



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

May 19, 2020

TO: Headquarters Employees

FROM: Stephen Sinclair, Secretary

SUBJECT: Continued Commitment to Telework

As Governor Inslee's [Safe Start Washington](#) continues a phased approach to reopen businesses and modify social distancing measures in Washington communities, DOC Headquarters will continue to operate on a limited basis with only critical staffing reporting to the office for daily work.

Telework is supported by [Executive Order 16-07](#). Headquarters employees should continue telework assignments and limit in person work related interactions to continue to reduce the risk of transmission of COVID-19 in the work place.

Supervisors should remind employees to remain at home and only report to the office when necessary to conduct required on-site duties. Those who must report to the office are encouraged to stay only as long as necessary, then return to their alternate telework locations.

Telework is a new concept for many of us. Supervisors are encouraged to maintain contact with teleworking employees on a regular basis and provide support as needed to ensure employees continue to feel engaged and connected to their work.

All employees currently working remotely will soon receive a survey to help inform next steps of agency development and sustainment of telework assignments. Please take time to respond to the survey as we prepare to launch new initiatives to define teleworking for Corrections, and create a safer, more modern work environment.

Additionally, all supervisors are asked to complete **WA-State Mobile Work for Supervisors** LMS training by May 22, 2020. This 20 minute supervisory training provides strategies and tools for the management and support of telework employees.

We value your work and want you to remain healthy and safe. Please continue to direct questions about your telework assignment to your supervisor. We will provide you with information as the phased reopening of Washington progresses.

“Working Together for SAFER Communities”