

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**