




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

September 7, 2021

**TO:** All HQ Staff  
All Administrative Operations Division Staff

**FROM:**   
Jeannie Miller, Assistant Secretary  
Administrative Operations Division

**SUBJECT:** COVID-19 Indoor Masking Clarification

Recently, the Department of Labor and Industries updated their [face covering requirements and guidance](#) to reflect the most recent face covering requirements for the State of Washington.

As described in this guidance and in Washington State Department of Corrections (DOC) [PPE Matrix](#) guidance for worksites, the following are exceptions to wearing masks indoors.

- **In areas that are not accessible to the public, staff who have verified their vaccination status with Human Resources (HR) do not need to wear masks.**  
An example would be:
  - A staff member who has verified their vaccination status with HR does not need to wear masks on the third or fourth floor of Tumwater Headquarters; however, would need to wear a mask in the lobby of the building and the elevators.
- **Worksites that are accessible to the public require masking for all people; however, in back offices that are not accessible to the public, staff who have verified their vaccination status with HR do not need to wear masks as long as they are in a work area where there is no chance they can come in contact with a member of the public.**
- **In addition, a person working alone may also remove their face covering, regardless of vaccination status A person is working alone if they are isolated from interactions with others and have little or no expectation of in-person interruptions.**  
An example would be:
  - A sole occupant in an office with a closed door who is unlikely to be visited. If another staff member comes to the door, the occupant of the office can mask prior to opening the door.

The Office of Financial Management has produced [a helpful guide](#) which describes specific settings in which you would be required to mask. Please take the time to review all of these available resources mentioned in this memo to determine the specific guidance for your work site.

We all have different comfort levels and wearing your mask is always appropriate in these circumstances if you prefer. It is our responsibility to continue ensuring the health and safety of our fellow staff members, those under our jurisdiction and our friends and family. By frequently washing your hands, socially distancing, and getting vaccinated for COVID-19 and influenza, you can do your part to stay safe and healthy.

Cc: Julie Martin, Chief of Staff

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