



STATE OF WASHINGTON  
**DEPARTMENT OF CORRECTIONS**  
**PRISONS DIVISION**

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March 19, 2020

TO: All Superintendents  
All Transportation Unit Staff

FROM: Robert Herzog, Assistant Secretary *rd Herzog*  
Julie Martin, Deputy Secretary *J. Martin*

SUBJECT: **COVID-19 Transport Vehicle Sanitation Expectations**

Currently there have been no incarcerated individuals that have tested positive for Novel Coronavirus (COVID-19). With that being said, to assist in the prevention efforts to minimize potential for cross-contamination, and to keep our staff and the incarcerated population safe, the following precautions protocols will be in place effective immediately for all Prison Transportation Staff:

- All transport bus/vehicles **WILL BE** disinfected during the course of the day between all transports, as well as at the end of each day. If you are transporting incarcerated individuals to a location and are scheduled to pick up at another location, the bus/vehicle will be disinfected prior to placing individual in the transport bus/vehicle. Disinfecting the bus/transport vehicle consists of wiping all hard surfaces (door handles, arm rests, seat belts, partitions, etc.) with Disinfectant-type products approved by the Center for Disease Control (CDC) and Facility Safety Officer. If the vehicle contains hard seats, these must also be wiped down. If the vehicle contains cloth seats, standard Disinfectant spray should be used. The use of facility incarcerated individuals who have been trained in cleaning of blood and bodily fluid protocols is authorized (if proper PPE equipment - gloves and a standard dusk mask - is provided and approved by facility management).
- All restraints **WILL BE** wiped down with Disinfectant-type products 1) after each application, 2) prior to placing them back into the storage locker, and 3) at the end of each day. Custody staff are the only persons authorized to perform this function.
- All incarcerated individuals being transported will be asked the Active Screening questions as outlined in the COVID-19 protocol, which includes having their temperature taken. If the individual answers "Yes" to any of the questions, or is found to have a temperature of 100.4 or higher, the individual will not be placed on the bus/vehicle for transport. A separate transportation team from a designated prison will be dispatched to retrieve the individual and transport him/her using the appropriate protocols outlined by the Department. Transportation staff will work directly with the facility Transportation Supervisor and the Nurses Desk to determine appropriate housing. **NOTE:** This does not mean they have the virus; this is simply to avoid any potential cross-contamination of any illness.

**"Working Together for SAFE Communities"**

March 19, 2020

I realize that all of you have been in the transport business for many years and should already have processes in place for the decontamination/disinfecting of your vehicles. I greatly appreciate all that you do every day. We have a tremendous unit full of well qualified and professional staff. We are all very proud of you. Stay safe and keep up the good work.

cc: Julie Martin, Deputy Secretary  
Robert Herzog, Assistant Secretary