

Safe Start Plan

Washington State Corrections Coronavirus (COVID-19) Response

Effective August 15, 2021 – Revised September 1, 2022



100-SP015

Purpose

The main purpose of this document is to create a set of general and division specific protocols in one cohesive resource to assist in operational guidance and management through the COVID-19 pandemic. Our goal is to provide a thoughtful and informed approach to guide employees and instruct employee interactions while maximizing employee safety and adhering to physical distancing. These safeguarding procedures are based on recommendations from the Washington State Roadmap to recovery, the Department of Health guidance, Centers for Disease Control guidance, Washington State Department of Labor and Industries guidelines, and the Office of Financial Management's Washington State 24/7 facility workgroup, as well as guidelines through Governor Inslee's established Executive Orders and information received from Washington State Department of Corrections Executive Leadership.

This plan is a listing of current authorized response strategies and actions governing the Washington State Department of Corrections response to the pandemic. These guidelines will be in place until additional authorized guidance supersedes them. This document will be routinely updated with any changes since the previous version at the beginning of each month.

Section 1 of this document is a listing of general workplace guidance for all DOC staff to follow. Section 2 is a listing of protocols common to all divisions. Section 3 is specific to the Prisons division's 24/7 facilities. Section 4 is for all Work Release/Training facilities. Section 5 is intended for Community Corrections staff. It then lists out the specific guidance required for the activity listed.

In all cases, staff should use caution and conservative decision making and consult a supervisor when unsure of the guidance/ instruction for mitigating COVID-19 risk.

Revisions

09/1/2022

- [Section 1 – General Workplace Guidance](#) – changes made throughout section 1 regarding masking, physical distancing, in-person meetings and mask use. Changes to training regarding testing, classroom capacities, masking during defensive tactics, academy graduation guests, and CWC facility days. Please read carefully.
- Section 2 – Clinical Guidance – For congregate settings, masking and serial testing is now tied to CDC [COVID Community Levels](#). When levels are green (low) masks are optional and serial testing is warm closed. PCR testing for staff has been eliminated
- [Section 3 – Prisons](#) – extensive changes to reflect new changes to recreation, programming and visitation that adapt the new protocols for facilities in green counties and low evidence of COVID in facilities. Please read carefully.
- [Section 4 – Work/Training Release](#) – Minor changes to update guidance for capacity strategies and food services.

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Section 1 – General Workplace Guidance

This section is intended to give general workplace guidance to all employees who may perform the tasks listed under this section. This section applies to all DOC employees in addition to any division specific guidance provided. Please review carefully to ensure you are following the most recent COVID-19 requirements.

Resource links are available in each section to assist with providing additional information; however, if you have any questions regarding your specific worksite, please consult with your direct supervisor.

Below is additional guidance pertaining to general workplace functions at the Department of Corrections.

Drug Testing

The following guidelines apply to all drug tests conducted by department personnel.

- Testing is implemented following department policies.
 - [DOC 420.380 Drug/Alcohol Testing](#)
 - [DOC 420.385 Presumptive Drug Testing](#)
- Wear proper personal protective equipment (PPE) for the type of drug test being conducted per the [DOC COVID-19 PPE Matrix](#).

Breath Alcohol Testing

- Disinfect the breathalyzer after each use per [WA State DOC COVID-19 Screening, Testing and Infection Control Guideline](#).

Breaks, Meetings, Conferences & Events

Staff interactions during breaks, meetings, conferences, and events should be maintained with physical distancing in mind.

Section 1 General Workplace Guidance on [Masking](#), [Physical Distancing](#), [Signage](#), Office Spaces & Common Use Areas, Transportation and Travel, and Section 2 Clinical Guidance on [Infection Control](#) applies during breaks, meetings, conferences, and events.

Breaks and staff interactions

- Seating in breakrooms, common areas, lunchrooms, and lobbies should be arranged to consider physical distancing.
- Model and support a culture of keeping some physical distance
- Handshaking is discouraged.

Meetings, Conferences & Events

- Hold in-person meetings in open, well-[ventilated spaces, and](#) continue to consider physical distancing and wear [masks, if required per the Routine Masking Guidance](#).
- Employees preparing food for events need to follow department [hand hygiene protocols](#) and wear gloves.

- When COVID Community Levels are medium (yellow) OR high (red) OR the facility is in Facility Wide Cluster, Limited Area Outbreak, or Facility Wide Outbreak:
 - Meals should be boxed in a grab and go fashion.
 - If seating for meal consumption at an event, Physical Distancing guidance applies. Serve food in rotations or shifts.
- Prisons and Work/Training Releases are congregate settings and therefore carry a greater risk of COVID-19 transmission. All Corrections COVID-19 guidance applies to both indoor and outdoor events and can be found in the [PPE Matrix](#) & [Routine Masking Guidance](#).
- Employees attending off-site indoor or outdoor events, while on duty, are required to follow the COVID-19 protocols in place as applicable in the workplace, in addition to [Labor & Industries' workplace masking guidance](#) as well as the [PPE Matrix](#) & [Routine Masking Guidance](#).
- Virtual interviewing is an option throughout the hiring process. If in-person interviews are preferred, all established precautionary protocols must be followed for that setting. Any interview meeting should keep physical distancing in mind and follow masking requirements if indicated in the [Routine Masking Guidance](#).
- For hiring interviews or events that include the public, within the congregate settings (Prison/Work Release) [refer to Visiting section for more information](#).
- Wear proper personal protective equipment according to the [PPE Matrix](#) & [Routine Masking Guidance](#) to conduct in-person hearings.
- Section 1 General Workplace Guidance on [Masking](#), [Physical Distancing Physical Distancing](#), and Section 2 Clinical Guidance on [Infection Control](#) applies for in-person hearings.

Masking

Masking Guidance for everyone

- Masks must be worn in compliance with the [PPE Matrix](#) & [Routine Masking Guidance](#).
- Masks will be worn properly by covering both the nose and mouth with minimal gaps allowing free flowing air.
- If you have household or social contact with someone at high risk for getting very sick, consider self-testing to detect infection before contact, and consider wearing a high-quality mask when indoors with them
- Masks will still be available to employees in the worksite if they choose to wear them.
- Masking requirements for visitors and professional visitors will follow [WA State DOC Routine Masking Guidance](#)
- Masking is still encouraged for individuals who are high risk for severe COVID-19.
- Voluntary N95 use is still authorized for staff and incarcerated.

Masking Guidance for Prison and Work Release Facilities

Masks are required if either of the following are true:

- The COVID-19 Community Level IS YELLOW (medium) or RED (high) in the county where the facility/Reentry Center is located, per [CDC COVID Tracker](#) (link included)
- The site is currently in Facility Wide Cluster status OR ANY outbreak status (LAO or FWO)

Masking is offered, but not required, if all are true:

- The COVID-19 Community Level found at [COVID-19 Community Levels](#) IS GREEN (low) in the county where the facility is located.
- The facility is NOT in Facility Wide Cluster status or ANY outbreak status (LAO or FWO)

*Regardless of the above, certain areas have other mandatory requirements, such as:

- Quarantine, and isolation require fitted N95 respirators
- Medical areas require the use of a well-fitting surgical mask

Masking Resources

- [WA State DOC Personal Protective Equipment \(PPE\) Matrix](#)
- [WA State DOC Routine Masking Guidance](#)
- [All Staff Memo: Updated Masking Guidelines](#) (3/16/2021)
- [Improve How Your Mask Protects You](#) (March 2021)
- Updated COVID-19 Guidelines for Prisons and Work Release Facilities
- DOH Order 20-3.9 Face Coverings - Statewide

Office Spaces & Common Use Areas

Section 1 General Workplace Guidance on [Masking](#), [Physical Distancing](#), [Signage](#), and Section 2 Clinical Guidance on [Infection Control](#) applies.

- Individual office spaces: Individual office spaces are those where a single person occupies the space. All applicable general guidance applies.
- Hoteling workstations: Where applicable, hoteling workstations are available to be reserved or claimed by staff and are not the permanent workspace of a single person. For information on reserving a hoteling workstation at headquarters, contact [DOC Headquarters Building Management](#). Hoteling workstations could be in an individual office space or a shared office space. Hoteling workstations must be sanitized between usage by different persons.
- Shared office spaces and common use areas:
 - Shared office spaces are those where multiple people use a shared space, like a large room with multiple cubicles/desks.
 - Common use areas include lobbies/waiting areas, breakrooms, conference rooms, etc.
 - All reception areas must have a receptacle for new (disinfected) and used pens/pencils. They must be disinfected/sanitized after each contact.

Searches

The following guidelines apply to all searches conducted by department personnel. Searches include pat searches, strip searches, cell searches, common area searches, and/or staff searches.

- Wear proper personal protective equipment (PPE) for the location and type of search being conducted per the [PPE Matrix](#) & [Routine Masking Guidance](#) and [WA State DOC COVID-19 Screening, Testing and Infection Control Guideline](#).

Signage

Signage is important for communicating health and safety information and serves to educate and remind. Create visual cues and install signage to support physical distancing in common use areas. Signage should be consistent throughout all department offices and facilities.

- Masking signage
- Proper hygiene signage
- Social distancing signage

Sign & Poster Resources

- Floor decals [may be ordered from Correctional Industries](#) in English or English/Spanish. There are several styles and offices may order them in any combination.
- Hand washing signs are available at [Department of Health \(DOH\)](#) in English and Spanish, and at the [Centers for Disease Control \(CDC\)](#) in many languages.
- The Department of Health [provides signs](#) to direct movement, entering/exiting, and more.
- [Improve How Your Mask Protects You](#)
- [Stop the Spread of Germs](#)
- [How to Take a Mask Off](#)
- [Key Times to Wash Your Hands](#)
- [Key Times to Wear Gloves](#)
- [Please Wear a Mask & Keep 6 Feet Apart](#)
- [COVID-19 PPE for Healthcare Personnel](#)
- [Symptoms of Coronavirus \(COVID-19\)](#)

Physical Distancing & Barriers

- Employees are encouraged to avoid crowding, and to maintain some physical distance from others, or wear a mask.
- Use barriers where appropriate to block sneezes and coughs.
- Mitigate gatherings by taking shifts to eat meals, perform activities or take a break.
- Control movement through choke points, elevators, stairwells, and other limited space areas to maintain physical distancing standards or determine adequate PPE.

