and temperature

☐ Have resident put on surgical mask (not a face covering – it is a facility provided surgical mask) and advise resident to have minimal contact with others and wear surgical mask anytime they come out of isolation

☐ Resident will contact medical provider, urgent care or local Emergency Room for instructions for any needed care in the community and/or testing

☐ Contact the facility Incident Commander to inform them that the resident needs to be housed in isolation (resident can take personal items with them into isolation: phone book, JPay player, approved food/snacks, water, hygiene items, etc.)

☐ Facility Incident Commander will immediately call the Work Release Provider/ designee for Contact Mapping who will follow the COVID-19 Mapping Checklist & Guidelines (see your facility’s contact numbers below)

☐ Work Release Provider will contact any DOC/facility staff who are identified as possible contacts

☐ Once mapping is completed, impacted work release residents and staff will be quarantined

☐ Once test results are received, if POSITIVE for COVID-19, the notified party (CCS/CCO/CO/Duty Officer) will immediately call
  ☐ Facility Incident Commander (Work Release Supervisor/Duty Officer)
  ☐ The HQ Medical Duty Officer by phone,
  ☐ AND email the DOC Cases mailbox (see contact numbers below)

For more information on testing and procedures for patients on Medical Isolation and Quarantine please refer to the current DOC COVID-19 Guidelines.

Your Facility’s Contact Information:

Work Release Provider:

Phone Number(s):

Incident Command Post (ICP) Contact Number:

Senior Administrator:

DOC COVID-19 Cases mailbox:  DOCCOVID19cases@doc1.wa.gov
Headquarters Medical Duty Officer:  (564) 999-1845