



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS
P.O. Box 41100 • Olympia, Washington 98504-1100

August 25, 2020

To: All Facility Superintendents
All Facility Health Service Managers

From: *Arminda Svoboda* & *Ronna Cole*
Prisons/Health Services Unified Command Incident Commanders

RE: Restructuring of Headquarters and Facility Unified Commands

Effective Sept. 8, the Prisons/Health Services Unified Command (PHSUC) will be restructuring its Incident Command Post (ICP) and requiring local facilities to do the same.

As we are now approaching 180 days of our agency's COVID-19 response, the agency is trying to resume some of our normal operations in as safe and responsible manner as possible. This includes providing much needed and earned rest and relief for those staff working in the many incident command posts throughout our state facilities and headquarters.

Restructuring of PHSUC ICP:

- Arminda Svoboda and Ronna Cole will remain the PHSUC Incident Commanders.
- Clinical Leadership will continue to report for COVID-19 response through the PHSUC Incident Commanders.
- Heather Twilla will assume Planning Section duties in addition to Communications role.
- Tim Hull will assume Operations Section Chief duties.
- Greg Miller will remain as the Testing Group Supervisor and point of contact for National Guard, Department of Health and Testing Labs.
- Doug Vincent has transitioned to Emergency Operations Center (EOC) Logistics Section Chief.
- Julie Smith will return to her regular duties.
- Jeneva Cotton will return to her regular duties, and will serve as Agency Administrator for the PHSUC. Jeneva will not be in the ICP, but will act as a resource as needed for PHSUC ICP.

Restructuring of Local Facility ICPs:

- Superintendents will return to their regular duties, and will serve as their facility Agency Administrator. Superintendents will not be in the ICP, but will act as a resource as needed for facility ICP
- A daily check-in will occur with Agency Administrators (Superintendents) and facility Prison/Health Services Incident Commanders to review current COVID-19 topics. The daily check-in will include:
 - The number of symptomatic individuals.
 - The number of incarcerated individuals tested for COVID-19.
 - The number of positive staff and incarcerated individuals.
 - Facility PPE protocol adherence discussion.
 - Isolation and quarantine numbers.
 - The current county percentage of positive COVID-19 cases.
 - Review of co-horts and co-hort schedules as applicable.
 - Discussion to address any COVID-19 concerns.
- Facility ICPs will no longer operate on a full-time basis, unless there is a COVID-19 outbreak or other emergency which would require the ICP to be open full-time.
- Facility ICPs will be open Wednesdays, unless otherwise directed, to do the following:
 - Participate in weekly PHSUC ICP COVID-19 check-in call
 - Complete weekly Situation Reports, including staff/incarcerated tone, testing numbers (if applicable), isolation and quarantine numbers (as applicable).
 - Ensure coordinated efforts continue to identify and address any COVID-19 related needs.
 - Review COVID-19 updates for discussion, determine adherence and applicability. Ensure communication regarding COVID-19 continues to staff and incarcerated individuals.
 - Develop a weekly ICP staffing roster in the event ICP activation is needed. Share this weekly roster in email format to DOCPrisonsHealthServices@doc1.wa.gov.

COVID-19 pre-scheduled meetings:

- The weekly Monday, Wednesday, Friday Statewide ICP 10:30 a.m. check-in will reduce to just Wednesdays at 10:30 a.m.
- Any facility that has a current outbreak will have daily check-ins as determined by Prisons Health Services Unified Command.

Regional Care Facilities:

Regional Care Facility patient placements occur at HQ Clinical Leadership direction.

We continue to be humbled and impressed by the leadership being shown throughout this unified command. Thank you all for the continued dedication and guidance you provide to your teams each day!

Cc: Rob Herzog, Prisons Director
Julie Martin, Deputy Secretary
Jamison Roberts, EOC Manager