Physical Distancing Resources

- [WA DOC COVID-19 Active/Passive Screening Questionnaire](#) (updated 2/10/2022)
- [Physical Distancing](#) (CDC)

Transportation & Travel

See also [Breaks, Meetings, Conferences & Events](#).

Department Vehicle Transportation

Section 1 General Workplace Guidance on [Masking](#), [Physical Distancing](#), and Section 2 Clinical Guidance on [Infection Control](#) applies.

- Vehicles must be cleaned between trips, focusing on high-touch surfaces around seating positions. See division sections for specific transport disinfecting protocols.
- Vehicles should be supplied with hand sanitizer.
- If transporting a supervised or incarcerated individual, all occupants of the vehicle must wear mask per [WA COVID-19 PPE Matrix](#).
- Ventilation must be operated at full force, drawing in outside air or all windows that can be opened should be fully open to provide as much fresh air as possible.

Travel

- Check [state, local, and territorial government health department guidance](#) for up-to-date information on COVID-19 testing requirements, stay-at-home orders, and quarantine requirements upon arrival.
- Follow all state, local, and territorial travel restrictions.
- Staff who are traveling to a congregate facility/Reentry Center:
 - From a county where the COVID-19 Community Level is YELLOW (medium) or RED (high) OR from a facility/site that is on Facility Wide Cluster or any outbreak status, are required to have been tested within the last 7 days, OR be tested at the facility upon arrival.
 - From a county where the COVID-19 Community Level is GREEN (low), further testing of traveling staff at the receiving facility is not necessary, regardless of the Community Level in that county.
 - If the traveling staff remains at the host facility/Reentry Center for 7 days or more AND serial testing is being required of staff, they will also be required to submit to weekly serial tests until their departure.
- To confirm community levels, visit [CDC COVID Tracker](#).
- Traveling staff must follow testing and masking guidelines of the local facility or office

Telecommuting/Return to Worksite

- When determining if an employee will be returning to a worksite, provide the employee with advanced notice unless it is an urgent situation.
- Provide employees information about who to contact if they have questions or concerns about returning to the worksite.
- Employees returning to a worksite will be provided orientation and training.
- Limit in person meetings – see [Breaks, Meetings, Conferences & Events](#)

Orientation

The orientation will include information to help employees understand what to expect, including:

- [Screening](#) requirements and how to complete the screening,
- Safe entrance and exit to the worksite,
- Changes to workstation or site protocol,
- Workplace hazard education about coronavirus,

- Their responsibility to prevent the spread of COVID-19,
- Support resources and contact information to assist in a successful return to the worksite, and
- Information specific to the successful operation of the worksite or position.

Training

Supervisors are responsible to ensure each employee completes the [DOC – WA State Return to Worksite Coronavirus Education](#) training class, available in the online Learning Center when returning to the office.

Training

Each employee will be required to complete the DOC – WA State Return to Worksite Coronavirus Education training class in the online Learning Center when returning to the office.

The following trainings are online/virtual:

- New Employee Orientation (NEO) Academy for those working outside of a Prison (with the exception of Work Release Correctional Officers)
- Most Annual In-Service (AIS) courses
- Leadership Values
- Foundations of Curriculum Design
- Essential Skills for Supervisors

In-Person Training

In-person training is occurring, including the Case Management Academy, Community Corrections Officer Academy, Correctional Worker Core, Accelerated On-Board Training (AOBT), Prisons Special Teams training, and First Aid/CPR. In-person training protocols are as follows:

- Department requirements for [masking](#), [physical distancing](#), [environmental cleaning and disinfecting](#), and [nonpharmaceutical interventions](#) apply.
- Classes no longer have participant size limitations. At least three (3) feet distance between students should be maintained when possible.
- If defensive tactics or other close contact instruction is unavoidable, students and instructors should enact the following measures immediately before the contact:
 - Perform frequent [hand hygiene](#).
 - When close contact activity is complete, remove surgical mask (if applicable) and discard, perform hand hygiene, and replace with a new surgical mask
 - Use of masks and nitrile gloves by students and staff during defense tactics sessions are required when:
 - [The County COVID-19 Community Level is YELLOW \(medium\) or RED \(high\)](#), OR
 - The facility/training center is in Facility Wide Cluster status or ANY outbreak status
- Staff and instructors scheduled for in-person training at an academy or department facility lasting one (1) week (5 workdays) or longer in duration are required to submit to a COVID-19 rapid antigen test on the first day of training AND on the first day of each new week of training. Academy graduations:
 - If the [COVID-19 Community Level](#) is YELLOW (medium) or RED (high), students may invite 1 outside guest to attend graduation.

- If the [COVID-19 Community Level](#) is GREEN (low), space permitting based upon academy site, graduates may invite up to 3 guests graduation.
 - Guests include either DOC employee or non-DOC employee invited by that participant.
 - Masks are required for ALL persons present at the ceremony if non-DOC guests are in attendance.
 - Academies held on DOC facility grounds are subject to guidelines/limitations of that facility.
- For Correctional Worker Core academies beginning after 10/1/2022, facility days are authorized to resume. Participants and instructors must comply with hosting facility's masking requirements.

All Special Teams training will adhere to in person training guidance. Additional restrictions on the number attending may be required to sustain facility operations. Team Leaders can work with the Roster Manager, Facility Performance Coordinator, and the Emergency Management Coordinator at their facility to identify operational capacity to support team training.

In-Service Training

Annual In-Service Control and Impedance Tactics Training, Firearms, and First Aid/CPR training is resuming. Additional restrictions on the number attending may be required to sustain facility operations. The Facility Performance Coordinator, Roster Manager and the Appointing Authority will evaluate relief for the facility's staff resources and operational capacity when scheduling training.

Section 2 – Clinical Guidance

This section is intended to provide clinical guidance and a link to protocols in place to prevent introduction and spread of the virus to staff, the incarcerated, visitors and volunteers.

This section applies to all DOC employees in addition to any division specific guidance provided. Please review carefully to ensure the most recent COVID-19 requirements are being followed.

Corrections remains committed to ensuring the health and safety of our staff, incarcerated, visitors and volunteers.

If you have any questions regarding specific work-site requirements, please consult with your direct supervisor.

Vaccinations

On August 9, 2021, Governor Inslee issued [Proclamation 21-14, COVID-19 Vaccination Requirement](#). The proclamation sets out the requirements for state agencies to include state employees, onsite contractors, agency volunteers and other people who are connected to agency worksites and business. On August 20, 2021, the Governor issued [Proclamation 21-14.1](#), which expanded the vaccination requirement to other settings, including educational, higher education, and childcare settings. Vaccination is a proven tool to fight the pandemic and these requirements will take positive, science-based steps for safer environments for employees and others to conduct state business. In addition, [Proclamation 21-08.1, Safe Workers](#), was released to provide further protections from adverse actions to workers related to vaccination and other safety precautions related to COVID-19.

This section is intended to provide clinical guidance and a link to protocols in place to prevent introduction and spread of the virus to staff, the incarcerated, visitors and volunteers.

This section applies to all DOC employees in addition to any division specific guidance provided. Please review carefully to ensure you are following the most recent COVID-19 requirements.

Corrections remains committed to ensuring the health and safety of our staff, incarcerated, visitors and volunteers. By understanding and following these requirements, you will be doing your part to mitigate the spread of COVID-19.

If you have any questions regarding specific work-site requirements, please consult with your direct supervisor. Further information on COVID-19 vaccination and availability is located on [WA DOH COVID-19 Vaccine Information](#).

Infection Control

Nonpharmaceutical Interventions (NPI)

Nonpharmaceutical Interventions are actions, apart from getting vaccinated and taking medicine, that people and communities can take to help slow the spread of illnesses. NPI recommendations include personal and environmental actions:

- Covering coughs and sneezes
- Avoid touching eyes, nose, and mouth
- Washing hands often
- Routinely cleaning frequently touched surfaces
- Routine masking
- Use of proper PPE
- Cleaning and disinfection
- Responsive and Preventative cohorting
- Physical Distancing
- Barriers
- Maximize air filtration and outside air
- Physical separation of individuals from the general population
- Medical Isolation
- Quarantine
- Intake separation
- Transfer separation or COVID-19 testing
- Protective separation
- Pre-Procedure testing
- COVID-19 Serial Testing (of staff and work release residents)
- Pre-release COVID-19 testing
- Active screening

- Passive Screening
- Chokepoint reduction
- COVID-19 education materials, webinars and videos
- Collaboration with stakeholders, state agencies and regulatory bodies

Hand Hygiene

Regular handwashing is one of the best ways to remove germs, avoid getting sick, and prevent the spread of germs to others. Practicing hand hygiene, which includes the use of alcohol-based hand rub (ABHR) or handwashing, is an effective way to prevent the spread of pathogens and infections in healthcare settings.

- Employees must frequently and adequately wash hands.
- Handwashing supplies will be provided with a frequent schedule to restock and empty trash. The agency will provide gloves, but employees must wash their hands regularly to prevent the spread of the virus.
- The agency will provide hand sanitizer stations, wipes or towelettes, or clean water and soap in portable containers to facilitate more frequent handwashing after handling objects touched by others. This includes providing hand cleaning supplies in vehicles.

Hand Hygiene Supporting Documentation:

- [When and How to Wash Your Hands](#) (CDC)
- [Handwashing Steps](#) (CDC)
- [Handwashing Posters](#) (CDC)

Environmental Cleaning and Disinfecting

[Cleaning and disinfecting our work environment](#) are essential in limiting the survival of COVID-19 in our working environment. Best practices for cleanliness and sanitation of common work areas and vehicles include:

- Wear proper personal protective equipment according to the [PPE Matrix](#) & [Routine Masking Guidance](#).
- Wash and rinse visible dirt and debris from equipment, tools, and other items before disinfecting.
- If the area has a positive COVID-19 test or someone is sick within the previous 24 hours, it should be cleaned and disinfected.
- A supply of cleaning products, cloths and PPE should be at all locations of exchange.

