



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

March 14, 2020

**TO:** CPA/GRE STAFF  
**FROM:** Susan Leavelle, 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 Monday March 16, 2020 to address your concerns, establishing preventative measures for our staff while maintaining community safety.

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

To mitigate exposure and potential spread of illness we will be only allowing Participants access to the community for personal essential business and/or approved work or school. An example of personal essential business would include grocery shopping, medical or mental health appointments. All medical or mental health appointments must be verified prior to movement as well as verification from participants after return.

**Change in Contact Standards:**

GRE:

- ✓ phone check ins will be daily
- ✓ face to face 2x/month with 1 social media
- ✓ no office reporting
- ✓ all collateral contacts will be via email or phone

*"Working Together for SAFE Communities"*

CPA:

- ✓ phone check ins will be daily
- ✓ face to face 2x/month and 2 by social media (phase 1)
- ✓ face to face 1x/month and 1 by social media (phase 2)
- ✓ no office reporting
- ✓ all collateral contacts will be via email or phone

**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.
- 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 tough times. Your personal safety and wellness are important.

cc: DOC Covid19 Mailbox