

COVID-19 Mitigation Procedures

Washington Youth Academy

December, 2021

This plan updates and supersedes policy “COVID-19 Washington Youth Academy Reopening Plan” dated January 7, 2021.

Introduction

The intended audience of this plan includes State leadership, parents of applicants, and the staff of the Washington Youth Academy.

The Washington Youth Academy, in ongoing coordination with the Kitsap Public Health District, and through the approval of the Washington Office of Financial Management, resumed residential operations in January 2021. Since that time, we have continued and will continue to refine our processes and procedures in accordance with CDC, OSPI, and State guidance—as well as implementing the best practices from over 40 Youth Challenge and Job Challenge programs around the country.

In-person learning has a broad range of benefits for our youth. In addition to educational instruction, our program supports the development of social and emotional skills; creates a safe environment for learning; addresses nutritional, behavioral health and other special needs; and facilitates physical activity. The absence of in-person learning may be particularly harmful for youth living in poverty, English language learners, children with disabilities, homeless youth, and students who have dropped out of school—and can further widen inequities in our society. The first priority in the Office of Superintendent of Public Instruction’s (OSPI) Reopening Washington Schools 2020: District Planning Guide is, “support students furthest from educational justice first.” These are the youth the Washington Youth Academy serves.

Recognizing that while we cannot control this pandemic; we are Washington’s premier credit recovery program; many of the youth we serve will fail academically and behaviorally/emotionally without the life intervention we provide. Our Cadets are inherently safer in our isolated, residential environment; and the greatest risks to our isolated, residential population are the staff role models they count on to help shape and develop their character and build resiliency skills. We organized this plan in three general categories: 1) how we mitigate the risk of the pandemic in residency, 2) our actions when a Cadet contracts COVID-19, & 3) our actions when a staff member contracts COVID-19.

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Summary of Mitigation Measures

Our residential operations largely isolate our Cadets from society; therefore, we focus much of our efforts on reducing the probability of staff introducing a contagion to residential Cadets. Our primary commitment is to provide a safe environment for our Cadets and staff—one that attends to both physical and mental well-being. We mitigate these risks with a multilayered approach to safety and wellness, including:

- Requiring applicants to get vaccinated for COVID-19 and coordinating a vaccination clinic on intake day (the day candidates arrive on campus) for those that have not previously an opportunity. WYA application process includes exemption requests for medical and strongly held convictions.
- Providing and requiring COVID testing of Cadets at Intake Day, five days after they begin residency, and monthly thereafter. In the event of a positive test result, testing frequency shifts to weekly through quarantine periods. Additional testing occurs after off-campus visits and for non-staff visitors.
- Providing and requiring COVID testing for all essential (campus) staff prior to intake and monthly thereafter. In the event of a positive test result, testing frequency shifts to weekly through quarantine periods. Additional testing may occur for off-campus missions and for off-campus visitors.
- All staff and visitors undergo a standard COVID-19 health screening and temperature checks when arriving and departing the facility.
- Conducting daily Cadet health screening, health & hygiene inspections, and periodic temperature checks.
- Dividing and maintaining Cadets in cohorts, i.e. classes and platoons, to compartmentalize any exposure.
- Training contact tracers in the event a staff member or Cadet develops symptoms or tests positive for COVID. All contact tracing is done in compliance with privacy regulations and facilitated through Kitsap Public Health District and Washington State Department of Health.
- Reducing Cadet home visits to one late in the cycle, eliminating or reducing Cadet/Mentor campus visits, and limiting off campus community service projects to locations we can secure to minimize Cadet exposure to the public.
- Limiting staff movement through Cadet areas to reduce interaction and exposure of Cadets to staff.
- All Staff and Cadets utilize personal protective equipment (PPE) including masks through acclimation:
 - Cadets will remove masks during intense physical training outdoors, meals, sleep, and personal hygiene.
 - Employees with medical conditions that prohibit wearing a mask may request reasonable accommodation to wear the approved Badger Shield+ full-face shield.

- Staff working on campus wear masks in Cadet areas, adhere to social distancing, regularly clean and disinfect commonly touched surfaces and perform frequent hand washing.
- Requiring all staff to get vaccinated.
- Scheduling medication distribution by cohort and ensuring social distancing between Cadets.
- Providing physical barriers where social distancing is not feasible such as distribution of medications.
- Extending Cadet/Staff social distancing during physical training.
- Providing separate quarantine and isolation facilities in the event Cadets develop symptoms or test positive for COVID.
- Training and requiring all Cadets and staff to self-monitor for, and report all symptoms related to COVID.
- Increased number of handwashing and hand-sanitizing stations throughout the campus.
- Increased cleaning protocols in accordance with State, OSPI, and CDC guidelines.
- Configured classroom and learning spaces in accordance with current guidelines.
- Providing every Cadet and staff member a laptop to facilitate virtual learning if isolated or quarantined.

Washington Youth Academy specifically prepared our staff to isolate and monitor Cadets that contract COVID-19. We fitted staff for N-95 masks and required training on:

- Signs and symptoms of COVID-19
- Donning and doffing PPE
- Handling of infectious waste
- How to take and record vital signs and oxygen levels
- How to do CPR with an ambu bag (manual resuscitator)

Washington Youth Academy designated Andrea Williams, our Registered Nurse, and Dennis Kerwood, our Deputy Director, as the site specific COVID-19 Supervisors in accordance with the Reference 4). Bremerton School District designated Rick Brownell, our Principal, as our site specific COVID-19 Supervisor for Bremerton School District contracted staff members in Reference 5.

The Washington Youth Academy successfully managed Cadet health during the pandemic since January 2021, as it has over its 11-year history of developing, training, and implementing as required contagious disease and pandemic protocols. For further information or to complete an application, you can find the Washington Youth Academy online www.mil.wa.gov/youth-academy or follow us on YouTube™

COVID-19 Vaccination Plan

1. Washington Youth Academy staff are fully vaccinated for COVID-19 as a condition of employment.
2. We require proof of vaccination with our application process. In the event an applicant has not been able to receive vaccination in their community, WYA partners with Peninsula Community Health to provide a vaccination clinic upon arrival of accepted applicants, with a subsequent on-campus vaccination clinic for the second shot. Applicants may request a medical or strong conviction exemption to our COVID-19 vaccination requirement during the application process.
3. During the residential cycle, if a Cadet with an approved strong conviction exemption decides to withdraw their exemption, our Health Center will attempt to coordinate an on-campus vaccination clinic. Cadets under 18 that wish to withdraw a strong conviction exemption require parental or guardian consent.

Daily Health Screening & Contact Tracing

1. All staff, employees, volunteers, contractors and visitors requesting access to the Washington Youth Academy complete a COVID-19 health screening daily (see Appendix A), sign-in/out on a daily log sheet, and take their temperature upon arrival to campus and again at the end of their shift as they sign-out. There are two screening stations, one in Bldg 1201, commonly referred to as the “Old Armory,” and one on the first floor of Bldg 1211, commonly referred to as the Bremerton Readiness Center or BRC.
2. Washington Youth Academy limits visitors to essential personnel: Law Enforcement, Fire, Medical Services, external testing agencies, mail, freight and food deliveries. Family members, mentors, and post-residency cadets require prior coordination to visit.
3. If during the COVID-19 health screening process any customer, volunteer, contractor or visitor is denied access based on their COVID-19 health screening responses, the screener will notify Human Resources. The customer, volunteer, contractor or visitor must be cleared to return to work based on meeting the requirements established in Reference 1..
4. If any employee is denied access based on their COVID-19 health screening responses, the employee or screener will notify their supervisor and Human Resources (See page 31).
5. Human Resources maintains all completed daily log in sheets in the event the Kitsap County Public Health District or Washington State Department of Health (DOH) requests them to perform contact tracing of a COVID-19 positive result.