Approved Cleaning Chemicals

- [Disinfectant must be EPA approved for COVID-19](#).
 - All DOC approved disinfectants are adequate for COVID-19.
 - Follow manufacturer instructions regarding how to use a product and the contact time necessary for the disinfectant to work.
- All living areas, high traffic/use areas and equipment should be cleaned frequently with approved products.
- Frequent use of bleach is discouraged as this can exacerbate conditions for those with underlying lung disease.
- Bleach should not be used as a germicidal cleaner to replace the use of the approved products. If bleach is used for cleaning purposes, its use should be limited and controlled, mixed correctly (1/3 cup bleach to each gallon of water), allowed to sit for at least 1 minute and not used around any individuals at high risk for severe COVID-19 (such as the [Protective Separation](#) prison population).

- Bleach should never be mixed with other disinfectants.

Medical Isolation and Quarantine Areas

- Wait as long as possible before you clean and disinfect an area vacated by someone with suspected or known COVID-19.
- Increase the frequency of routine cleaning in these areas.
- Should not be vacuumed due to the potential for the virus to become aerosolized unless the vacuum is equipped with a HEPA filter and bag. Regular vacuuming can restart once the area has been off medical isolation/quarantine for 7 days.

Work Environment Specific Guidance

- See Section 3 [Prisons Environmental Cleaning & Disinfecting](#) for information specific to prisons.
- See Section 4 [Work/Training Release Environmental Cleaning & Disinfecting](#) for information specific to work/training release.

Definitions

- Cleaning: Removal of visible soil from surfaces through the physical action of scrubbing with soap/detergent and water. Thorough cleaning is required for disinfection to be effective.
- Disinfection: Killing a high percentage of the germs on a surface.

Cleaning & Disinfecting Supporting Documentation

- [All Staff Memo: EPA Approved COVID-19 Cleaning & Sanitizing Products](#) (3/27/2020)
- [WA State COVID-19 Screening, Testing and Infection Control Guideline](#)
- [Cleaning and Disinfecting](#) (CDC)

Personal Protective Equipment (PPE)

Personal protective equipment (PPE) is necessary to prevent the spread of COVID-19. PPE is necessary when interacting with people who have confirmed or suspected COVID-19 or are at higher risk of developing COVID-19 than the general public.

Infection Control Resources

- [WA State COVID-19 Screening, Testing, and Infection Control Guideline](#)
- [WA State DOC Personal Protective Equipment \(PPE\) Matrix](#)
- [CDC Guidance on Management of COVID-19 in Correctional and Detention Facilities – Infection Control](#)
- [Standard Precautions for All Patient Care](#) (CDC)
- [Transmission-Based Precautions](#) (CDC)

Intake

People who contract COVID-19 may or may not experience symptoms and may be infectious one to two (2) days before becoming symptomatic. Upon intake all incarcerated individuals will be subject to a separation from the general population while they are monitored for COVID-19 symptoms. This is consistent with the [WA State COVID-19 Screening, Testing, and Infection Control Guideline](#) and the [WA State DOC Personal Protective Equipment \(PPE\) Matrix](#) for department procedures and protocols.

Medical Isolation/Quarantine

Medical isolation is the process of separating symptomatic persons suspected of having COVID-19 or separating a person testing positive for COVID-19 from healthy individuals.

Quarantine is the process of separating an asymptomatic person exposed to COVID-19 through close contact, from healthy individuals.

Refer to the [WA State COVID-19 Screening, Testing, and Infection Control Guideline](#) and the [WA State DOC Personal Protective Equipment \(PPE\) Matrix](#) for department procedures and protocols.

Screening

Screening is a critical part of minimizing the spread of COVID-19 and exists to maintain a safe and healthy workplace. It is important to remember employees are expected to contribute to a healthy workplace by complying with all safety and health practices the employer establishes. This includes not knowingly exposing co-workers and the public to conditions that would jeopardize their health or the health of others.

When is active screening required using the [Screening Questions](#)?

Active screening is required:

- All employees at Prison Facilities during peak shift change times, [more information available here](#)
- All employees at Work Release Facilities
- For Correctional Industries Headquarters
- For McNeil Island Work Crews
- All patients entering Health Services areas
- All employees and students attending an academy at one of the Performance Centers
- Visitors/Business partners

Active screening can occur:

- Before an employee arrives for work to avoid unnecessary contact should the employee screen out due to symptoms or other factors.

Active screening is not necessary for:

- Employees who are teleworking and not accessing an out-of-home worksite.
- Employees at Prison Facilities outside of shift change, [more information available here](#)
- Passive screening for: Employees in non-congregate work settings, may follow the Passive Screening process by attesting upon arrival to work and completing the necessary screening directions.

When is passive screening required using the [Screening Questions](#)?

- Headquarters and satellite offices are authorized to use passive screening.
- Worksites will follow the passive screening process, using the appropriate log attestation sheet.
- Employees are required to follow the passive screening process when it is the screening process available at their worksite.

What happens when someone refuses to be screened?

If a person refuses to participate in the screening process, they will not be allowed access to the worksite/property. Employees will be required to use their own leave in accordance with leave laws.

Secondary Screening

The state may require a secondary screening for high-contact, mandatory coverage, high-risk worksites, such as 24/7 facilities. Secondary screening helps further assess an employee/contract staff who has confirmed symptoms that might indicate COVID-19 or another infectious disease. A trained medical professional will conduct the secondary screening when appropriate.

When any person is screened in:

- The screening process confirmed they have no symptoms and answer NO to all [screening questions](#).
- They are granted access to the facility or property.

When any person is screened out:

- The screening process confirmed they have experienced a qualifying symptom(s) or answer YES to [screening questions](#). Exceptions are listed below.
- Employees will be denied access to the facility or property.
- Patients and work release residents will be placed in an isolated area for evaluation.
- See the [WA State COVID-19 Screening, Testing & Infection Control Guideline](#) for protocols regarding intakes from the community via DOC transport.

When an [employee/contract staff](#) is screened out:

- Employees/contract staff will follow the [screening process](#) as determined by their current phased guidance.
- A return to work date will be calculated by facility/office staff based upon appropriate [Phase 2](#) or [Phase 3](#) guidance.
- If applicable, a secondary screening will be determined by phone consultation with a department medical professional. Employees are expected to follow the medical professional's recommendations for testing/isolation and return to work protocol.
- If telework options are available and the employee/contract staff can perform those duties, they should telework until they are cleared to return to the worksite. Employees are encouraged to work directly with their supervisor to determine if telework is an option.

When can an employee/contract staff return to work?

Please refer to appropriate phased guidance which outlines the return to work protocols

- [Phase 2 - Return to Work \(pdf\)](#) (updated 9/1/2022)
- [Phase 3 - Return to Work \(pdf\)](#) (updated 9/1/2022)

The following Divisions/areas are in Phase 2

- Community Corrections
- Headquarters
- Satellite offices
- Maple Lane (except pharmacy)
- Mill Creek Performance Center

The following Divisions/areas are in Phase 3:

- Prisons
- Correctional Industries
- Health Services

- Work Releases
- Jimmie Evans Performance Center
- Maple Lane Pharmacy

Exceptions

- Employees with an exposure to someone with COVID-19 are not required to quarantine provided they have not had symptoms since current COVID-19 exposure. Symptoms should still be monitored for 10 days after the exposure. They should also continue to mask for 10-days per DOH and CDC guidance, practice physical distancing and keep their social circles small.
- Employees with close contact to someone with COVID-19, follow the phased return to work guidance.
- Employees who have tested positive for COVID-19 within the past 90 days and have recovered do not have to quarantine as long as they do not develop new symptoms. Protect yourself and follow CDC and DOH guidance if you were exposed.
- Employees/contract staff returning after a severe case of COVID-19, or employees/contract staff who are severely immunocompromised and returning after a confirmed case of COVID-19, may need to isolate longer than 10 days, and up to 20 days, as recommended by a healthcare provider or infection control expert. Refer to the [CDC's return to work guidelines](#) for more information.
- Employees/contract staff who 1) self-disclose that their symptoms are related to a health condition other than COVID-19, such as allergies or asthma, and do not feel sick, and 2) have not had close contact with a confirmed case of COVID-19, unless there are other concerning health-related matters.
- Based on the clinical assessment of the medical and/or infection control staff performing secondary screening, medical screeners may exercise discretion in allowing an employee with a symptom that is not attributed to another health condition, such as headache, to enter the facility, as long as 1) the employee/contract staff does not have other concerning symptoms, 2) the employee/contract staff has not had close contact with a confirmed case of COVID-19, and 3) the severity of the symptom is not serious enough to prevent the employee/contract staff from performing their job duties.
- Enhanced PPE and COVID-19 testing may be required based on the clinical assessment.

Screening Resources

- [WA State COVID-19 Screening, Testing & Infection Control Guideline](#)
- [Active/Passive Screening Questionnaire \(English\)](#)
- [Active/Passive Screening Questionnaire \(Spanish\)](#)
- [Secondary Screening vs Staff Mapping](#)
- [03-110 COVID-19 Screening Workplace Denial Form](#)
- [COVID-19 Screening logs see "Using records retention schedules"](#)

COVID-19 Testing

The department has implemented COVID-19 testing as a strategy to mitigate transmission of COVID-19 and to reduce the impact on employees, those under the department's jurisdiction and department operations.

The department established testing protocols to allow employees to receive testing during work time when testing is requested for various scenarios including serial testing, return to work, symptomatic, close contacts, traveling staff and cluster/outbreak status. Each facility has a testing team and Branch Director/designee that

coordinates scheduling of the test and provides the results. Tests are only valid if conducted on-site, by trained staff.

