County departments who need additional staff for emergency activities due to COVID-19 can request the temporary assignment of staff from other departments by working with the Department of Human Resources and the Office of Emergency Management. County departments should either enter a request into [WebEOC](https://kingcounty.webeocasp.com/kingcounty/), or email staffing requests to RCECC.Logs@kingcounty.gov. Please include the following details with each request:

**General Job Information**

|  |  |
| --- | --- |
| **Requesting Agency:** |  |
| **Requestor Name:** |  |
| **Requestor Phone:** |  |
| **Requestor Email:** |  |

**Detailed Position Description**

|  |  |
| --- | --- |
| **Quantity** | **Position Title/Description** |
|  | *Please include purpose of position and a summary of job duties*: |

**On-site Information**

|  |  |
| --- | --- |
| **Site Location (1):** |  |
| **On-site Person of Contact (POC):** |  |
| **On-site POC Email:** |  |
| **On-site POC Phone:** |  |
| **Site Location (2) *if applicable*:** |  |
| **On-site Person of Contact (POC):** |  |
| **On-site POC Email:** |  |
| **On-site POC Phone:** |  |
| **Name of supervisor, if different from POC:** |  |
| **Requested Start Date, not ASAP:** |  |
| **Duration Needed (including expected end date):** |  |
| **Shift Schedule (include start and end times):** |  |

**Training and Qualifications Information**

|  |  |
| --- | --- |
| **Will staff be in contact with potential COVID-19 cases?** |  |
| **Will training be provided?** |  |
| **Will personal protective equipment be provided?** |  |
| **Are there any required skills?** |  |
| **Are there any minimum qualifications or physical requirements?** |  |

**Any Additional Information**

|  |
| --- |
| *If applicable include time entry instructions, suggested job classification, need to hire and/or individual identified for redeployment*: |