6. In the event a staff member or Cadet tests positive, supervisors will conduct a contact tracing investigation in coordination with the WYA Health Center, Human Resources and the Kitsap Public Health District. CDC defines close contact as being within 6 feet of an infected person for a total of 15 minutes or more in a 24-hour period. While current state guidelines (Reference 1) do not require someone that is fully vaccinated to quarantine when exposed, fully vaccinated people should still watch for symptoms for 14 days after their exposure.

7. Agencies notify the local health jurisdiction i.e. Kitsap Public Health District within 24 hours if the employer suspects COVID-19 is spreading in the agency's workplace, or if the agency is aware of two or more employees who work at a state facility or worksite that develop confirmed or suspected COVID-19 within a 14 day period. Human Resources is responsible for notifying OFM State HR.

8. WYA Health Center staff reports all confirmed cases of COVID-19 in Cadets to the local public health jurisdiction.

Visitors

Sponsoring staff are responsible for coordinating any one-time visitors and notifying Department Heads. Washington Youth Academy limits visitors outside of official business to three per day. Cadets who wish to visit the Washington Youth Academy must coordinate all post-residential visits through their assigned Case Manager. Visitors must show proof of vaccination AND proof of a negative COVID-19 test within 48 hours of their scheduled visit. Recurring visitors with a business need to be on campus and visitors that will have no close contact with staff or Cadets, e.g. maintenance personnel, contractors, WYAF members, deliveries, do not require testing and showing proof of vaccination.

Visitor Responsibilities:

- Show proof of full vaccination (front and back of the card) to the sponsoring staff member (Zoom, Facetime, etc. but not text, or email).
- Receive and bring proof of a negative COVID-19 test taken within 48 hours of the scheduled visit. The Health Center may be able to conduct testing upon arrival with prior coordination.
- Maintain social distancing of at least 6 feet from both cadets and staff while on campus. Approval authority for exceptions due to operational necessity are the Nurse, Deputy Director, Principal, or Director.

Case Manager Duties for Post-Residential Cadet Visits:

- Verify the Cadet is in good standing. Approval authority for exceptions is the Mentoring and Placement Supervisor or higher.
- Coordinate with the applicable Platoon Lieutenant to determine a suitable day and time.
- Notify the Cadet of the specific date & time.

- Remind the Cadet of expectations for dress and behavior while on campus.
- If the Cadet is returning for a specific event, e.g. Ranger Challenge, notify the event point of contact.
- Annotate visit in Passdown, including the name of the visiting Cadet(s). Post a minimum of three days prior to the visit.

Staff sponsoring visitor:

- Notify department heads of the upcoming visit at the weekly leaders' huddle.
- Annotate the upcoming visit in the visitor logs at both screening stations (Armory & BRC admin area) at least 48 hours prior to visit.
- Verify proof of COVID-19 vaccination.
- Verify proof of a negative COVID-19 test taken within 48 hours of the scheduled visit.
- Meet the visitor, conduct standard screening in accordance with Appendix A, and ensure the visitor signs in and out in both the visitor log and the daily log.

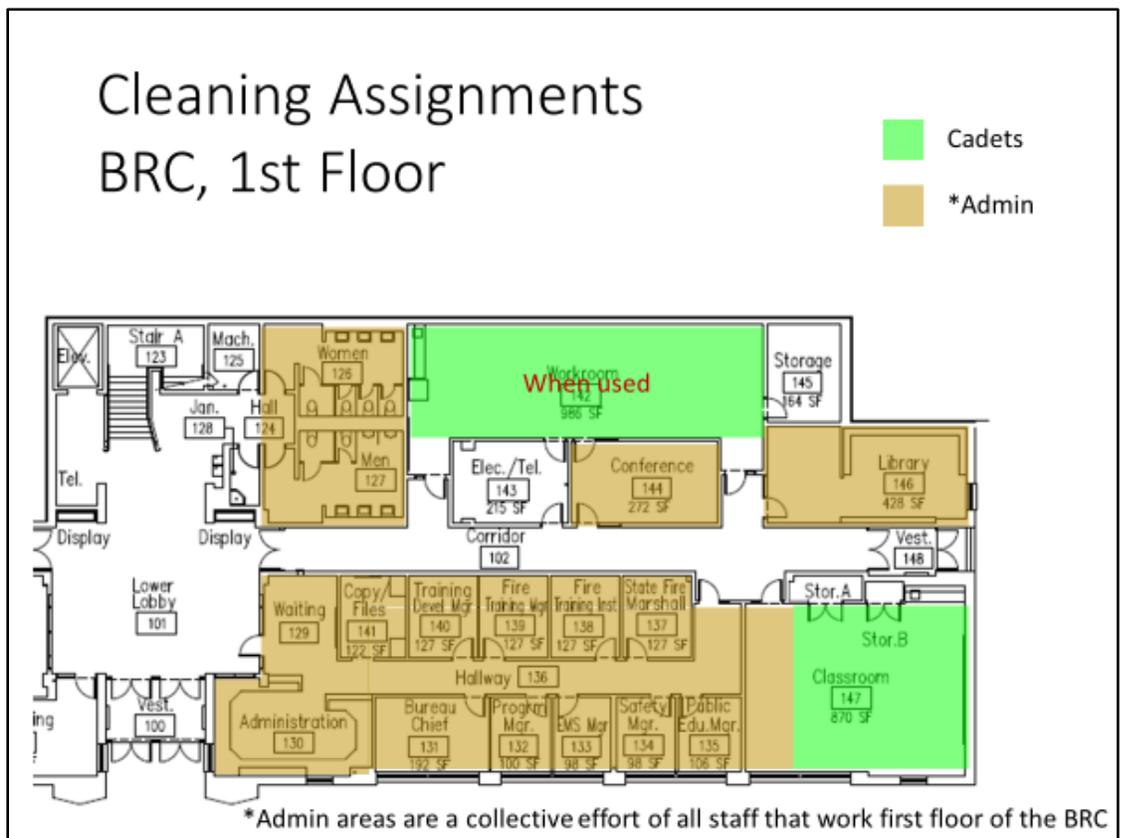
NOTE: If the visitor fails to produce proof of being fully vaccinated, proof of a COVID-19 test taken within 48 hours of the scheduled visit, and/or fails the standard screening, politely deny them access and notify your supervisor.

Staff Expectations

All Washington Youth Academy staff and contracted staff are individually responsible for maintaining the following expectations:

- Maintain social distancing of 6-9 feet. This is especially important between staff and Cadets because staff will be leaving and returning to campus from their communities.
- Wash hands frequently. Utilize provided 60%+ alcohol-based hand sanitizer when hand washing isn't practical.
- Try to avoid touching your face.
- Stay home (either approved telework or appropriate leave) if showing any symptoms, e.g. fever, cough, difficulty breathing.
- Telework if eligible except when in direct supervision of or instruction to Cadets.
- Cover cough and sneezes, either with a mask, tissue, or in the crook of elbow.
- Wear appropriate personal protective equipment, especially masks. Masks may be self-provided or organization provided. Gloves should not be worn all day but are appropriate personal protective equipment at times, e.g. cleaning, dispensing medications, or anytime the mission may require a staff to touch a Cadet such as taking vitals.
- Refrain from potlucks and/or sharing of food or drinks.