For much of the COVID-19 response, the department has required weekly COVID-19 Staff Polymerase Chain Reaction (PCR) serial testing for staff in congregate work settings, regardless of vaccination status. *PCR testing of staff has ceased as of 8-29-2022.* PCR testing for the incarcerated population is continuing when ordered by Health Services. For testing of incarcerated individuals and Reentry Center (RC) residents, see the WA State DOC COVID-19 Screening, Testing, and Infection Control Guideline.

Rapid Antigen Testing (RAT) has also been widely used based on the scenario. When indicated, testing will occur PRIOR to entry into the worksite. Facilities should not allow persons to begin work, a volunteer shift, or a visit before taking the RAT. Staff may proceed to their assigned post after submitting a RAT, then would be called back if test is positive for further guidance.

For Staff/Contractors

RAT testing protocols currently in place include:

- Staff serial testing (for congregate setting areas when indicated [per current guidelines](#)), including:
 - The COVID-19 Community Level IS YELLOW (medium) or RED (high) in the county where the facility/Reentry Center is located, per [CDC COVID Tracker](#)
 - Facility-wide testing when the facility is under a Facility Wide Cluster, a Limited Area Outbreak, or a Facility Wide Outbreak
 - Staff working in Limited Area Cluster areas
- Return to work from isolation for COVID positive cases: Refer to applicable phase for accurate isolation period and return to work guidance. Upon return from isolation – return to work with a negative RAT test.
Additionally, if positive:
 - No longer will need to do serial testing after they are cleared to RTW for 30 days after a positive COVID-19 test unless they have symptoms and are screened out.
 - Restart serial testing (if facility is serial testing) by weekly RAT beginning 31 days post positive test.
- Close contact exposure testing per the Return to Work Flyer
- Testing for symptomatic staff
- Those traveling to a prison or work release facility, see [Travel section](#)
- Volunteers: All volunteers, must take a Rapid Antigen Test (RAT) upon every entry to the facility or office. See also [Volunteer section](#).
- Professional Visitors (such as attorneys, law enforcement, legislators, etc.): Professional visitors to congregate facilities are required, regardless of vaccination status, to submit to an on-site, rapid antigen test, on the day of the visit prior to entering. [See Visiting section for more information.](#)
- Personal Visitors: All visitors to incarcerated individuals must submit to a Rapid Antigen Test, regardless of vaccination status. All personal visitors are given the flyer, [COVID-19 Vaccination and Testing Information for Visitors](#). For those participating in Extended Family Visit, they must submit an on-site,

rapid antigen test prior to the visit starting and prior to departing the EFV Unit before the incarcerated individual returns to their unit. See [Visiting for more information](#).

- DOC's COVID-19 Medical Duty Officer and Employee Occupational Health Medical Director will work with worksites and the COVID19 Work Release Medical Consultant, ONCs, and Secondary Screener nurse(s) on declaring Cluster and Outbreak status based on positive COVID cases among staff and incarcerated individuals/residents. Please refer to the appropriate checklists for definitions and specific response and testing directives.
 - [Prisons Division COVID-19 Cluster and Outbreak Checklist](#)
 - [Reentry Division COVID-19 Cluster & Outbreak Checklist](#)
 - [CCD Division COVID-19 Cluster & Outbreak Checklist](#)

Testing Outcomes

This section provides guidance for specific scenarios when Rapid Antigen Tests are positive, or other situation when additional guidance may be needed.

- For staff/contractor, volunteer, professional visitor, and personal visitor rapid antigen results, the Testing Team must fill out the [Washington State COVID-19 Point of Care Test Result Report Form \(POC Form\)](#)
- Rapid test results are firm. Re-tests will NOT be performed.
- If a staff/contractor becomes symptomatic at any point during the return to work (RTW) process, they must immediately notify their supervisor, complete the workplace denial form, follow all protocols as instructed, and leave the workplace
- They may schedule a curbside RAT test with the facility by following their facility/office testing procedures or contact their healthcare provider for follow up.
- Anyone who tests positive for COVID-19 will be exempt from serial testing for 30 days. Beginning on day 31, staff would then be subject to serial testing, if their workplace meets serial testing guidelines For staff/contractor results, reporting of RAT positives will be sent exclusively to the Occupational Health and Wellness Unit (OHWU) and to the Department of Health (DOH) via the Point of Contact Form (POC). Staff who test positive will be provided with a DOC COVID-19 Staffing Shortage Return to Work Flyer and will follow the indicated process.

Transfer Separation

Transfer separation provides for a period of time in which a transferring group of individuals are tested for COVID-19 while separated from the general population to reduce the risk of COVID-19 transmission from individuals who may be positive for COVID-19 but are asymptomatic. Refer to the [WA State COVID-19 Screening, Testing, and Infection Control Guideline](#) and the [WA State DOC Personal Protective Equipment \(PPE\) Matrix](#) for department procedures and protocols.

Section 3 – Prisons

This section is intended to guide practices related to the prisons division and is expected to be utilized in conjunction with Section 1 General Workplace Guidance and Section 2 Clinical Guidance of this document.

Throughout this section you will see COVID-19 protocols that are required regardless of facility status, and some protocols that will be implemented if the facility is in either yellow or red status. Please read carefully.

If you have any questions regarding specific work-site requirements, please consult with your direct supervisor. [Section 1 - General Workplace Guidance](#) and [Section 2 – Clinical Guidance](#) apply. Additional guidance specific to prisons will be provided in this section.

Call Outs & Movements

Section 1 General Workplace Guidance for [Masking](#), [Physical Distancing](#), [Signage](#) and Section 2 Clinical Guidance for [Nonpharmaceutical Interventions](#) and [Personal Protective Equipment \(PPE\)](#) applies. Below is additional guidance specific to call outs and movements.

- Maximize movements while maintaining cohorts.
- Allow for individualized movements to and from areas when necessary.
- To the extent possible, maximize cohorts in living units/tiers for treatment programs, work programs, visiting, and education/vocation programs.
- In-unit cohorts are not required during normal operations. Physical distancing strategies will be implemented where practical for safety and mitigation of COVID-19.
- When necessary, call outs and movements to [Health Services Infirmaries & Clinics](#) will take priority over cohorting to ensure access to care and patient safety.
- Therapeutic Groups such as those provided by Mental Health will take priority over cohorting. Indoor groups should be limited to the amount the space can provide adequate Physical Distancing. If more than one cohort, the cohorts will be separated in the room and physically distanced by 6 feet. If only one cohort, the space can be maximized with reduced Physical Distancing between individuals.
- It is important to ensure all programming remains on schedule to avoid interfering with or delaying next scheduled movements.

Capacity Strategies

[Regional Care Facilities \(RCF\)](#) & [Rapid Deployment Care Facilities \(RDCF\)](#)

- Regional Care Facilities are located at the [Airway Heights Corrections Center \(AHCC\)](#) and the [Washington Corrections Center for Women \(WCCW\)](#).
- A Rapid Deployment Care Facility is located at the [Washington Corrections Center \(WCC\)](#).
- Corrections has two additional Rapid Deployment Care Facility in the event another facility is needed.

EMS Exercises & Drills

Full scale and functional exercise requirements have resumed. Facility Emergency Management Coordinators have been provided a schedule of required topics.

Functional drills and exercises should not occur when facilities are experiencing Facility Wide Clusters/Outbreaks. The monthly requirements will be temporarily suspended if the impacts are for the majority schedule period.

Quarterly building/living unit fire drills should be conducted as functional drills to the extent possible, but also may be reduced to a tabletop exercise waived due to Facility Wide or Limited Area Outbreaks.

Environmental Cleaning & Disinfecting

All Section 2 Clinical Guidance for [Environmental Cleaning & Disinfecting](#) applies. Below is additional guidance specific to prisons.

- Refer to the [WA State COVID-19 Screening, Testing, and Infection Control Guideline](#) for disinfection details of the Hemodialysis Unit at Monroe Correctional Complex (MCC).
- Phones, JPAY, and kiosks will be cleaned after each use.
- Cleaning and disinfecting of all equipment to include radios, keys, restraints, MK-4, and MK-9.
- During shift exchange pass down, all staff receiving equipment will be expected to sanitize each item prior to donning the equipment for the assigned post.
- Radios: Use a microfiber cloth to wipe down the radio before cleaning to remove any loose dirt or grime. Wipe the radio down with a non-bleach disinfecting wipe (Clorox wipe). Allow to dry and wipe down with clean microfiber cloth to remove any residue.
- Showers: Clean with general cleaner, spray with an approved disinfectant, and leave to air dry.
 - Showers should be cleaned between each use. Trained porters will clean/sanitize all shower surfaces and the pathway to each shower (i.e., dayroom/stair handrails, phones, kiosks and anything touched) before the next individual is allowed to use the shower/pathway, phones, or kiosks.
- Sinks: Spray the entire area with general cleaner and clean. After cleaning spray with an approved disinfectant and leave to air dry.
- Toilets/Urinals: Spray the entire area with a general cleaner and scrub with a hand brush, then spray with an approved product and leave to air dry.
 - Restrooms should be cleaned multiple times throughout the day in which the restroom is in use.
- Drinking fountains: Spray with an approved disinfectant and clean with a general cleaner. After cleaning lightly, spray the entire drinking fountain with an approved disinfectant and wait 10 minutes before wiping dry.
- Visit rooms: Sanitation of all surfaces in visit rooms must occur prior to each visit and after each use.
- Barber/Hairstylist workstations and tools: Must be sanitized between individuals. Germicide will be used for tools.
- Libraries: Cleaning schedules will be established and communicated to wipe down high touch surface areas between each opening period.
- All recreational equipment: to include exercise machines, basketballs, free weights, etc. will be disinfected between uses by participants. An additional thorough cleaning is required by Recreation Porters between different cohorts/living units accessing the recreation area
- Classrooms: Sanitized after each use.

