



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

October 15, 2020

**TO:** All Superintendents

**FROM:** *Miller* *Ronna Cole*  
Arminda Miller and Ronna Cole  
Prisons/Health Services Unified Command Incident Commanders  
Timothy Thrasher, Mission Housing Administrator *Tim Thrasher*

**SUBJECT:** Restrictive Housing Additional Cold Weather Items during COVID-19

To ensure all facilities implement a consistent and sustainable process within all restricted housing units, please implement the following process in full by November 2, 2020:

- When individuals are placed or transferred into a restrictive housing unit, issue each of them a beanie, jacket and pair of shoes.
- Store the individuals' beanie/jacket/shoes in near proximity to their cells for staff ease and less likelihood of mistakes, i.e., providing items to the wrong individual.
- Beanie/jacket/shoes shall not be stored inside the individual's cell.
- Supplies of beanies/jackets/shoes shall be ordered immediately, after reviewing current stock on hand, by completing a 213 (DOC 18-044A) with indication the purchase is COVID-19-related.
- Work with local Correctional Industries Laundry Services to determine the laundering schedule for the jacket/beanie during the time it is assigned to an individual. The schedule should be no less than once per month, and sooner if soiled. Current disinfecting process for shoes at facility shall be followed.
- When an individual is released from a restrictive housing unit, the assigned items will be sent to laundry and returned to the restrictive housing unit stock.

cc: Michael Obenland, Deputy Director – Prisons, Command A  
Jeneva Cotton, Deputy Director – Prisons, Command B  
Tomas Fithian, Deputy Director – Prisons, Command C  
DOC COVID-19