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 Email:**  |  |
| **Requestor Phone:** |  |
| **Number of Positions Needed:** |  |
| **Duty Location:** |  |

**On-site Information**

|  |  |
| --- | --- |
| **On-site Person of Contact (POC):** |  |
| **On-site POC Email:** |  |
| **On-site POC Phone:** |  |
| **Requested Start Date, not ASAP:** |  |
| **Duration Needed:** |  |
| **Shift Length (e.g. 8, 10, 12 hours):** |  |

**Detailed Position Description**

|  |
| --- |
|  |

**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**

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| --- |
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