- Utilize Teams as your primary collaborative tool as well as for meetings—minimize person-to-person communication.
- After use, clean and disinfect phones, common use laptops, & copy machines.
- Staff reporting to supervise Cadet activities will arrive and depart through the Armory, check their temperature, and complete health screening. All other staff and visitors will arrive and depart through the BRC Front lobby for temperature and health screening.
- Assist in routine cleaning and disinfecting of personal and department assigned common touch surfaces and areas. Upon acclimation graduation, assigned areas transition to:



Cleaning Assignments BRC, 2nd Floor

- Cadets
- DFAC
- Admin
- Cadre

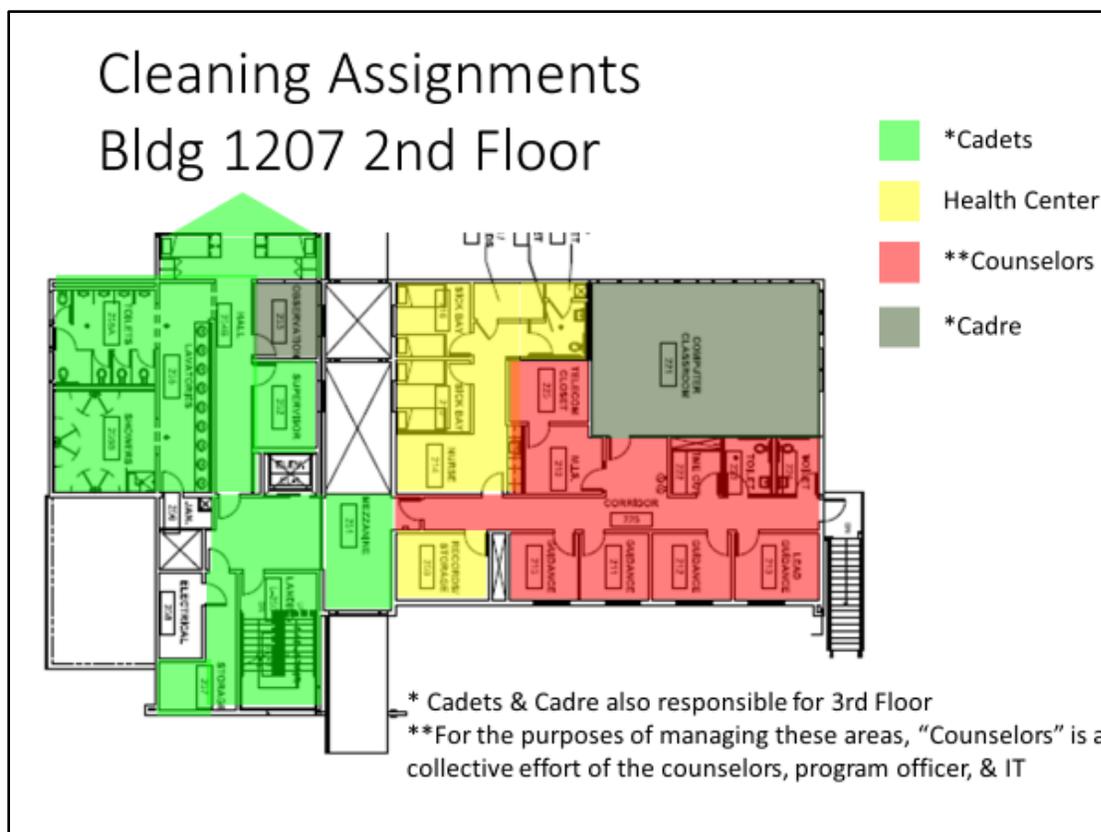


Cleaning Assignments Bldg 1207 1st Floor

- RPM
- Cadets
- Counselors
- Admin
- Cadre



Note: Armory is the logistics staff responsibility with support from all staff



Paperless Application Panel Process

Washington Youth Academy transitioned to a paperless application review process in 2020. We partner with Peninsula Community Health Services to provide a vaccination clinic at intake of applicants to maximize the vaccination rates of our applicant population and their respective communities. We also test applicants and parents or guardians as they arrive for on-site assessment. In special cases such as late applicants, we also have the ability to conduct virtual interviews utilizing Zoom™. Applications instructions are available at <https://mil.wa.gov/how-to-apply>

We take the health and safety of our Cadets, staff and community members very seriously. If an applicant has an underlying medical condition, we encourage applicants and their parent/guardians to discuss with the applicant's healthcare provider specific risks of severe illness from COVID-19.

- The Washington Youth Academy application requires applicants to disclose possible co-morbidities that could increase the risk of health complications stemming from exposure to influenza, COVID-19 and/or other infectious disease. Applicants must obtain clearance from their healthcare provider as an eligibility requirement.
- WYA Nurse screens all completed applications. WYA Nurse addresses questions and concerns directly with the applicant's healthcare provider prior to intake day.

- WYA will consider all applicants with underlying medical conditions on a case-by-case basis.

The following underlying medical conditions may increase the risk of severe illness compared to other youth:

- Asthma or chronic lung disease
- Diabetes
- Genetic, neurologic, or metabolic conditions
- Heart disease since birth
- Immunosuppression (weakened immune system due to certain medical conditions or being on medications that weaken the immune system)
- Medical complexity (children with multiple chronic conditions that affect many parts of the body who are often dependent on technology and other significant supports for daily life)
- Obesity (Body Mass Index of 32 or higher)

This list does not include every underlying condition that might increase the risk for severe illness in youth.

Washington Youth Academy conducts a rigorous review of applications and receives more applicants than we can serve. We received over 300 applications for our planned class of 165 per cycle. We evaluate applications in order to serve youth at the greatest risk. We also evaluate our ability to meet the physical, mental, and educational needs of the applicant. If we cannot meet those needs, we inform the applicant in writing along with counsel on how they can improve their eligibility for our program.

Washington Youth Academy distributes applicant acceptance letters via email after on-site assessment and before intake day. The acceptance letter provides additional instructions to the applicants and their guardians. We encourage applicants that we cannot accept this cycle to apply for subsequent cycles.

Intake Process

Washington Youth Academy denies access to applicants that test positive for COVID-19 on intake day and invites them to return to the next cycle (also known as providing a “golden ticket”). The following figure outlines the flow and process for candidate reception on intake day:

Washington Youth Academy Safe Intake Process

Safe Intake Process

1. The intake process begins at the west campus gate on Pendergast Pkwy. All intake business will be conducted maintaining social distancing. PPE will be issued to any Cadet family who do not have their own. All WYA staff members will wear PPE. 2 WYA staff members per station.
2. Arriving vehicles will be met at location **A** shown and directed to next station. Those who fail the health screening will NOT proceed the next station.
3. Vehicles will proceed as shown by **BLUE** arrows to Linden St.
4. COVID Testing will be conducted at location **B** shown. Cars will wait in staging area as Candidates complete COVID-19 testing.
5. Medications will be checked in as needed at location **C** shown.
6. Candidates will exit vehicle and proceed to a designated receiving area as directed by Cadre at location **D** shown.
7. Vehicles will exit through the south campus gate to Sinclair St.

A: Outside west campus gate:
Vehicle check-in
COVID-19 Health Screening

B: Tower Carport
COVID-19 testing

C: Carver St. gate:
Medications: WYA Nurse

D: Old Armory Bldg:
Candidate exit vehicle.
Proceed as directed by Cadre

Google

Daily Cadet Patterns

On campus our Cadets follow a highly structured schedule. We modified all areas of this schedule to adhere to CDC and Department of Health guidelines. It is our goal to instill confidence in students, family, staff, and the public that we take great lengths to provide a safe and healthy environment for our Cadets to thrive in. The one thing that never changes is our dedication to our core values of respect, integrity, commitment, and professionalism.

The following outlines daily residential operations and implemented modifications ensuring we care for Cadets in the safest manner possible. You can find detailed breakdowns of specific policies and procedures later in the handbook.

Platoons

We have three platoons of Cadets, first platoon for our younger males, second platoon for our older males and third platoon for our females. All three platoons have their own bay that has been outfitted with the following modifications and approved by the Kitsap County Health District officials upon our last walk thru inspection.

- Triple bunks spaced 6 feet apart. Cadets sleep in opposite directions, head to foot, to minimize potential spread of contagions.
- All Cadets have their own designated wall and foot lockers. No sharing of space for personal belongings.
- Installed plexiglass barriers between sinks.

