



STATE OF WASHINGTON  
**DEPARTMENT OF CORRECTIONS**  
**OFFICE OF THE SECRETARY**  
P.O. Box 41101 • Olympia, Washington 98504-1101

April 10, 2020

**TO:** All Superintendents  
All Work Release Supervisors

**FROM:** Stephen Sinclair, Secretary

**SUBJECT: Mandatory Use of Face Coverings for All Persons in DOC Facilities**

There continues to be changes in the recommendations and guidance provided by the Centers for Disease Control (CDC). The most recent guidance is the use of face coverings in all public settings where social distancing measures are difficult to maintain. Per that recommendation, we will now **require all persons** in our facilities, to include incarcerated individuals and those residing in our work release facilities, to wear a face covering.

I am directing all facilities to operationalize the production and distribution of face coverings to all incarcerated individuals, residents, and supervised population in their care. The CDC has [online instructions](#) on how to make sew and no-sew face coverings from cotton sheets, t-shirts or bandanas. Please utilize the resources within your facility to find a solution that works for your operations.

Additionally, all facilities will soon receive bandana face covering packs for distribution to their population. Bandana packs will include two bandanas, four hair ties, coffee filters and a step-by-step tutorial (attached). In the meantime, facilities should find alternate face coverings to issue to their populations.

As a reminder, use of cloth face coverings, either purchased or homemade, must meet the requirements of [DOC 870.400 Personal Appearance/Uniform Standards](#), which states “Clothing that depicts violence, gang affiliation, alcohol, or drugs, or which could be construed as sexual in nature, is not authorized”.

The mandatory use of face coverings by our staff and all incarcerated individuals, residents and supervised population will help slow the spread of COVID-19. I encourage you to work together and find opportunities to support each other.

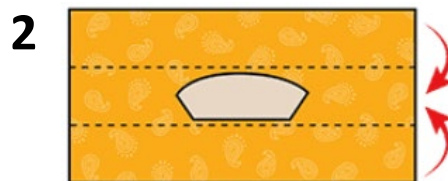
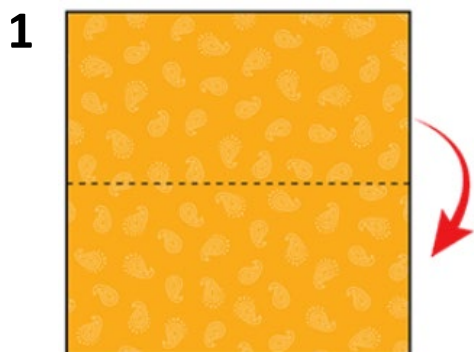
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# Bandana Face Covering Tutorial

## Materials

- Bandana
- Rubber bands / Hair Ties
- Coffee Filter

## Directions

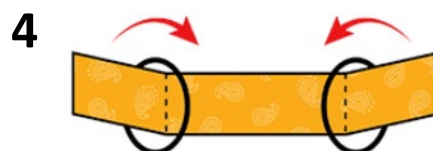


Fold filter in center  
of folded bandanna.

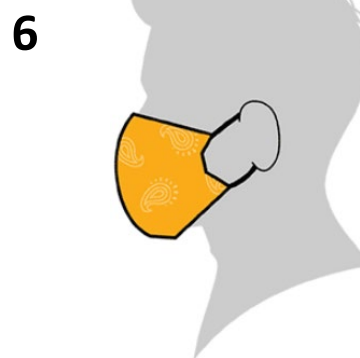
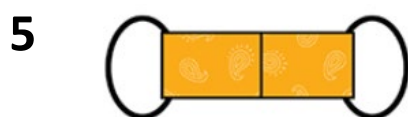
Fold top down. Fold bottom up.



Place rubber bands or hair ties  
about 6 inches apart.



Fold side to the middle and tuck.



Individuals may place their face covering in with their regular laundry to be cleaned. Per CDC, a washing machine should suffice in properly washing a face covering.

Individuals should wash their hands prior to folding their face covering and putting it on.

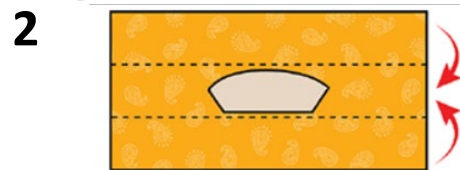
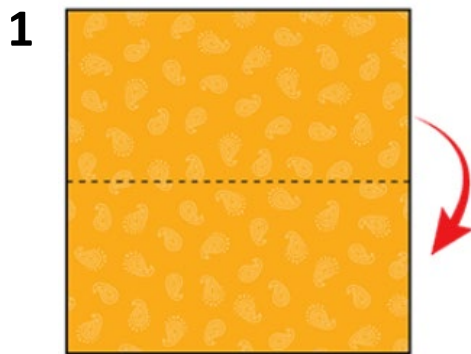
Individuals should be careful not to touch their eyes, nose, and mouth when removing their face covering and wash hands immediately after removing.

# Tutorial de Cobertura de la Cara con una Bandana

## Materiales

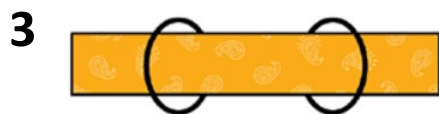
- Bandana
- Gomas Elásticas / Cintas o Lazos para el Cabello
- Filtro de Café

## Instrucciones

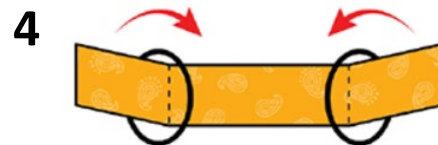


Doblar el filtro en el centro de la bandana doblada.

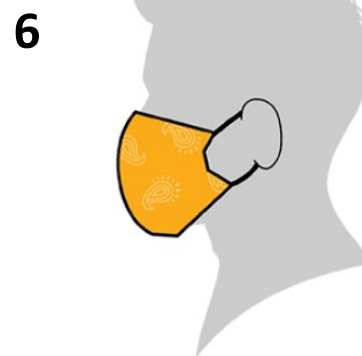
Doblar la parte de arriba hacia abajo. Doblar la parte de abajo hacia arriba.



Colocar las gomas o cintas elásticas para el cabello a 6 pulgadas de distancia la una de la otra.



Doblar los costados hacia el centro y colocar un extremo dentro del otro.



Los internos pueden poner su cubierta de cara con su ropa normal de lavandería para ser limpiada. Según el CDC, una lavadora debería bastar para lavar correctamente una cubierta de la cara.

Los internos deben lavarse las manos antes de doblar su cubierta de cara y ponérsela.

Los internos deben tener cuidado de no tocarse los ojos, la nariz y la boca cuando se quiten la cubierta de la cara y lavarse las manos inmediatamente después de quitársela.