KeyWatcher Cabinets

Ensure the longevity of the KeyWatcher Cabinets and mitigate the transmission of COVID-19 by following the provided recommendations from the manufacturer:

- Wipe KeyWatcher down each day with a damp (not wet) disinfectant wipe or a cloth with a mix of water and rubbing alcohol. Care must be taken when wiping the touch screen.
- Wipe each SmartKey at least once each week.
- Place a box of latex gloves near each KeyWatcher with signage encouraging their use.
- Place disinfectant wipes (Clorox or Lysol) near each KeyWatcher for employees to wipe down after each use.

Transport Vehicle Disinfecting

All transport buses/vehicles will be disinfected during the course of the day between all transports, as well as at the end of each day. Disinfecting the vehicle consists of wiping all hard surfaces (door handles, armrests, seat belts, partitions, etc.) with disinfection-type products approved by the Center for Disease Control (CDC) and Facility Safety Officer. If the vehicle contains hard seats, these must also be wiped down. If the vehicle contains cloth seats a standard disinfectant spray should be used.

All equipment used will be wiped down with disinfectant-type products after each application, prior to placing them back into the storage locker and at the end of each day.

Health Services Infirmaries & Clinics

Guidance for aerosolizing procedures, like pulmonary function testing (PFT) and nebulizer use can be found in the [WA State COVID-19 Screening, Testing, and Infection Control Guideline](#).

Dental

All Section 2 Clinical Guidance for [Infection Control](#) applies. Below is additional guidance specific to dental.

- Follow dental clinic requirements in the [COVID-19 DOC Dental Services Protocol](#).
- Personal protective equipment should be worn as per the [WA State DOC Personal Protective Equipment \(PPE\) Matrix](#).
- HEPA filters will be placed in all dental areas.

Environmental Cleaning & Disinfecting

All Section 2 Clinical Guidance for [Environmental Cleaning & Disinfecting](#) applies. Below is additional guidance specific to infirmaries and clinics.

- Document cleaning efforts to ensure all who come and go can verify and sign off as completed.

Medical Appointments

Section 1 General Workplace Guidance for [Masking, Physical Distancing](#), and Section 2 Clinical Guidance for [Nonpharmaceutical Interventions](#) and [Personal Protective Equipment \(PPE\)](#) applies. Below is additional guidance specific to medical appointments.

- Schedule by cohorts to the extent possible while still providing necessary patient care.
- Consider virtual in-unit appointments when possible and technology supports.

Medical Emergencies

- Emergency response situations remain as directed by agency policy.

- [Personal Protective Equipment \(PPE\)](#) guidelines remain in effect to the best of the ability of those responding/providing life saving measures but are not to impede their ability to perform those duties.

Programs

Section 3 Prison Guidance for [Call Outs & Movements](#) and [Programs](#) applies. Below is additional guidance specific to programming in health services infirmaries and clinics.

- For treatment and education on the weekends/evenings ensure protocols and cleaning materials are in place to utilize as required.
- Consider in-cell, virtual programming as it pertains to education, treatment programming, and alternate locations to supplement these programs including indoor/outdoor recreational activities.
- Maximize the use of outdoor opportunities for treatment, education, work, and recreational programming.
- Consider tutoring while maintaining fidelity of treatment and education programming, incorporate cleaning and sanitation within cohorts if custodial workers are unavailable to complete.

Visiting

Section 3 Prison Guidance for [Visiting](#) applies. Below is additional guidance for infirmary patient visits.

- Assist patients who are incapable of performing/managing their own personal protective equipment (PPE) responsibilities.

End-of-Life Visits

For end-of-life visits, visitors will be provided a handout providing them critical information on how those visits will be conducted.

- [COVID-19 Guideline for Infirmary Visits](#)
- [COVID-19 Information for Infirmary-Patient Visitors Flyer](#)

Incarcerated Workers

Custodial Workers/Porters

All custodians (porters) are required to have completed the Porter PowerPoint Training. This includes extra duty workers being used as porters.

Training Requirements:

- All unit/area Porters must complete the Porter Power Point Training and document the training into OMNI as a "Safety Training Certificate (Custodian)."
- Quizzes must be completed and filed in the unit/area training files.
- Ensure all Porters are provided with specific instructions relating to the proper use of chemicals including the specific contact time of an approved disinfectant (10 minutes) as the primary disinfectant cleaner.
- Order all necessary PPE for area workers and supervise proper use.

Porter supervisors are responsible to refer to the Safety Data Sheet and/or any available product information, to ensure the workers are being trained to identify and use the proper protective equipment, including how to don (put on) and doff (remove) PPE such as rubber gloves, gowns, eye protection, etc. Refer to and follow the steps outlined in [NETEC's training video for donning \(putting on\) and doffing \(removing\) PPE](#).

This training should be documented on the [03-248 Personal Protective Equipment \(PPE\) Training Record and Certification](#) form and scanned/mailed to the Safety Officer. Keep the original in the unit/area porter file.

Maintenance Workers

- All [Section 1 - General Workplace Guidance](#) applies to staff, contractors, and incarcerated individuals.
- Protective gear or equipment as determined by industry standard or Washington State Labor and Industries should be worn and sanitized after each use (Example: When using a welder's helmet, the surgical mask does not have to be worn if the helmet is in use. Don a surgical mask and sanitize the helmet post use.)
- Seating that remains in the room will be clearly marked with signage that directs no use of that furniture.
- Each workspace will be sanitized after each use.
- Porters will be issued appropriate PPE while cleaning the area after use.

Programs

Education

Corrections staff will continue to collaborate with contracted college staff to support safe protocols for operating at each facility. Section 1 General Workplace Guidance for [Masking](#), [Physical Distancing](#), [Office Spaces & Common Use Areas](#) applies.

- Education areas are opened to a capacity that adheres to COVID-19 mitigation strategies. When COVID-19 local county levels are low (green) per CDC and COVID-19 activity is minimal at the facility (not on any outbreak status or Facility Wide Cluster status), Physical Distancing strategies may be reduced or suspended in programming areas to expand opportunities for incarcerated individuals by increasing class size.
- Classrooms will be cleaned per Section 3 Prison Guidance for [Environmental Cleaning & Disinfecting](#).

Recreation

All recreation program operations are approved as identified below. This Safe Start document supersedes all previous COVID-19 memorandums pertaining to recreation limitations in response to COVID-19.

- All indoor recreational activities in facility gymnasiums may resume. This includes indoor basketball. All indoor activities continue to require compliance with Section 1 General Workplace Guidance on [Masking](#), and [Physical Distancing](#) where practical. All exercise equipment will be cleaned per [Section 3 Prisons Guidance](#) for [Environmental Cleaning & Disinfecting](#).
- All outdoor recreational activities may resume.

When COVID-19 local county levels are **low (green)** per CDC and COVID-19 activity is minimal at the facility (not on any outbreak status or Facility Wide Cluster status), then the additional mitigation procedures outlined below are not required. Facilities in **yellow** or **red** status, must ensure these additional protocols are followed.

- Weight decks can continue to be used with a capacity that allows for Physical Distancing expectations.
- Exercise equipment should be positioned so that users are faced away from each other.
- Capacity in outdoor recreation areas should be determined based on Physical Distancing expectations.
- Board games and cards are approved with appropriate physical distancing. Hand sanitation should occur prior to and post game/card use.

Searches

Section 1 for [Searches](#) applies. Below is additional guidance specific to prisons.

Pill Line Mouth Checks

Refer to the [WA State COVID-19 PPE Matrix](#) for additional guidance.

Services

Food Services

The following protocols are required for facilities regardless of facility status.

- When preparing food services for medical isolation and quarantine areas refer to the [WA State COVID-19 Screening, Testing, and Infection Control Guideline](#) and [WA State COVID-19 Personal Protective Equipment \(PPE\) Matrix](#).

When COVID-19 local county levels are **low (green)** per CDC and COVID-19 activity is minimal at the facility (not on any outbreak status or Facility Wide Cluster status), then the additional mitigation procedures outlined below are not required. Facilities in **yellow** or **red** status, must ensure these additional protocols are followed.

- Meals will continue to be prepared and served in a grab and go fashion.
- Physical distancing should be enforced in waiting lines and hand sanitizer should be used by each individual prior to picking up their meal.

Hair/Barber Services

Regardless of facility status all hair/barber service operations will comply with department guidance based on CDC recommendations as well as the following:

- Hands must be washed before each service.
- Capes will be laundered (cloth capes) or sanitized (water-resistant capes) between individuals.
- Workstations will be cleaned per Section 3 Prison Guidance for [Environmental Cleaning & Disinfecting](#).
- Employees will ensure protocols are followed.

When COVID-19 local county levels are **low (green)** per CDC and COVID-19 activity is minimal at the facility (not on any outbreak status or Facility Wide Cluster status), then the additional mitigation procedures outlined below are not required. Facilities in **yellow** or **red** status, must ensure these additional protocols are followed.

- Chairs must be a minimum of 8 feet apart.
- Surgical masks are required at all times.
- No beard trims or lip waxing.
- Barbers/stylists/braiders will properly don and doff personal protective equipment between individuals.

Laundry Services

- Section 1 General Workplace Guidance for [Masking, Physical Distancing, Office Spaces & Common Use Areas](#) and Section 2 Clinical Guidance for [Nonpharmaceutical Interventions](#) and [Personal Protective Equipment \(PPE\)](#) applies.

- When processing laundry items from medical isolation and quarantine areas refer to the [WA State COVID-19 Screening, Testing, and Infection Control Guideline](#) and [Personal Protective Equipment \(PPE\) Matrix](#).

Library Services

All library service operations will comply with department guidelines. Corrections staff will continue to collaborate with [Washington State Libraries](#) staff to support safe protocols for operating at each facility. The following protocols apply regardless of facility status:

- In the event of an outbreak that requires the closure of a library, notification should be made to the department headquarters Emergency Operations Center and the Secretary of State who supports Washington State Library operations.
- Workstations will be cleaned per Section 3 Prison Guidance for [Environmental Cleaning & Disinfecting](#).

When COVID-19 local county levels are **low (green)** per CDC and COVID-19 activity is minimal at the facility (not on any outbreak status or Facility Wide Cluster status), then the additional mitigation procedures outlined below are not required. Facilities in **yellow** or **red** status, must ensure these additional protocols are followed.