Morning Wellness Checks

After the initial “toe the line” wakeup call in the mornings, Cadets immediately undergo COVID-19 screening with temperature checks as well as the usual health and hygiene checks. If a Cadet presents any signs or symptoms related to COVID-19, staff immediately quarantine them away from other Cadets pending Health Center staff assessment. See “Sick Call Procedures” on page 21.

Physical Training

Cadets participate in physical training (PT) every morning Monday through Saturday. During these activities they do not wear masks. To the greatest extent possible, we conduct PT outdoors and in platoon cohorts. Cadets maintain extended social distancing while exercising. In the event of inclement weather, PT may take place indoors. In all cases, Cadre supporting and observing PT will wear masks. Cadre leading PT will not wear a mask but will maintain a minimum of 12 feet from the Cadets. When Cadets use equipment for PT, each Cadet will have their own designated equipment and disinfect it after use. Cadets will not share equipment, e.g. pullup bars, until week 4 and disinfect them at the end of the PT session.

Meals

During mealtimes, Cadets enter the DFAC through the 2nd floor foyer after using the handwashing stations outside of the dining facility. Cadets exit the DFAC using the southwest exterior doors. Cadets enter the DFAC socially distanced. Cadets wear their masks until seated at their tables, at which time, they can take their masks off and eat. When Cadets finish eating, they don their mask prior to getting up from the table. Cadets follow the one-way flow pattern in the DFAC to minimize Cadets encountering Cadets in other platoons that are outside of their cohort. See DFAC procedures on page 19.

Academic

Cadets will stay in their classroom (homeroom) and the teachers rotate. This limits intermixing of Cadets outside of their cohort. Teachers maintain 6 feet social distance from Cadets. Prior to leaving the classrooms, teachers clean and disinfect their teaching space to prepare for the next teacher. Teachers also have the ability to broadcast class via the Microsoft Teams™ so that Cadets in isolation or quarantine have equitable opportunity if their health allows. See page 20 for classroom movement procedures.

Counseling

Cadets that meet with the counseling department members outside of class by appointment. Counselors maintain social distancing while meeting with Cadets. Counselors clean and disinfect their office before and after Cadet appointments.

Health Center

Health Center sees Cadets for sick call by appointment after daily health screening. Cadets fill out a sick call form and receive an appointment time to come to the Health Center. This controls crowding in the Health Center--facilitating social distance and cleaning/disinfecting protocols between Cadet visits. Health Center conducts platoon medication distribution so Cadets in various cohorts do not encounter each other unnecessarily. When possible, provider appointments for Cadets will be conducted virtually or on site via the community mobile clinic. When Cadets have doctor appointments off campus, a same-gender staff member will transport individually (no battle-buddy) to limit Cadets' off campus exposure. See sick call procedures on page 21.

Cadet Enrichment Time

Washington Youth Academy utilizes this time for mail call, phone calls, games, team building and growth and development of life skills. These activities take place within each individual platoon cohort. During this time, Cadets and staff members maintain social distancing guidelines and, under supervision, Cadets clean and disinfect objects such as phones and computers between use.

Sustaining Morale and Retention

Consistent with implementing new operational practices to mitigate the spread of COVID-19, the Washington Youth Academy staff modified procedures and methods of training Cadets that support a safe and healthy residential environment. Staff recognize that COVID-19 restrictions have had a profound effect on the emotional health of the children we serve. The stress of acclimating to the structured training program of the Youth Challenge Program is difficult under normal circumstances. The ability to retain Cadets during COVID-19 operation requires Staff to prioritize these methods including, but not limited to:

- Deliberate, immersive training to develop confidence through mastery of new skills.
- Earning Cadet trust and building right relationships early in the cycle.
- Valuing the emotional health of the Cadet over immediate compliance.

- Practicing active compassion, empathy and patience.
- Taking a trauma informed approach.
- Role modeling and normalizing COVID-19 prevention measures.

Implementing more time for fun and team building is essential for good morale. During COVID-19 operations, extra-curricular activities such as Small Units, formerly available as mixed platoon and/or co-ed activities, will maintain platoon integrity. Cadets have a variety of activities to choose from including, but not limited to:

- Physical fitness activities: Yoga / TRX / Sports
- Life skills: Basic survival skills / Land navigation / Garden / Art / Choir
- Public relations: Newspaper / Yearbook / Video Production
- High ropes course: C.O.P.E structured team building activities

Cadets sometimes choose to run away as a means of escape or as a result of learned behaviors. During COVID-19 operations, Washington Youth Academy reserves the authority to immediately dismiss Cadets who leave the boundaries of the campus unobserved. Cadets pending dismissal will remain apart from the other Cadets to prevent the risk of exposure to COVID-19. In addition to the prioritized training approach methods listed above, Cadets have access to designated, outdoor areas where they can go if the need arises, i.e. “they need a moment.”

Daily Cadet Training Schedule with COVID-19 Protocol Training

1. Acclimation phase: 6’ social distancing for Cadets where possible until consecutive negative COVID-19 test results (5 days apart) confirm cohorts, at which time Cadets may relax distance requirements within their cohort. Platoon cohorts remain separated throughout the cycle. Masking remains in effect throughout. 6’ social distancing remains in effect between Cadets & Staff with PPE for the entire Residential Phase. During acclimation, training integrates safety and mitigation protocols beginning immediately upon arrival on registration day. Cadre lead instruction on health and welfare protocols, to include cleaning, disinfecting routines and assignments, proper wearing and disposal of PPE, hand washing, and reporting COVID-19 related symptoms. Health Center staff and senior leadership observe or assist to ensure continuity across all cohorts for the duration of the cycle.

2. Maximum capacity: 165 Cadets (55 each platoon on 3 floors). Each platoon (designated numerically) has two training groups (designated alphabetically) for a total of 6 training groups identified as follows: 1st platoon (**A,B**) / 2nd platoon (**C,D**) / 3rd platoon (**E,F**).

3. We conduct formations and all Drill & Ceremony at normal interval until consecutive negative COVID-19 test results (5 days apart) confirm cohorts, at which time we authorize close interval formations for platoon cohorts.

4. We conduct physical training by platoon and outdoors when weather allows. Not more than one platoon will occupy a given indoor space during physical training and will clean and disinfect the indoor space, equipment, and commonly touched surfaces prior to departing.

5. Staff process laundry to avoid cross-cohort cadet interaction in the laundry room.

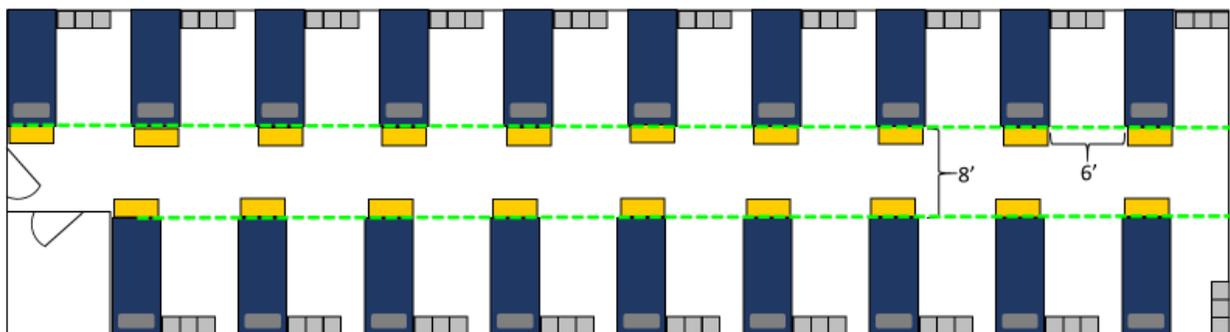
6. Classrooms: Cadets homeroom in order to avoid cross-cohort contamination. First Platoon's classrooms are in Bldg 1202, Second Platoon's classrooms are in Bldg 1204, and Third Platoon's classrooms are on second floor of the Bremerton Readiness Center. Cadets are responsible for cleaning/disinfecting the Cadet portions of the classrooms and the latrines at the end of the day. Teachers/staff rotate between classrooms and clean/disinfect the teaching area when they depart.

