




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

November 20, 2020

TO: All DOC Employees

FROM:  Stephen Sinclair, Secretary

SUBJECT: New statewide restrictions

On November 16, 2020, Governor Jay Inslee announced a set of [new COVID-19 restrictions](#) in response to the rising number of COVID-19 positive cases in the community. These restrictions are in place until December 14, 2020.

These restrictions do not impact your travel to and from work or travel required by work, which is still deemed essential.

Given these restrictions and the increasing number of COVID-19 positive cases, please review these important reminders on our current processes.

Surgical Masks

Effective November 6, 2020 the department enhanced the level of Personal Protective Equipment (PPE) to surgical masks, required and provided by the department, as a result of the increased positive COVID-19 cases in communities across the state.

Enhancing the level of PPE ensures that we are raising our level of response as the rate of positivity in the community increases.

This directive will stay in place through January 2021 and is an integral part in ensuring that we are vigilant in our response to the pandemic.

For a refresher on how to properly wear a surgical mask, please review the [Proper Use of PPE for COVID-19 Video](#).

Importance of Following Protocol

I want to further stress the importance of following the protocols and processes in place in

“Working Together for SAFER Communities”

order to keep you, our communities and those under our jurisdiction safe and healthy. The following activities have been identified as higher contributing factors to increased transmission rates of COVID-19:

- Staff within 6 feet or less of a coworker without proper PPE, i.e. work stations, break rooms, etc.
- Transport screening not consistently occurring during both arrival and departure
- Transport PPE matrix not consistently followed, in some cases screeners have not been following the PPE matrix related to transports
- Off duty gatherings with coworkers
- Not wearing masks/improper use of masks
- Carpools/Vanpools
- Potlucks

I understand that as the pandemic continues, the fatigue and abundance of information is overwhelming. However, it is integral to the continuation of our operations, that all protocols and processes are appropriately followed at all times.

By ensuring that we continue to socially distance, wear proper PPE, avoid large gatherings and following all required processes and protocols, we will be able to reduce the number of COVID-19 positive cases in our staff and those under our jurisdiction.

SS:rn