



STATE OF WASHINGTON  
**DEPARTMENT OF CORRECTIONS**  
**AIRWAY HEIGHTS CORRECTIONS CENTER**  
P.O. Box 1899, Airway Heights, WA 99001

December 13, 2020

**TO:** All Airway Heights MSU Incarcerated Individuals  
**FROM:** James Key, Superintendent  
**SUBJECT:** Airway Heights COVID-19 Response to positive test results.

In the past week the AHCC Minimum Security Unit (MSU) has experienced our first set of positive incarcerated individuals who have tested positive for COVID-19. In order to try to prevent the further spread of COVID-19 within our MSU incarcerated population we will be initiating a cohorting schedule that will help reduce any potential cross contamination within the living units.

In cooperation with the DOC Prison/Health Services Unified Command we have implemented a plan that we hope will allow our incarcerated population the ability to safely access phones, dayrooms, showers and J-Pay starting today after Dinner Mainline. The attached cohorting schedule will allow daily access to dayroom activities, telephone, and J-Pay. As a result of the cohorting schedule meals will be delivered to your units, normal job activities, with the exception of unit porter positions, will be temporarily suspended, commissary and Health Services will be delivered to the unit also.

I recognize that these efforts will cause some frustrations and inconveniences, but I want to stress that they are necessary and need to be put into place immediately. Please understand that all of our efforts are not meant to be punitive and are only being done to protect those who have not been exposed to COVID-19. These have been difficult and trying times for all of us. I can only continue to hope that we will have some relief from these difficult times in the near future. Thank you for your patience and understanding.

Thank you

## QUARANTINE UNIT PROTOCOLS AND SCHEDULE FOR CELL DAYROOM USE

**The schedule for cell movement in the dayroom is to be strictly adhered to, no substitutions are allowed.**

Dayroom Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
06:20 – 07:00	<b>Count</b>						
07:00 – 08:00	<b>Mainline</b>						
08:15 – 08:45	A-Tier 1-4	H-Tier 10-12	E-Tier	A-Tier 1-4	H-Tier 10-12	E-Tier	F-Tier
09:00 – 09:30	A-Tier 5-9	H-Tier 5-9	D-Tier 10-12	A-Tier 5-9	H-Tier 5-9	D-Tier 10-12	B-Tier
09:45 – 10:15	A-Tier 10-12	H-Tier 1-4	D-Tier 5-9	A-Tier 10-12	H-Tier 1-4	D-Tier 5-9	A-Tier 10-12
10:30 – 11:00	B-Tier	G-Tier	D-Tier 1-4	B-Tier	G-Tier	D-Tier 1-4	A-Tier 5-9
11:00 – 11:30	C-Tier	F-Tier	C-Tier	C-Tier	F-Tier	C-Tier	A-Tier 1-4
11:30 – 12:15	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>
12:30 – 13:00	D-Tier 1-4	E-Tier	B-Tier	D-Tier 1-4	E-Tier	B-Tier	H-Tier 10-12
13:15 – 13:45	D-Tier 5-9	D-Tier 10-12	A-Tier 10-12	D-Tier 5-9	D-Tier 10-12	A-Tier 10-12	H-Tier 5-9
14:00 – 14:30	D-Tier 10-12	D-Tier 5-9	A-Tier 5-9	D-Tier 10-12	D-Tier 5-9	A-Tier 5-9	H-Tier 1-4
14:45 – 15:15	E-Tier	D-Tier 1-4	A-Tier 1-4	E-Tier	D-Tier 1-4	A-Tier 1-4	G-Tier
15:30 – 15:55	F-Tier	C-Tier	H-Tier 10-12	F-Tier	C-Tier	H-Tier 10-12	E-Tier
16:10 – 17:00	<b>Count</b>						
17:00 – 17:30	<b>Dinner</b>						
17:30 – 18:00	G-Tier	B-Tier	H-Tier 5-9	G-Tier	B-Tier	H-Tier 5-9	D-Tier 10-12
18:15 – 18:45	H-Tier 1-4	A-Tier 10-12	H-Tier 1-4	H-Tier 1-4	A-Tier 10-12	H-Tier 1-4	D-Tier 5-9
19:00 – 19:30	H-Tier 5-9	A-Tier 5-9	G-Tier	H-Tier 5-9	A-Tier 5-9	G-Tier	D-Tier 1-4
19:45 – 20:15	H-Tier 10-12	A-Tier 1-4	F-Tier	H-Tier 10-12	A-Tier 1-4	F-Tier	C-Tier
20:30 – 21:00	Make-up/Single Cell/ CC	Make-up/Single Cell/ CC	Make-up/Single Cell/ CC	Make-up/Single Cell/ CC	Make-up/Single Cell/ CC	Make-up/Single Cell/ CC	Make-up/Single Cell/ CC
21:15 – 21:45	Make-up/Single Cell/ CC	Make-up/Single Cell/ CC	Make-up/Single Cell/ CC	Make-up/Single Cell/ CC	Make-up/Single Cell/ CC	Make-up/Single Cell/ CC	Make-up/Single Cell/ CC
22:00 – 22:30	Make-up/Single Cell/ CC	Make-up/Single Cell/ CC	Make-up/Single Cell/ CC	Make-up/Single Cell/ CC	Make-up/Single Cell/ CC	Make-up/Single Cell/ CC	Make-up/Single Cell/ CC

The 20:30 – 22:30 time slots are to be used only for make-up sessions for cells who did not get access during their time due to a re-count or emergency or Single Cell Close Contact quarantine cases that have been designated by the AHCC IPN. These slots should be rotated in order to provide all single cell close contact quarantine cases the opportunity to access showers and the dayroom.

**Informal count:** During informal counts, Individuals using the dayroom session will be counted as a **floor count** and will be given expectations to stay in the in either the day room or phone area. **You are not allowed to go back to your tier until count clears without approval from the unit officers.**

**Dayroom Use:** Incarcerated Individuals are not allowed to approach the Unit Officer’s station or Sergeants office while using the dayroom unless called to the area.

## QUARANTINE UNIT PROTOCOLS AND SCHEDULE FOR CELL DAYROOM USE

The schedule for cell movement in the dayroom is to be strictly adhered to, no substitutions are allowed.

They will also be allowed to access the:

- Phones
- ice machine,
- Microwave (must be sanitized after each use),
- J-Pay, and
- Dayroom tables, while using a **mandatory** minimum of 6 foot distance between each other for Social Distancing and surgical masks.

**Bathroom Use:** Use only your assigned tier bathroom.

**Cleaning and Disinfecting:** Trained Porters will be available for the cleaning and sanitizing of all areas (dayroom tables, telephones, J-Pay, Showers, bathrooms, etc.) used by the individuals during all dayroom activities. At the end of each dayroom session Porters will complete a thorough disinfecting of all of the same areas and allow for a 15 minute time period per current disinfecting standards. Porters who will be wearing proper PPE (face shield, gloves, surgical mask and gown) while cleaning and staff will ensure that they properly don and doff their PPE after each cleaning session. Each quarantine tier will have porters to clean the bathroom/showers.