- Libraries will be opened to a capacity that adheres to COVID-19 physical distancing. Section 1 General Workplace Guidance on [Masking, Physical Distancing](#) applies for Libraries.

Religious Services

Corrections staff will continue to collaborate with religious services stakeholders to define protocols for each prison facility. The following protocols apply regardless of facility status.

- Religious service areas are open to a capacity that adheres to COVID-19 mitigation strategies.
- Religious Coordinators will provide a COVID-19 orientation to [volunteers](#) and will include information on COVID-19 protocols for events.

When COVID-19 local county levels are **low (green)** per CDC and COVID-19 activity is minimal at the facility (not on any outbreak status or Facility Wide Cluster status), then the additional mitigation procedures outlined below are not required. Facilities in **yellow** or **red** status, must ensure these additional protocols are followed.

- Religious Services that require participants to briefly lift their surgical mask to put something in their mouth, i.e., such as communion or a piece of matzah, are authorized. These activities will be conducted individually, physically distanced by 6 feet, and mask properly repositioned immediately. Event meals or fry bread may be distributed and taken back to the unit for consumption.

Incarcerated Individual Events

- This section is specific to Incarcerated Only facility events. Additional guidance will be provided to address Pow Wows, cultural events, etc., that include visitors and guests.

When COVID-19 local county levels are **low (green)** per CDC and COVID-19 activity is minimal at the facility (not on any outbreak status or Facility Wide Cluster status), then the additional mitigation procedures outlined below are not required. Facilities in **yellow** or **red** status, must ensure these additional protocols are followed.

General Protocols

- Section 1 General Workplace Guidance on [Masking, Physical Distancing](#) applies for Events.
- No outside visitors or family members; vaccinated contractors or volunteers only.

- Individuals actively on Quarantine/Isolation are not authorized to participate in events
- Supplies for hand washing/sanitation and masks will be available.
- Movements must occur by cohorts entering and exiting an event area.

Outdoor Event Protocols

- Outdoor events must accommodate 6 ft physical distancing.
- If an outdoor event requires masking based on routine masking guidance, singers/dancers may only remove masks during their performance.
- Facility sponsored outdoor yard events (i.e., Violence Reduction events, etc.) may include individuals from multiple living units if they are from the same general cohort. Multiple general cohorts must be physically separated such as utilizing completely separate outdoor yard areas.
- Food and drink are permitted during outdoor event as long as Routine Masking Guidance is being adhered to (e.g., Eating would not be permitted if multiple cohorts are involved or there is a COVID-19 outbreak at the facility).
- Meals should be packaged and handed out, no buffet style.
- Multiple cohorts may attend an outdoor event but must be in separate areas. Within each cohort area, individuals must remain physically distanced and masked.

Indoor Event Protocols

- Events held indoors will be limited to the total amount of participants that can accommodate 6 feet Physical Distancing.
- Indoor Special Event meals (Market Basket) are authorized to be prepared and picked up at the end of the event to take back to the unit to consume; no congregate eating is authorized.
- No food or drink will be consumed during the event which should be limited to no more than three hours.

Native American Event Protocols

- Only vaccinated drummers are authorized to sit in drumming circle; all others must remain physically distanced.
- Gift giving is authorized by providing a video of the individual speaking to the family member receiving the gift; mailing the gift and video out at individual's expense or as approved through use of tribal funds. Please provide names of individuals that want to participate to Dawn Taylor in advance to screen through Communications or check for approved visitor status.
- Group may engage in group prayer for meal at the end of the event, picking up meal as they return to their units by cohort.
- Please review the separately provided specific protocols for Sweat Lodge.

Staff Wellness Centers

Section 1 General Workplace Guidance for [Masking](#), [Physical Distancing](#), [Office Spaces & Common Use Areas](#) and Section 2 Clinical Guidance for [Nonpharmaceutical Interventions](#) and [Personal Protective Equipment \(PPE\)](#) applies. Below is additional guidance specific to prisons staff wellness centers.

- Staff Wellness Centers remain operational.

- Exercise equipment should be positioned so that users are faced away from each other and disinfected between uses. If rearranging is not an option, place “do not use” signage and turn-off/unplug select equipment to allow for proper Physical Distancing.
- Follow [Washington DOH guidance](#) as well as DOC masking requirements for shared spaces per the [PPE Matrix](#) & [Routine Masking Guidance](#).

Transportation

Section 1 General Workplace Guidance for [Masking](#), [Physical Distancing](#), [Transportation](#) and Section 2 Prison Guidance for [Nonpharmaceutical Interventions](#) and [Environmental Cleaning and Disinfecting](#) applies. Below is additional guidance specific to transportation of individuals under department custody to and from prisons.

Transport Vehicle Disinfecting

- Vehicles will be cleaned and disinfected per Section 3 Prison Guidance for [Environmental Cleaning & Disinfecting](#).

Off-Site Work Crews (DNR crews may be subject to alternative masking guidance per DNR/DOC agreements)

When COVID-19 local county levels are **low (green)** per CDC and COVID-19 activity is minimal at the facility (not on any outbreak status or Facility Wide Cluster status), then the additional mitigation procedures outlined below are not required. Facilities in **yellow** or **red** status, must ensure these additional protocols are followed.

- If crew members are positioned 3-6 feet apart and the total travel time is less than 60 minutes, a surgical mask is required.
- If crew members are less than 3 feet from each other or the travel time is greater than 60 minutes, a KN95 or N95 is required, and crew members are required to be clean shaven.

Visiting

Section 1 General Workplace Guidance for [Masking](#), [Physical Distancing](#), [Office Spaces & Common Use Areas](#) and Section 2 Clinical Guidance for [Screening](#), [Testing](#) and [Infection Control](#) applies.

Personal Visits

Personal visits are those conducted per [DOC 450.300 Visits for Incarcerated Individuals](#). COVID-19 operational adjustments pertaining to visitation include:

- Up to three visits per incarcerated individual per month with up to five individuals per visit. One visitor must be at least 18 years old. Minors are allowed if the other visitor is approved as an escort.
- Based on size and complexity, individual facilities may increase the number of visits allowed per month if the time frames and schedule allow.
- If an individual also has an Extended Family Visit scheduled it will not count as one of the three visits per month.
- Visit rooms have reduced capacity to allow for physical distancing. Due to this, visits are:
 - Conducted by visit cohort
 - Up to 3 hours in duration
 - Pre-scheduled using the [COVID-19 Prison Visit Appointment Request](#), and
- Visits are subject to [COVID-19 Guidelines](#). Each visitor scheduled to visit an incarcerated individual has reviewed these guidelines during the visit appointment scheduling process.

- Active screening per the [WA DOC COVID-19 Active Screening Questionnaire](#), temperature checks, and proper hand hygiene for visitors are required prior to entry. This processing may consume some of the three-hour visitation block of time.
- All visitors, regardless of vaccination status, are required to take an on-site rapid antigen test the day of the visit. Visitors who receive a positive test result will not be permitted access and will need to wait for a period of 20 days or provide a written clearance from their personal medical provider to then reschedule a visit. Positive test results are reported to the local health jurisdiction and the Department of Health.
- Should any person in a carpool party test positive, visitation will be cancelled for all persons in the carpool for the day. Visitors who were in the carpool and tested negative will be able visit after 14 days have elapsed and they have a negative result on their Rapid Antigen Test (given at the facility on the date visitation is to occur). This includes persons carpooling but visiting different incarcerated individuals.
- Visit rooms will be cleaned per Section 3 Prison Guidance for [Environmental Cleaning & Disinfecting](#).

When COVID-19 local county levels are low (green) per CDC and COVID-19 activity is minimal at the facility (not on any outbreak status or Facility Wide Cluster status), the following Visitation Guidelines will be followed:

- Face Masks – Face masks are not required but encouraged along with physical distancing.
- Duration – Visitors will have the ability to schedule two 3-hour sessions without a break between when operationally available.
- Vending Machine Access – Visitors will have access to vending machines for food and beverages based on availability by contract vendors.
- Visit Room staff will use the table numbers to call visitors up to access vending machines one table at a time.
- Cleaning supplies will be available for visitors to wipe down the machines after getting items.
- Water bottles will still be available for visitors to request.
- Children's Areas – Children's areas are open, but physical distancing remains encouraged. We encourage visitors to allow the child to pick out a toy and return to the table rather than remain in the play area. Visitors will be responsible for wiping the toy down with sanitization wipes before returning it to the play area.
- Free Photo Program – Photos may be taken at the table or at available backdrops within the visit room.
- Physical Touching – A brief kiss and hug at the beginning of the visit and at the end is authorized. Visitors may continue to hold hands or touch below the elbow on the forearm with hands always remaining above the table.

When COVID-19 local county levels are moderate (yellow) or high (red) facilities will follow current established protocols listed in Safe Start and the following basic guidelines for these facilities:

- Face Masks – Face masks are always required, except for when taking drinks of water.
- Duration – Visit period will maintain current allowance of up to 3 hours.

- Vending Machine Access – Vending machines remain closed. Water bottles are available from staff upon request.
- Free Photo Program – Photos are authorized with masks on and will be taken at the tables.
- Physical Touching – No kissing is authorized. A brief hug is allowed at the beginning and end of the visit. Visitors may continue to hold hands or touch below the elbow on the forearm with hands always remaining above the table.
- Children’s Areas – Children’s areas remain closed. However, visitors will be authorized to go with the child to pick out one toy and return to their table during each 3-hour visit period.
 - The visitor will notify visit staff that they would like to pick out a toy for their child.
 - When approved to proceed, the visitor will escort the child to the play area to select a toy, limiting the touching of multiple items. Sanitization wipes will be available.
 - When time permits, staff may authorize one more trip to the toy area to select another toy.
 - Toys will be taken out of play and sanitized between visit period or after each use.