7. Staff refer any Cadet demonstrating COVID-19 symptoms to the Health Center staff immediately. Cadets that demonstrate COVID-19 symptoms during health screenings in the bay will move to the isolation room in the bay and staff will notify the Health Center to assess them there. All other non-COVID-19 related healthcare matters will follow routine sick call procedures.

Bay Configuration

Air exchange rates for all communal areas of Academy buildings meet or exceed required hospital rates. In addition, MERV4 certified HEPA filters are available for dorms, classrooms, and quarantine/isolation facilities. Cadets sleep in bunks head-to-toe in order to maximize distance between them. Additionally, in order to maximize distance, we space the bunks 6' apart as illustrated below.

Bay Configuration for Social Distancing (not to scale):



Dining Facility (DFAC) Procedures

Purpose: In addition to the Dining Facility Operations and Wellness Office Policy, these procedures provide enhanced measures to mitigate the spread of the Influenza and/or COVID-19 virus or other infectious diseases.

1. Personal Health & Hygiene - Practicing good personal hygiene is critical to food safety. It aids in preventing physical and biological hazards from entering our establishment and contaminating food. These procedures supplement the WYA-DFAC SOP 1 Health & Personal Hygiene.

a. Food service workers will wear disposable face masks—always—while in the DFAC. Disposable masks will be worn once before being disposed of or be replaced as soon as it gets soiled or damaged.

b. Wash hands more often than required in your food handlers training.

c. Each shift includes enhanced cleaning duties.

2. “Point of service” for all meals received will occur normally as Cadets receive their meals.

a. Acclimation Meals will be “grab-and-go” service only.

b. Cadets and staff will consume all meals in the DFAC dining area. DFAC provides a To-Go meal for Cadets unable to be present for certain underlying reasons. All To-Go meals will be put in disposable containers with sealed cutlery packs. NO DISHES SHOULD LEAVE THE DINING FACILITY.

c. When Cadets achieve communal living status and establish cohorts, DFAC serves meals following normal feeding protocols/procedures.

3. Kitchen Patrol (KP):

a. Cadets chosen for Kitchen Patrol duties will start as soon as Cadets achieve communal status. To accommodate social distancing between Cadets and Kitchen staff, a maximum of six (6) Cadets will be utilized to perform KP duties during each meal.

b. Each platoon will select a permanent cohort of Cadets to report to KP duty throughout the cycle. These Cadets assume KP duties in the dining area and dish room on a rotational schedule. Replacements for Cadets that are unable to report to KP duty will be selected from the cohort.

c. DFAC staff will train Kitchen Patrol Cadets on the WYA-DFAC SOP 4 Kitchen Patrol (KP) as well as enhanced cleaning and disinfecting protocols.

d. KP Cadets and Cook(s) on duty will always follow social distancing guidelines.

e. DFAC staff will train KP Cadets to work independently in dish and dining room duties and the serving of food.

5. Dining Facility for CADRE:

a. Cadets enter through the BRC foyer after washing their hands at the exterior hand-wash stations and exit the back double doors to the government vehicle parking lot.

b. Cadets with special dietary needs will move to the front of the lines during meals.

c. Cadets will file to the assigned tables section for their platoons.

d. Upon completion of their meal, Cadets will stand and, using the appropriate facing movements, march to the end of their tables.

i. There will be a garbage can to place all excess food and trash.

ii. A cart to place empty trays.

iii. Hot soapy water and sanitizer buckets to clean and sanitize their tables.

iv. Each platoon will discard their own garbage and replace garbage bags for the next meal.

v. Cooks or assigned KP will be responsible to disinfect tables and benches with the appropriate products.

6. Food Handling Safety- In addition to the active DFAC SOP the following revisions will be followed.

a. All Delivery drivers that will be on campus for more than 15 minutes must follow health-check/sign in procedures set forth (page 7) in this manual. DFAC staff will coordinate a health screen, administer the health survey and sign in sheet for this purpose, and will forward contact tracing sheets to HR weekly.

b. All food and general deliveries will have a designated drop off area in the Dining Room, to be inspected and cleared prior to being stored.

Classroom Movement Procedures

General:

1. Cadets wear masks during the duty day except during meals and physical fitness training.
2. Cadets maintain social distance from staff during the residential phase unless responding to an emergency. Staff response to emergencies will follow stated guidelines based on the nature of the emergency. Once Cadets/staff have been accounted for safely, social distancing measures will resume.

3. Cadets from different platoons will not share classrooms during COVID operations.

Procedures:

1. Initial Movement: Following morning formation, Cadets scheduled to be in the classroom will march from the quad to their designated classroom as follows:

- 1st Platoon enters Bldg 1204 from the south entrances. Platoon leadership will report accountability to teacher.
- 2nd Platoon enters Bldg 1202 from the north entrances. Platoon leadership will report accountability to teacher prior to entering classroom.
- 3rd Platoon enters the 2nd floor north-east entrance and utilize Rm 247 & 248 entering through the “B” door. Staff utilize the “A” door. Platoon leadership will report accountability to teacher prior to entering classroom.
- Cadets scheduled to attend class virtually will file back into their respective bays through the west entrance in platoon order.

2. Between Classes: Each 50-minute class period will be followed by a 5-10 minute passing period to allow teachers to clean their work area, rotate to their next classroom and for Cadets to have a short break. Each class will reset outside their respective entrances.

3. Latrine Call during class: All Cadets will utilize the BRC 2nd floor latrines when in the BRC. All staff will utilize the BRC 1st floor latrines when in the BRC. In Bldg 1202 & 1204, Cadets will utilize the latrines in their respective classrooms.

- Cadets will gain permission from the teacher to utilize the latrine.
- Cadets will utilize the battle buddy system during a latrine call when stationed in classrooms that do not have a latrine in them.
- Male Cadets from different platoons will not use the latrine at the same time.
- Cadets and staff will disinfect all commonly used latrine facilities after each use.

4. Lunchtime Movement: Order of movement is duty platoon, then numerical order. The last platoon in the order of movement may make a latrine/med call but shall not delay meal service.

Sick Call Procedures

General:

1. Staff give Cadets requesting sick call the benefit of the doubt. Staff members will display a caring, non-judgmental attitude.

2. Cadre and Health Center staff members work closely together in caring for Cadets and ensuring we address and handle appropriately their healthcare needs.

3. WAY Nurse will see Cadets who submit a sick call form. Refer/transport Cadets to urgent care if needed or when the nurse is not on duty, within 24 hours of receipt of the sick call form. Determine urgent care visits on a case-by-case basis in accordance with the WYA Urgent Care SOP.

4. Cadets can generate sick call forms following a routine health and hygiene inspection, at any time during the day/night (self-report), or if observed by any WYA staff member and directed to submit a form.

Procedures:

1. Cadre will conduct daily COVID-19 screening and health and hygiene inspections per SOP and track those Cadets that need to submit a sick call form. Refer COVID-19 symptoms to the nurse immediately. Cadre are responsible to ensure the Cadets fill out and submit the form immediately.

