



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS
P.O. Box 41100 • Olympia, Washington 98504-1110

April 3, 2020

TO: All Incarcerated Individuals

FROM: Julie Martin, Deputy Secretary *J. Martin*
Robert Herzog, Assistant Secretary *R. Herzog*
Sarah Sytsma, Correctional Industries Director *Sarah Sytsma*

RE: Commissary for Individuals on Isolation or Quarantine

Incarcerated individuals on either isolation or quarantine status will have the opportunity to place commissary orders. Correctional Industries (CI) has provided alternate order forms for those on isolation or quarantine.

The process shall be as follows:

- Individual asks Correctional Officer (C/O) working in unit/area for commissary form
- C/O provides hard copy of commissary form under/through individual's door, based on facility
 - *"Men's IPU Hospital List for Isolation or Quarantine"*
 - *"Women's IPU Hospital List for Isolation or Quarantine"*
- Individual writes "Isolation" or "Quarantine" across top of commissary form, completes and signs form
- Individual slides form under/through their door for C/O to gather
- Commissary form shall be scanned to appropriate mailbox then hot trashed

PLEASE NOTE:

- Individuals on ISOLATION status will NOT have access to a microwave or hot shot.
- Individuals on QUARANTINE status will have access to a microwave if one is available for use where they are housed

JM/RH/SS:jmc

cc: DOC COVID-19