Funeral Trips and Deathbed Visits

- All Funeral Trips and Deathbed Visits will be in accordance with DOC 420.110 Escorted Leaves and Furloughs and/or DOC 420.115 Special Escorted Leave for Funerals/Deathbed Visits on Tribal Lands.
- Additional COVID-19 Mitigation strategies and specific protocols can be found in [COVID-19 Guideline for Funeral Trips and Deathbed Visits](#).

Marriages

- Marriage ceremonies in prison will be applied for, arranged, and conducted in accordance with DOC 590.200 Marriages and State Registered Domestic Partnerships.
- All outside participants and guests will comply with current visitation protocols

When COVID-19 local county levels are **low (green)** per CDC and COVID-19 activity is minimal at the facility (not on any outbreak status or Facility Wide Cluster status), then the additional mitigation procedures outlined below are not required. Facilities in **yellow** or **red** status, must ensure these additional protocols are followed.

- Additional COVID-19 Mitigation strategies and specific protocols can be found in [COVID-19 Guideline for In-Person Marriages in Prisons](#).

Extended Family Visits (EFVs)

- EFVs have resumed. All visitors participating in an EFV must take an on-site rapid antigen test prior to the visit starting and prior to departing the EFV unit, before the incarcerated individual returns to their unit.

Professional Visitors to a Prison Facility

- Section 1 General Workplace Guidance on [Masking](#), [Physical Distancing](#), and Section 2 Clinical Guidance on [Infection Control](#) applies for these visits.
- Professional visitors (e.g., attorneys, law enforcement, etc.) are required to complete the active screening process. Due to the infrequent and limited nature of the visit, professional visitors are required, regardless of vaccination status, to take an on-site rapid antigen test the day of the visit prior to the visit commencing. Professional visitors can work with the local facility contact for more information pertaining to their visit.

Volunteers

Volunteers began to receive information from facilities in July of 2021. All volunteers must participate in COVID-19 Rapid Antigen Test upon every entry to the facility. Volunteers will receive an electronic COVID-19 orientation prior to returning.

Section 4 – Work/Training Release

This section is intended to guide practices related to Work/Training Release facilities. [Section 1 General Workplace Guidance](#) and [Section 2 Clinical Guidance](#) apply. Additional guidance specific to work/training release will be provided in this section.

As congregate living facilities, work/training release facilities continue to be at high risk for COVID-19 due to high population density. Additionally, without higher COVID-19 vaccination rates, correctional facilities are at increased risk for the spread of COVID-19.

Corrections remains committed to ensuring the health and safety of our staff, incarcerated, visitors and volunteers. By understanding and following these requirements, you will be doing your part to mitigate the spread of COVID-19.

If you have any questions regarding specific work-site requirements, please consult with your direct supervisor.

Capacity Strategies

- Single room assignment requirement modified increase capacity to 70% (440 male/125 female).
- Transfer separation for vaccinated individuals removed if the individual has a negative Rapid Antigen Test completed 25 hours prior to transport.
- Serial Testing of residents will follow [WA State Department of Corrections Screening, Testing, and Infection Control Guideline](#).

Community Access

Work Release facilities have Resumed in-person visitation for non-outbreak facilities.

Residents will be allowed community access as allowed by facility handbook, to include: Haircut appointments, job search, shopping, religious services, gyms and other point to point pass.

Social outings have resumed, allowing two social outings per week for those individuals that are eligible.

Community Supervision

Field Work

Section 1 General Workplace Guidance for [Masking](#), [Physical Distancing](#), [Transportation & Travel](#), and Section 2 Clinical Guidance for [Infection Control](#) applies. Below is additional guidance specific to work/training release field work.

- Work/training release field work follows the same guidance as [Community Corrections Field Work](#).

COVID-19 Testing for Residents

- Serial Testing of residents will follow [WA State Department of Corrections Screening, Testing, and Infection Control Guideline](#).
- Management of testing during an outbreak will follow [WA State Department of Corrections Screening, Testing, and Infection Control Guideline](#).

Drug Testing

All Section 1 General Workplace Guidance for [Drug Testing](#) applies. Below is additional guidance specific to work/training release.

- Use of a breathalyzer for breath alcohol testing will follow [WA State Department of Corrections Screening, Testing, and Infection Control Guideline](#).

Environmental Cleaning & Disinfecting

All Section 2 Clinical Guidance for [Environmental Cleaning & Disinfecting](#) applies. Below is additional guidance specific to work/training release.

- Facilities will determine procedures ensuring all equipment in their area is sanitized each shift.
- A supply of cleaning products, cloths, and personal protective equipment (PPE) should be at all locations of exchange.

Acquiring Equipment from a Control Booth

- Use the supplied sanitizer to sanitize hands prior to receiving gear.
- Receive equipment from the control officer.
- Take one disinfectant wipe located on the counter and wipe down the keys, restraints/cuffs, radio and MIC, MK-4, and MK-9.
- Wait the amount of time specified on the disinfectant's packaging for it to dry before donning the equipment.

Acquiring Equipment from Unit/Line staff

- Prior to, or after receiving equipment, you must either use designated hand sanitizer or wash your hands with soap and water.
- Receive equipment from staff.
- Take one disinfectant wipe, and wipe down the keys, restraints/cuffs, radio and MIC, MK-4, and MK-9.
- Wait the amount of time specified on the disinfectant's packaging for it to dry before donning the equipment.

Programs

Recreation

- All operations of work/training release facility recreation areas are authorized to be used assuming appropriate Physical Distancing, masking, environmental cleaning/disinfecting, and general guidance and infection control measures are taking place.

- Exercise equipment and yoga mats will be cleaned per Section 3 Prison Guidance for [Environmental Cleaning & Disinfecting](#).
- Residents ability to access community fitness centers is currently suspended.

Services

Food Services

All Section 1 General Workplace Guidance for [Events](#) applies. Below is additional guidance specific to work/training release.

- Facilities, when possible, will allow residents to consume meals in the dining hall, using physical distancing and staggered mealtimes. Residents not consuming their meal and/or leaving their table need to don a face covering.

Laundry Services

- When processing laundry items from medical isolation and quarantine areas refer to the [WA State COVID-19 Screening, Testing, and Infection Control Guideline](#) and [Personal Protective Equipment \(PPE\) Matrix](#).
- Follow facility established processes.

Volunteers

Volunteers who are fully vaccinated are welcome to rejoin Prisons and Work Release locations on August 16, 2021. Volunteers began to receive information from facilities in July of 2021. All volunteers must participate in COVID-19 Rapid Antigen Test (RAT) upon every entry to the facility. Volunteers will receive an electronic COVID-19 orientation prior to returning.

Section 5 – Community Corrections

This section is intended to guide practices related to Community Corrections field work and offices. [Section 1 General Workplace Guidance](#) and [Section 2 Clinical Guidance](#) apply while guidance specific to community corrections can be found below. It is imperative that those working in the field do their part to ensure the health and safety of the community by mitigating the risk of COVID-19 spread.

Corrections remains committed to ensuring the health and safety of our staff, incarcerated, visitors and volunteers. [On February 18, 2022, an updated operational memo](#) was sent to Community Corrections Division (CCD) staff announcing a return to near full operations effective March 3, 2022.

If you have any questions regarding specific work-site requirements, please consult with your direct supervisor.

Community Supervision

Section 1 General Workplace Guidance for [Masking, Physical Distancing](#), and Section 2 Clinical Guidance for [Infection Control](#) applies to field work. Below is additional guidance specific to community supervision contacts.

- Masks must be worn for all office or field contacts, including during duty officer functions, while performing investigations, and per the direction in [PPE Matrix](#) & [Routine Masking Guidance](#).
- Continue to determine arrest eligibility based on local jails available bed space. Utilize mitigation when appropriate.

- Follow the guidance in [Community Corrections Operational Changes in Response to COVID-19 dated February 18, 2022](#).

Field Work

- In addition to guidance specified above, Section 1 General Workplace Guidance for [Vehicles](#) applies for field contacts.
- Field contact requirements with supervised individuals, collaterals, and service providers resumes per DOC Policy 380.200 (Attachment 1). Staff are encouraged to review [Community Corrections Operational Changes in Response to COVID-19, February 18, 2022 for mitigation strategies regarding required contacts](#). Open air settings are encouraged to mitigate risk of COVID-19.
- Warrant sweeps continue to be restricted.
 - Five (5) day warrant checks are suspended.
 - Warrant apprehensions may be conducted with pre-planning and the pre-approval from Community Corrections Supervisor.

Office Contacts

- In addition to the guidance specified above, Section 1 General Workplace Guidance for [Office Spaces & Common Use Areas](#) applies for field contacts.
- Office contact requirements with supervised individuals resume per DOC Policy 380.200 (Attachment 1). Staff are encouraged to review [Community Corrections Operational Changes in Response to COVID-19 dated February 18, 2022 for COVID-19 mitigation strategies regarding required contacts](#).
- Polygraph exams resume per DOC Policy 400.360 Polygraphs will be conducted in the office with proper [personal protective equipment](#).

Drug Testing

Drug/alcohol testing resumes per the requirements of DOC Policy 420.380. Staff will wear personal protective equipment as required per the PPE matrix. Breathalyzer Testing

- Breathalyzer testing resumes per the requirements of DOC Policy 420.380. The use of distancing, open air collection, and barriers as appropriate are encouraged to mitigate COVID risk.
- Staff are authorized to utilize the UA and laboratory confirmation for alcohol testing purposes.

Programs

Cognitive Behavioral Intervention (CBI) Classes

Thinking for a Change (T4C) restarts with limited capacity to promote distancing and safety. All participants (students and instructors) will be masked during class. Prior to entry into the classroom, all supervised individuals will be required to pass COVID-19 active screening protocols. All PPE protocols must be followed.

Sex Offender Treatment

Sex offender treatment resumes in CCD field offices beginning 3/14/2022 with plans to be fully operational by 3/28/2022. Treatment groups may have limited capacity based on COVID-19 Physical Distancing protocols. Participants (clients and therapists) will be masked during treatment sessions. Prior to entry into the group room, all clients will be required to pass COVID-19 active screening protocols. All PPE protocols must be followed.