2. When a Cadet submits a sick call form, Cadre or a Health Center staff member will perform a basic assessment. This includes (at a minimum and as appropriate within one's scope of practice or training): determining that the medical issue is a non-emergency, asking clarifying questions, taking a temperature and/or basic vital signs, determining if an injury prevents weight bearing, and document findings on the sick call form. The steps are as follows:

a. Have Cadet fill out a sick call request form;

b. Staff member/Health Center staff will review form and document any treatments initiated;

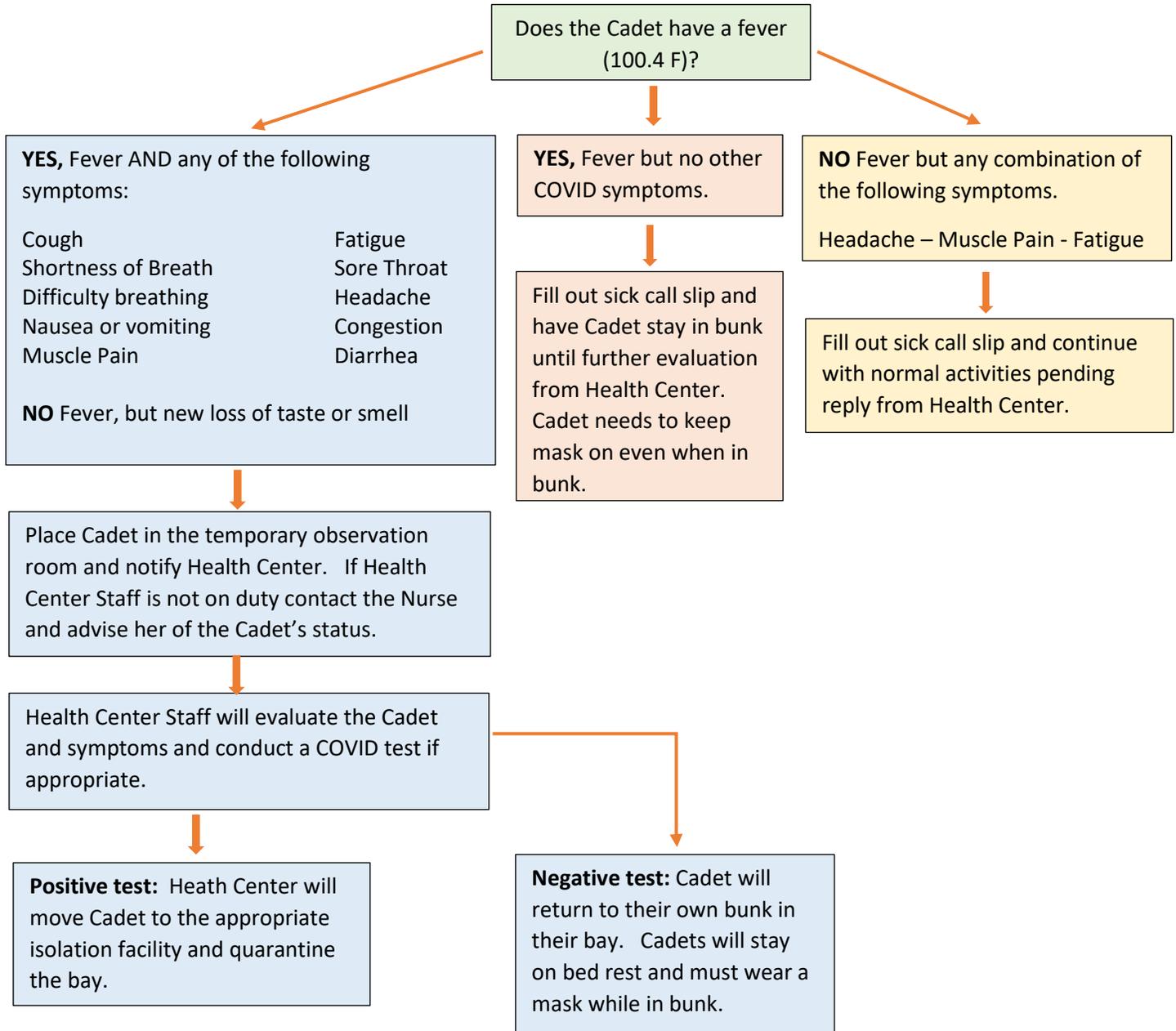
c. In the event a Health Center staff member needs to perform an evaluation and/or ask clarifying questions, the Health Center staff schedule an appointment for the Cadet to see the Nurse or a Health Center staff member;

d. Health Center Staff will see Cadets by appointment only for the safety of the Health Center Staff and Cadets.

3. The Nurse or Health Center staff member will write a receipt for the Cadet that clarifies their treatment plan and communicate any relevant details necessary to residential staff.

4. Cadre follow the flow chart on the next page during daily health screening of Cadets. Our experience informs this flow chart; nearly all Cadets experience headache, muscle pain, and fatigue during their first two weeks of acclimation as their body adapts to the increased physical activity and new diet.

Note! This flow chart is for modification to the WYA daily Cadet health and welfare screening only. It is not for use with Cadets with known exposure to COVID positive persons. Cadets with exposure, or suspected exposure to known positive persons will be quarantined and referred to the Nurse for separate screening and potential testing.



WYA Nurse Cell: 360-239-7089

Procedures for Suspected/Known Cadet(s) with COVID-19

1. The Washington Youth Academy (WYA) adopts procedures for preparedness and prevention of communicable disease in coordination with, and under the guidance of, the Centers for Disease Control (CDC), the Washington State Department of Health (DOH), Kitsap County Public Health District (KPHD) and the Office of the Superintendent of Public Instruction (OSPI) and consults with same in cases of infectious disease outbreak—COVID-19 is not unique in this.

2. If a Cadet's physician care plan is beyond the scope of the Washington Youth Academy, we will request the parents or guardian withdraw the Cadet and supervise the continuation of the physician's orders—whether from home of residence or via hospitalization to ensure the best possible recovery.

3. If a Cadet tests positive for COVID-19, WYA will notify the Cadet's parent/guardian or emergency contact of the Cadet's test results immediately. The staff member will inform the parents that there are two options:

a. The Cadet may isolate on campus. We will advise the parent/guardian that:

(1). Once recovered, the Cadet may remain in the program if a medical provider assesses the Cadet capable of completing the program.

(2). The Cadet will only remain in isolation under the care of Washington Youth Academy while exhibiting symptoms that are within our scope of care.

(3). If the Cadet exhibits symptoms beyond our scope of care, we will immediately request transport to a health care facility and notify the parent/guardian.

b. The parent/guardian may request the Cadet drop on their request. We will advise the parent/guardian that:

(1). We request they pick them up within 12 hours.

(2). They should consider their living conditions and their ability to isolate the Cadet from other family members.

(3). We will grant the Cadet an invitation to the next residential cycle assuming the Cadet maintains eligibility requirements of the program—often referred to as a “golden ticket.”

4. Washington Youth Academy reserves the right to dismiss any Cadets that test positive for COVID-19 after home-pass.

COVID-19 Quarantine/ Isolation Procedures

General:

1. If a Cadet presents with a temperature of 100.4, with or without other COVID-19 symptoms or has been in close contact with a known person or Cadet with a positive COVID-19 test, staff will place the Cadet in the temporary observation room (formerly the case manager office) in their respective bay. Staff members will notify the Health Center staff immediately. See flow chart on page 23 for COVID-19 symptoms.
2. Cadre will provide the Cadet a red biohazard bag and the Cadet will place his/her linen and soiled laundry into it. Staff will don PPE (mask and gloves minimum) prior to handling the biohazard bag to launder.
3. After the Cadet has been placed in the temporary observation room, the Cadre member will don gloves and disinfect the Cadet's mattress, pillow, laundry hamper, and commonly touched surfaces in the Cadet's living space.
4. A Health Center staff member will assess the Cadet held in the temporary observation room. If appropriate, they will test for COVID-19 utilizing a BinaxNOW or equivalent rapid test.
5. The Health Center staff will contact community health partners, i.e. Port Orchard Urgent Care, Peninsula Community Health or Kitsap Health District for further instructions if necessary. Cadets WILL NOT be transported to medical facilities without staff contacting facilities for instructions prior to transport. When possible, virtual appointments will be made with the Cadets Primary Care Provider for treatment orders in a effort to limit community exposure.

NOTE: In the event a cadet develops severe COVID-19 symptoms that are beyond the scope of practice of the WYA's Health Center, the attending staff member will contact 911 **prior** to contacting the WYA Nurse. Transportation via ambulance will ensure the safety of the cadet. A staff member will utilize a state vehicle to follow the Cadet to the receiving medical facility and remain with the Cadet until relieved by parent or guardian.

