



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

February 26, 2021

**TO:** All Helen B Ratcliff Work Release Residents  
**FROM:** Stacy Fitzgerald, Community Corrections Supervisor

**SUBJECT:** COVID-19 Update for HBR Work Release

On February 24, 2021, Helen B Ratcliff Work Release (HBR WR) was placed on quarantine status as a result of two (2) confirmed positive cases of COVID-19 and per the outbreak status, The COVID-19 positive resident has been temporarily placed in medical isolation status offsite. The positive staff case is isolating at home. To mitigate the spread of COVID-19 at HBR WR, we are following appropriate protocols to increase sanitation efforts, screening and serial testing to quickly identify others who may have been exposed and limiting the movement among residents to help eliminate any exposure.

The facility is implementing a structured response to ensure essential activities continue, such as laundry, meals, showers, communication and releases/transfers/intakes. Your health and safety continue to be our main priority. All medical directives are in accordance with [Washington State Department of Health](#) and [Centers for Disease Control](#) Guidelines.

Residents have access to cell phones to increase communications with staff, friends and family. It is important that you report any symptoms to staff as soon as you become aware. Ensure you follow the quarantine protocols by wearing your surgical mask at all times, disinfect anything that you touch and wash your hands immediately after touching a surface. Please remain in your room, leaving only for restroom use or in the event of an emergency evacuation.

It is imperative to make sure you are wearing your appropriate Personal Protective Equipment (PPE), as well as social distancing at all times. This is especially important when residents are going to and from the bathrooms and showers. Please be diligent in following proper protocols and put on your mask prior to opening your door. Surgical masks will be available for daily replacement or when mask is wet or soiled.

We appreciate your continued patience. We are working hard to ensure you have resources to address any emotional distress during this time. We will provide activity packets, craft supplies and reading/writing materials to help pass the time. Additionally, room and board waivers are being reinstated during this outbreak to alleviate concerns of incurring debt due to COVID-19 restrictions. We have stationery and envelopes to help you reach out to your family, friends and others who have been a positive support to you. HBR WR will pay for your postage at this time.

I want to thank you for your understanding and cooperation during this very difficult time. It is important to remain strong, to support one another, and be kind. Please do your part to stay healthy.

***“Working Together for SAFER Communities”***