



STATE OF WASHINGTON  
**DEPARTMENT OF CORRECTIONS**  
P. O. Box 41126 • Olympia, Washington 98504-1126

March 13, 2020

**TO:** Work Release Staff

**FROM:** Susan Heavell, Senior Administrator  
Reentry Division

**SUBJECT: Operational Changes in Response to COVID-19**

The Department has been working closely with Department of Health and other state agencies in developing plans to maintain the health and safety of our staff, as well as those under our care. By now, you have received numerous messages from the Governor and from our Secretary providing information and details specific to steps being taken in this regard.

I know you are probably eagerly awaiting how these measures will impact you, your staff, the resident population and what is being done to protect you in the community. The following operational changes are being put in place effective immediately to address your concerns, establishing preventative measures for our staff while maintaining community safety.

**Restricting/limiting movement into the community:**

As to mitigate exposure we will be only allowing residents to leave the facility for approved education/programming and personal essential business only. An example of personal essential business would include a store trip to obtain hygiene items, verified medical/dental appointments, or verified mental health appointments.

**Best Practices:**

Staff are encouraged to be proactive and practice universal precautions at all times.

- Stay home when you're sick. This is very important for all illnesses, but especially for the duration of a respiratory illness.
- Wash your hands and use alcohol-based sanitizer frequently.
- Avoid touching your mouth, nose and eyes with unwashed hands.
- Cover your coughs and sneezes by coughing into your elbow or a tissue.
- Frequently clean and disinfect high-touch and common surfaces.
- Enhance social distancing (more than 6 feet).
- Stay away from people who are sick.

*"Working Together for SAFE Communities"*

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- If you have coronavirus symptoms, i.e. fever, cough and shortness of breath, contact your health care provider about what your next steps may be. Please also notify your supervisor and/or Human Resources so the agency can take any necessary steps.

Your Reentry Leadership Team is meeting regularly during this time and adjustments will be made as the situation evolves. If you have questions or other concerns, please staff those questions with your supervisor and, if necessary, send them to the [DOC COVID19](#) mailbox.

Please remember to take care of yourself and your family during these rather exceptional times. Your personal safety and wellness are important.

cc: Executive Strategy Team  
DOC Covid19 Mailbox