6. When a Cadet (or Cadets) tests positive for COVID-19, Health Center staff will:
 - a. Quarantine the bay of the platoon the Cadet is a member of.
 - b. Notify the Director/Deputy Director/Commandant of the need to establish an isolation facility.
 - c. Move the Cadet(s) to the isolation facility once established and staffed.
 - d. Provide isolation monitoring staff care plans, medical administrative records, and both prescription and over the counter medications in a secure container as well as brief them on any special instructions.

- e. Ensure isolation monitoring staff training on medication self-administration, donning/doffing of PPE, etc.
 - d. Notify the logistics staff to request CFMO conduct disinfectant fogging of the quarantined bay.
 - e. Notify the Cadet's parent(s) or guardian(s).
 - e. Notify all staff of the platoon's quarantine status and which isolation facility is utilized.
 - f. Report test results to DOH.
7. Platoon Cadre will:
- a. Draft and submit a Serious Incident Report.
 - b. Notify the Dining Facility of headcount of quarantine and isolation facilities.
 - b. Provide the Cadet's computer and charging cable to the isolation facility.
 - c. Establish isolation facility including stocking with bedding, linen, and hygiene items for Cadets.
 - c. Deliver essential personal items such as academic resources and/or religious items and any requisite clothing items in coordination with and at the request of the isolation monitoring staff.
8. Staff don full PPE to include a N95 mask, before entering the quarantine/isolation facilities. See page 28.
- a. Staff monitoring the quarantine/isolation trailers are dedicated solely to those tasks. Those tasks include:
 - i. Monitoring Cadet's symptoms
 - ii. Performing and recording vital signs in accordance to health center guidance
 - iii. Reporting changes in Cadet's symptoms
 - iv. Managing the Cadet's activities as their health and recovery allows, including class schedule, physical training, other core component development.
9. In the event a Cadet's condition rapidly declines at any point, the isolation monitoring staff member will call 911 immediately and notify the WYA Nurse or Health Center staff at the first available opportunity.
10. Dining Facility will deliver meals for Cadets in quarantine/isolation facilities to a neutral table outside the trailer. Staff member(s) monitoring the trailers will deliver the meals to the Cadets.
11. Cadets clearing the quarantine/isolation trailer will secure their linen in a biohazard waste receptacle for laundering and follow specific disinfecting guidance before returning to their

platoon bay. The last Cadet to vacate the isolation facility will clean and disinfect under the supervision of the isolation monitoring staff. If feasible, logistics staff will coordinate with CFMO to conduct disinfectant fogging of the facility prior to resuming normal operations.

Isolation/Quarantine Facilities & Staffing

Quarantine vs. Isolation: What is the difference?

- *Quarantine* is keeping someone who might have been exposed to an infectious disease away from others to stop the spread of the disease, which can occur before someone knows they are sick or have symptoms.
- *Isolation* is keeping a suspected or confirmed positive case of an infectious disease away from others to prevent the disease from spreading.

General:

1. Quarantine facilities for each platoon are their respective bays.
2. 1st Platoon's isolation facility is Bldg 1202.
3. 2nd Platoon's isolation facility is Bldg 1204.
4. 3rd Platoon's isolation facility is Bldg 1204. If a Cadet in 3rd Platoon tests positive, staff will clean and disinfect rooms 246 & 247 of the Bremerton Readiness Center and 2nd Platoon will utilize them as their classrooms during the 3rd Platoon quarantine/isolation.
5. Isolation monitoring staff will utilize Bldg 1206.
6. If two or more platoons require Cadets to isolate at the same time, 1st & 2nd Platoon Cadets in isolation will consolidate in Bldg 1202.
7. Reference 1 governs standard isolation timelines. As of this publication, it is 10 days from a positive test or symptoms first appearing (assuming recovery of symptoms).
8. Testing governs quarantine timelines. Health Center will release a platoon from quarantine when all members of the platoon test negative in two subsequent tests five days apart.

Procedure:

1. Health Center will train all staff manning the quarantine/isolation facilities in donning and doffing of PPE, taking and monitoring of vital signs, and medication administration.
2. Washington Youth Academy dedicates staff as "other duties as assigned" to monitor Cadets in quarantine/isolation facilities 24 hours a day. Staff physical monitor Cadets in accordance with Health Center guidance.
3. WYA Nurse provides individual vital-sign flow instructions and tracking sheet for each Cadet in quarantine or isolation. Monitoring staff will report any variations in vital signs to the Health

Center staff immediately. Health Center posts a vitals sign range reference document in each facility.

4. If any Cadet demonstrates any of these emergency warning signs, call 911 immediately:

- Trouble breathing
- Pain or pressure in the chest that doesn't go away
- Disorientation
- Can't wake up or stay awake when not tired
- Bluish lips or face

5. Staff assigned to monitor quarantine/isolation trailers will not enter campus via the health screen station in the Armory when reporting for duty. They will report directly to the quarantine/isolation facility workstation, where the outgoing staff member on duty will facilitate the health screening process and temperature check.

6. Before entering the quarantine/isolation trailers, staff members will wash their hands and don PPE (page 28). Health Center will fit each staff member with N95 masks and provided them brown paper sacks for storage of masks.

7. The workstation for the staff monitoring the quarantine/isolation trailers will have a dedicated laptop, phone, and brick radio. This equipment will remain at the workstation, and staff members will disinfect their workstation and equipment at the end of their shift.

8. DFAC provides staff assigned to monitor quarantine/isolation facilities meals during their shift.

9. Health Center processes laundry of Cadets in isolation.

10. Health Center will test staff monitoring quarantine/isolation facilities at the end of their assigned work schedule.

Personal Protection Equipment (PPE) Procedures

General:

1. Health Center staff train WYA Staff Members on proper usage of PPE
2. Staff Members practice correct sequence of donning and doffing PPE before entering and exiting quarantine or isolation facilities to attend to Cadets.
3. Donning sequence:
 - a. **Hand Hygiene:** Washing hands with warm water and soap for 20 seconds.

b. **Gown:** Slip arms through the sleeves. Pull the gown over shoulders making sure it covers the torso completely, then tie fasten the ties on the back of the neck and waist.

c. **Mask and/or Respirator:** Using N95 mask fitted to the staff member. Cup the mask in your hands with the nosepiece near the fingers. Place the mask against your face and pull the bottom strap up and over your head, placed below the ears. Take the top strap and pull up and over your head, placed at the crown of your head. Mold the nosepiece with both hands to form a tight seal. Perform a seal check, making sure the respirator is snug against the face with no gaps between the face and the respirator.

d. **Goggles and/or Face Shield:** Place the goggles or face mask over the face and eyes and adjust to fit.

e. **Hand Hygiene:** Wash hands with warm water and soap for 20 seconds once again, prior to last step of donning sequence.

f. **Gloves:** Put on gloves making sure the gloves extend over the wrist of the isolation gown.

4. Doffing sequence:

a. **Gloves:** Using a gloved hand, grasp the palm area of the other gloved hand and peel off the first glove. With the ungloved hand, slide fingers under remaining glove at the wrist and peel off the second over the first glove, making sure to avoid touching the outside of the gloves. Dispose of gloves into hazard waste bin.

b. **Goggles/Face Shield:** Remove goggles or face shield from the back by lifting head band.

c. **Gown:** Unfasten gown ties from the neck and waist, making sure the sleeves do not meet your body or clothing. Pull the gown away from the neck and shoulders by only touching the inside of the gown. Roll the gown down to the wrist and slip hands out of the gown. Continue rolling the gown in a bundle and discard into hazard waste bin.

d. **Mask/Respirator:** Without touching the respirator (the front part of the mask), slowly lift the bottom strap around your neck up and over your head. Lift the top strap over your head, again without touching the respirator. While only holding the straps, place the N95 mask into a brown bag and store at your workstation.

e. **Hand Hygiene:** Wash hands with warm water and soap for 20 seconds.

