

**From:**  
**To:**  
**Subject:** DOC COVID-19 response: Staying safe and healthy  
**Date:** Sunday, March 15, 2020 4:01:41 PM

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### *A message to all HQ Staff -*

As we navigate COVID-19 at headquarters, please be aware of your surroundings and the following safety precautions:

#### **Infectious disease/virus control**

- Encourage staff to stay home if they are sick
- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- Regularly wipe down high-contact surfaces, such as tables, door handles, elevators, handrails, etc., with disinfectants.
  - Be cognizant of cross contamination of workstations and or equipment and supplies such as pens, laptops, keyboards, etc.
  - Best practice: Don't use other people's equipment and supplies without disinfecting first.
- Activate enhanced screening process – including COVID-19 screening questions and temperature checking
  - Screeners should utilize PPE (disposable gloves).
  - Institute a disinfectant process for screening equipment.
  - Use [universal precautions](#) to protect yourself and others.
- Practice social distancing
  - HQ building stairwells are currently closed for entrance, but will remain available as **emergency exits only**.
  - Adhere to the “6-foot” rule whenever and however possible while conducting meetings and work groups.
  - Follow the recommended maximum occupancy for building elevators (3)
  - Adhere to maximum occupancy postings for identified rooms.
  - Suspend all group style meals such as banquet style or open container shared food sources.
  - Use good judgment while out in the community associated with high contact areas and social distancing.

#### **Slips, Trips and Falls**

- Use caution while maneuvering around areas that have been re-configured to accommodate

for social distancing.

- Watch for computer cords, extension cords, phone cords etc. that may be in walkways or surrounding workstations.

Please take care of yourselves and those around you.

Steve Sinclair, Secretary  
Washington State Department of Corrections