Transportation & Travel

Transportation

Section 1 General Workplace Guidance for [Masking](#), [Physical Distancing](#), [Transportation](#) and Section 2 Clinical Guidance for [Nonpharmaceutical Interventions](#) and [Environmental Cleaning and Disinfecting](#) applies. Below is additional guidance specific to the transportation of individuals under department custody.

- Occupants must be seated with at least three (3) feet of separation in all directions. This is measured between breathing zones, the space within 12 inches of their mouths and noses. For example, it is OK for a worker's feet to extend under the seat of another worker if they are not breathing the same air.
- Vehicle capacity guidelines:
 - Compact car: No more than two (2) occupants (including the driver).
 - Large sedans/trucks with two (2) rows of seats: Up to four (4) occupants (including the driver).
 - Passenger vans: Up to seven (7) occupants are allowed in passenger vans.
- Vehicles and gear will be disinfected daily in accordance with CDC and EPA guidelines. For EMS vehicles, after transporting a patient, leave the rear door open for a period of time to allow for sufficient air changes. The time taken to complete the transfer should provide sufficient air changes.

Work Crews

All community work crew operations resumed November 1, 2021 with limited capacity. As of March 3, 2022, work crew is expanded to allow work to be completed at inside locations as long as staff and supervised individuals are masked at all times. Open air or outdoor sites (landscaping, litter cleanup, etc.) are preferred locations.

Previous Update Logs

09/1/2021

- [Breaks, Meetings, Conferences & Events](#) – Previously listed as Events section. Updated to include more specific guidance on breaks, meetings, conference attendance and events.
- [Masking](#) – Clarified guidance added regarding masking requirements for vaccinated staff who do not work for Prisons or Work Release.
- [Screening](#) – Updated to reflect the passive screening process for non-congregate work site, and clearly define which work areas must still follow active screening.
- [Testing](#) – Updated to reflect the continued serial testing of all employees in congregate work settings, regardless of vaccination status.
- [Prisons – Capacity Strategies](#) – Removal of density reduction process.
- [Prisons – Library Services](#) – Updated to remove the statement “library services are resuming in some prison facilities”.
- [Prisons – Training](#) – Updated to reflect a pause in in-person training and control and impedance training due to increase of COVID-19, with exception for special teams training which will follow COVID-19 protocols.

- [Prisons – Visitation](#) – Updated to reflect most current and accurate visitation information.
- [Community Supervision](#) – Updated to reflect the restoration of operations in Community Corrections scheduled to begin September 1, 2021 has been suspended until at least November 1, 2021.
- [Community Supervision](#) – Updated to reflect the removal of a return to regular contact standards September 1, 2021. The reduced contact standards will remain in effect.
- [Community Supervision – Drug Testing](#) – Updated to reflect drug testing standards.
- [Community Supervision – Breathalyzer Testing](#) – Updated to reflect breathalyzer standards.
- [Community Supervision – Programs](#) – Updated to reflect Thinking for Change (T4C) is suspended until at least November 1, 2021.
- [Community Supervision – Work Crews](#) – Updated to reflect all community work crew operations are suspended until at least November 1, 2021.

10/1/2021

- [Clinical Guidance – COVID-19 Testing](#) – New testing protocols for DOC staff, volunteers, contractors & visitors. Page 19.
- [Community Corrections - Community Supervision - Training](#) – Control Impedance Tactics training paused. Page 33.
- [General Workplace Guidelines – Training](#) – New clarifications/protocols for in-person training. Page 12.
- [General Workplace Guidance - Vaccinations](#) – Added COVID-19 vaccine mandate information. Page 13.
- [Prisons – EMS Exercises & Drills](#) – Removed requirement to start drills Oct. 1 & providing new direction. Page 21.
- [Prisons – Services - Incarcerated Individual Events](#) – Added general, indoor & outdoor protocols for incarcerated events as well as specific guidance for Native American events. Page 27.
- [Prisons – Training](#) – Adjusted assessment date for Control and Impedance Training & In-Person training. Page 28.
- [Prisons – Visiting](#) – Updated to reflect requirement for visitors to take COVID-19 rapid antigen test regardless of vaccination status and added language specific to professional visits. Page 29.
- [Work/Training Release – Programs - Recreation](#) – Updated to reflect suspension of access to fitness centers. Page 31.
- [Work/Training Release – Visitation & Social Outings](#) – Updated to reflect suspension. Page 32.

11/1/2021

- [General Workplace Guidance – Travel](#) – Clarification added regarding travel and vaccination status.
- General Workplace Guidance – Volunteers – Volunteer information for Work Release (WR) and Prisons moved to the respective [WR](#) and [Prisons](#) sections.
- [Prisons – Recreation](#) – Updated recreation guidelines superseding all previous COVID-19 memos pertaining to recreation limitations in response to COVID-19, additional activities have been approved.

- [Work/Training Release – COVID-19 Testing Residents](#) – Section added providing guidance for rapid testing of vaccinated asymptomatic residents to ensure residents are not unnecessarily restricted from going to work when possible.
- [Work/Training Release – Visiting & Social](#) Outings – Effective November 1, 2021, Work Release will allow limited in facility visitation.
- [Community Corrections Division](#) – Announcing phased reopening beginning November 1, 2021.
- [Community Corrections Division – Field Work](#) – Field contacts to resume per standards in [October 22, 2021 memo](#).

11/5/2021

- [Work/Training Release – Capacity Strategies](#) – Amended testing guidance to refer to the [WA State Department of Corrections Screening, Testing, and Infection Control Guideline](#).

12/1/2021

- [Prisons & Work Release - Training](#) (moved to Section 1)– Next assessment on resuming in-person training and control and impedance training to occur mid-January.
- [Prisons – Visitation](#) – Increased allowable visits per incarcerated individual – up to three per month per individual.
- [Prisons – Visitation](#) – Added clarifying language to ensure it is clear that there is processing time included in the up to three-hour visit block.
- [Work Release – Community Access](#) – Clarifying language added to visitation and to allowable community access for job searches and haircuts/appointments.

01/4/2022

- [General Workplace Guidance – Meetings, Conferences & Events](#) – Added guidance for hiring process interviews and hiring events.
- [General Workplace Guidance – Masking guidance for everyone](#) – Updated guidance to include new directive to all employees to wear surgical masks.
- [General Workplace Guidance – Travel](#) – Guidance added for staff returning to work after travelling.
- [Clinical Guidance – Testing](#) – Additional guidance provided for testing to allow return to work and testing protocols for ongoing household contact.
- Prisons – Visitation – Extended Family Visits paused effective January 4, 2022 – reassessment to occur by February 3, 2022.

• 02/04/2022

- [Clinical Guidance – Screening](#) – Changes made to bring guidance inline with the announced phased return to work guidance from the all staff memo dated January 28, 2022, [available here](#).
- [Prisons – Personal Visits and Extended Family Visits](#) – Updated to include the continued suspension of personal and extended family visits.
- [Work Release – Community Access](#) – Updated to include the temporary suspension of in-person visitation.

03/16/2022

- [Section 1 – General Workplace Guidance](#) – resuming in-person training, general clarifying language added throughout.
- [Section 2 – Clinical Guidance](#) – includes updated phased return to work guidance and updated COVID-19 testing direction.
- [Section 3 – Prisons](#) – in-person visitation resumed.
- [Section 4 – Work Release](#) – in-person visitation resumed and social outings will resume April 1, 2022.
- [Section 5 – Community Corrections Division \(CCD\)](#) – the majority of CCD operations resume, with the exception of warrant sweeps.

04/21/2022

- [Section 1 – General Guidance](#) – Overall section changes to link to the now separate documents, [DOC COVID-19 PPE Matrix](#) and [Routine Masking Guidance](#).
- [Section 2 – Clinical Guidance – Screening](#) – changes made to accommodate the appropriate updated phases. Please read carefully.
- [Section 2 – Clinical Guidance – Testing](#) – now links directly to the [DOC COVID-19 Testing Protocol](#) document.
- [Section 3 – Prisons – Visiting](#) – Updated to reflect resumption of Extended Family Visits and the increase to 5 visitors for personal visits.
- [Section 3 – Prisons – Religious Services](#) – Guidance provided for religious services that entail eating or drinking.
- [Section 4 – Work Release – Community Access](#) – Social outings have increased to twice a week.

05/25/2022

- [Section 2 – Clinical Guidance – Secondary Screening](#) – Updates made to clarify secondary screening exceptions and include links to updated Phase 2, Phase 3 and Staffing shortage Return to Work Guidance Summary.
- [Section 3 – Prisons – Call Outs & Movements](#) – Updates to cohorting guidance and including guidance for providing priority to therapeutic groups.
- [Section 3 – Prisons – Health Services Infirmaries & Clinics](#) – Clarification for scheduling medical appointments by cohort.
- [Section 3 – Prisons – Recreation](#) – removes requirement to wear masks during certain outdoor sports.
- [Section 3 – Prisons – Incarcerated Individual Events](#) – updates made regarding cohorting during protocols and other general guidance updates.
- [Section 3 – Prisons – Visiting](#) – updated to include ability for facilities to increase the number of visits allowed per month if time frames and schedule allows.
- [Section 3 – Prisons – Funeral Trips and Deathbed Visits](#) – Updated to include new guidance and link to new protocol.

- [Section 3 – Prisons – Marriages](#) – Updated to include new guidance and link to new protocol.

06/23/2022

- [General Workplace Guidance](#) – Guidance on Physical distancing updated throughout to reflect that if three (3) feet of physical distancing can not be maintained, masks must be worn.
- [Clinical Guidance – Screening](#) – Section updated to reflect clarification around secondary screening and to update that fully vaccinated people should monitor for symptoms 10 days after being exposed to a COVID-positive person.
- [Prisons – EMS Exercises & Drills](#) – Updated to reflect resumption of exercises & drills.
- [Prisons – Services – Incarcerated Individual Events](#) – Guidance for Incarcerated Individual Events updated, read carefully and thoroughly.