5. If at any point during the doffing sequence the staff member touches a contaminated surface, they are to wash hands before proceeding to the next step.

Transporting Cadets that tested positive for COVID-19

General: To provide a uniform procedure that minimizes risk to staff members who transport Cadets that have tested positive for COVID-19 or any other highly contagious disease.

1. The requirement to transport as “battle buddies” (2 Cadets of the same gender travelling with a staff member) is suspended due to COVID-19 protocols currently in place with health care providers. Staff members will transport Cadets of the same gender when transporting only one Cadet for medical purposes.

2. The van is the only authorized vehicle for transporting Cadets that have any highly contagious disease. Cadets will sit in the back row of seats during transport missions. The transporting staff member is responsible for ensuring the vehicle has the following items:

- Vehicle disinfecting checklist
- COVID-19 disinfectant wipes (Gray or purple top)
- Extra gloves
- Extra masks
- Hand sanitizer
- Biohazard bags

3. Transporting staff member will clean and disinfect vehicle after each use IAW with WYA COVID-19 disinfecting protocols.

Procedure:

1. The Health Center will provide the assigned transport staff member with specific instructions regarding the local community health partner protocols for in-person visits. Different providers may have different protocols.

2. Assigned transport staff members will wear PPE for all transport mission involving someone positive for COVID-19 (N95 mask, gloves, eye protection).

3. Cadets will wear PPE and sit in the back seat farthest away from the driver during transport missions.

4. Assigned transport staff members will set vehicle climate controls as follows:

- Turn off recirculating air control. Set control to inbound fresh air.
- Ensure driver side air vent is open.
- Turn rear fan to high
- If visit is in person (not drive-through), leave rear doors open during visit to allow for a 100% air change.

5. Upon return to campus, Cadets will go directly to the quarantine/isolation facility until deemed safe to return to their cohort.

6. Upon completion of the transport mission, the assigned transport staff member will clean and disinfect the vehicle IAW WYA COVID-19 disinfecting protocols. Mask, gloves and eye protection will be worn during the disinfecting process.

- Open all vehicle doors while cleaning the vehicle for adequate ventilation.
- Clean/disinfect all hard surfaces (dashboard, controls, console, steering wheel, door handles, key fob, vehicle binder, etc.)

- Dispose of all PPE and medical waste (soiled cleaning materials) in a biohazard bag. (ref. Biohazard Waste & Donning/Doffing PPE SOP).
- Inventory vehicle PPE and disinfecting supplies. Restock as needed (ref. Rule 4).
- Wash hands.
- Return vehicle binder and keys to their proper location.

7. Deliver all paperwork to the Health Center.

Staff Member Denied Access to the Workplace

As specified on page 6, the Washington Youth Academy designated our Nurse and Deputy Director, as the site specific COVID-19 Supervisor in accordance with Reference 4. Bremerton School District designated Rick Brownell, our Principal, as our site specific COVID-19 Supervisor for Bremerton School District contracted staff members in their COVID-19 Staff Guide (Reference 5).

Visitors and staff of the Washington Youth Academy undergo screening utilizing the form in Appendix A. In the event screening denies a someone access to the workplace:

1. The screener will:

- Encourage the individual to be tested and request they depart and self-quarantine.
- Inform the individual to consult with their supervisor after they depart for approval to return to campus.
- Notify the individual's supervisor if the individual was a staff member.
- Notify the Deputy Director, Director, or Human Resources if the individual was a contractor, a visitor, or a member of a different state agency.

2. The supervisor will:

- Contact the staff member and coordinate either telework or approved leave.
- Monitor any test results and take appropriate steps in the event of a positive test result.
- Notify Human Resources for logging purposes and counsel.

Staff Member Diagnosed with COVID-19

When a staff member receives a diagnosis of COVID-19 or receives positive test results, the supervisor will:

- Instruct the staff member to isolate at home.
- Coordinate appropriate telework or approved leave.

3. Instruct the staff member they may return to work when there has been at least 10 days since symptoms first appeared or 10 days have passed since the date of the positive test..
4. Determine the staff members exposure to campus and ensure cleaning and disinfecting of the staff member's work area.
5. Interview the staff member for anyone they have had close contact with on campus in the 72 hours prior to testing. Consult with the Health Center staff and Human Resources for the current definition of close contact.
6. Inform the supervisor of any staff member identified as having close contact. Maintain the positive staff member's confidentiality.
7. Coordinate with the health center to contact the local health department and report the positive result, as well as report any known close contact.
8. Contact Human Resources. Human Resources will notify our leadership and log the exposure per OFM guidelines.

Staff Member Had Close Contact with Positive COVID-19

Current guidance for State employees (Reference 1) does not require fully vaccinated employees to quarantine when exposed to COVID-19; however, supervisors should consider the nature of the exposure and environment to determine the way forward.

When a staff member reports having close contact with someone diagnosed with COVID-19, or identified as having close contact with another staff member with a positive COVID-19 test, supervisors will:

1. Instruct the staff member to monitor themselves closely for symptoms for the next 14 days.
2. Remind the staff member to request telework (if eligible) or appropriate leave if any symptoms appear.
3. If the staff member reports the close contact is a member of their household, the supervisor will:
 - a. Discuss the living conditions to assess feasibility of isolating from the positive COVID-19 case.
 - b. Consult with Human Resources to determine if the living conditions sufficiently mitigate the exposure.
 - c. If living conditions do not sufficiently mitigate exposure, determine if telework or approving leave is appropriate.
 - d. Coordinate with the Health Center for COVID testing upon returning to on-campus work.

Appendix A, WMD Screening Form for COVID-19

Washington Military Department Screening Form for COVID-19

For customers, employees, volunteers, contractors, and visitors requesting access

The Washington Military Department is following the Centers for Disease Control and Prevention screening guidelines for the purposes of keeping the workplace safe and limiting the spread of COVID-19.

Following CDC Guidelines, masks are recommended regardless of vaccination status, but may be optional for those who have verified their vaccination status with their supervisor or HR.

Face coverings are required in the WMD facilities and worksites for all staff who have not verified vaccination status.

Instructions: Employees are to be screened once a day prior to physical arrival to their worksite and sign in on the visitor log. Visitors should be screened before entrance into the building. Employees who travel to other facilities during their workday should sign in on the visitor log for each site contract tracing purposes.

Retention: Please forward completed sign in logs to the HR Office.

-
1. Are you currently experiencing any of the following symptoms?

Fever or chills (greater than 100.4 F)	Yes	No
Cough	Yes	No
Shortness of breath or difficulty breathing	Yes	No
Fatigue	Yes	No
Muscle or body aches	Yes	No
Headache	Yes	No
Recent loss of taste or smell	Yes	No
Sore throat	Yes	No
Congestion	Yes	No
Nausea or vomiting	Yes	No
Diarrhea	Yes	No

2. Have you had direct contact with someone who has tested positive for COVID-19? (Direct contact is exposure for 15 minutes or more of cumulative time in a 24-hour period within 6 feet.)
3. Have you had a positive COVID-19 test for active virus in the past 10 days, or are you awaiting results of a COVID-19 test?
4. Within the past 14 days, has a public health or medical professional told you to self-monitor, self-isolate, or self-quarantine because of concerns about COVID-19 infection?

IF YOU ANSWER YES TO ANY OF THESE QUESTIONS YOU MAY BE DENIED ACCESS. PLEASE CONTACT TO YOUR SUPERVISOR FOR FURTHER INSTRUCTIONS

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5. Bremerton School District, COVID-19 Staff Guide 2020-21, November 4, 2020.
6. U.S. Army Center for Health Promotion and Preventive Medicine, TG 314, Non-vaccine Recommendations to Prevent Acute Infectious Respiratory Disease among U.S. Army Personnel Living in Close Quarters, May 2007.
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