



STATE OF WASHINGTON  
**DEPARTMENT OF CORRECTIONS**  
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December 31, 2020

TO: All Incarcerated Individuals  
FROM: *Jeneva Cotton* *Scott Russell*  
Jeneva Cotton and Scott Russell  
Prisons/Health Services Unified Command Incident Commanders  
SUBJECT: Reporting COVID-19 Symptoms and Health Information Form

As the Department continues working to mitigate the spread of COVID-19 within our facilities, we need to reinforce the importance of reporting COVID-19 symptoms. All incarcerated individuals should immediately notify a staff member if they begin showing any of the following symptoms:

- Cough
- Fever or chills
- Shortness of breath
- Muscle or body aches
- Sore throat
- Unexplained loss of taste or smell
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Headache

This is very important both for your own health, as well as the health of everyone else around you. Although you may only have mild symptoms, those around you may be at risk for more severe symptoms. Separating and testing individuals who may have COVID-19 is a vital part of minimizing the spread within our facilities.

Family members frequently contact facilities inquiring about the health status of their loved one, however information will not be disclosed to anyone not listed on your DOC 13-035 Authorization for Disclosure of Health Information form. If you would like to update who is authorized to receive your personal health information, the forms are now stocked in each living unit and can be requested from a staff member.

Please continue to wear appropriate personal protective equipment (PPE), physically distance and practice frequent handwashing. These continue to be the best methods for mitigating the spread of COVID-19.