

### ***message to all DOC staff***

As per [our previous message](#), the Department of Corrections has implemented the Incident Command System (ICS) and opened the Emergency Operations Center (EOC) at DOC Headquarters in response to COVID-19. The agency's response to COVID-19 is an immediate priority and will be managed as such. Our Emergency Operations Manager Greg Miller is coordinating this effort as well as the DOC efforts to support the Department of Health and State Emergency Management Division.

### **COVID-19 Response**

Representatives from Prisons, Community Corrections, Work Release, Human Resources, and Health Services are all part of the COVID-19 team and they are coordinating the agency's overall efforts related to correctional operations policies, procedures, and practices in response to the COVID-19 situation. The EOC is managing both resources requested and those deployed for internal and external stakeholders.

### **Have a question?**

We have set up a dedicated outlook mailbox [doccovid19@doc.wa.gov](mailto:doccovid19@doc.wa.gov). Please use this mailbox for any questions, concerns, and/or information requests you or your staff have regarding correctional operations, policies, and procedures related to the COVID-19 response. We will also be sending future messages on this issue from this mailbox.

If you receive an email from an internal or external source, we ask that you please forward the request to the mailbox. This mailbox will be monitored, questions triaged, and we ask that you await a response before taking action.

We are working with our partners at the Department of Health (DOH), the Washington State Military Department, and the State Emergency Operations Center to support the state's efforts. We are in frequent communication with officials from the DOH and are following any and all protocols.

### **What else are we doing?**

DOC is reviewing and revising the Department's existing Public Health Pandemic Plan. This plan provides summary information about pandemic health emergencies and recommendations and instructions for DOC facilities, offices, and other locations about managing operations during public health pandemics.

The Department of Corrections has a [communicable disease, infection prevention and immunization program](#) to prevent the spread of communicable and infectious disease by providing prevention, education, identification through examination of staff and incarcerated individuals suspected of having a communicable disease, surveillance, immunization, treatment, follow-up, isolation and reporting.

All individuals received at a Department of Corrections facility, including community supervision violators, will receive an initial health screening. Our interstate transport unit works with out-of-state holding facilities to ensure any person we pick up to transport back to our department has not been exposed.

We are also messaging to visitors not to visit or take part in programming if they feel sick with a fever, cough, or difficulty breathing—and we're encouraging friends and family that may be sick and not able to visit to keep in contact during this time utilizing JPay, video visiting, telephone calls and mail correspondence.

### **Reminder...**

There is no need to take additional precautions beyond those you would normally take to avoid the spread of colds and viruses like influenza.

- Protect yourself from exposure:
- Wash your hands
- Sanitize surfaces as you would normally
- Cover your cough/sneeze
- Stay home if you are sick

We appreciate your assistance in supporting the Department's efforts in our response and planning efforts. We will continue to keep you updated with messages from the [doccovid19@doc.wa.gov](mailto:doccovid19@doc.wa.gov) mailbox as things change.

Steve Sinclair, Secretary  
Washington State Department of Corrections