




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

September 8, 2021

TO: Extended Leadership Team
FROM: Cheryl Strange, Secretary 
SUBJECT: Encouraging Telework for Eligible Employees

As the transmission of COVID-19 continues to increase across the United States, Washington State, and within our prison and work release facilities, we are encouraging continued telework for all eligible staff until January 1, 2022. **Please share this message with your impacted areas.**

If you are eligible to telework and have a teleworking agreement in place, please work with your supervisor to confirm your eligibility for continued teleworking until January 1, 2022.

It is important to highlight that Washington State Department of Corrections offices will remain open. We know not all jobs can be done remotely. Positions that are not eligible to telework should continue business as usual. Additionally, some employees eligible for telework may be asked to periodically report to the office, or in some cases to a prison facility or work release facility.

Please continue to use trusted sources such as the [Washington State Department of Health](#) and the [Centers for Disease Control & Prevention](#), your local county health department or your personal health care provider for more information about COVID-19 and the vaccine.

These continue to be uncertain times, but what is certain is our continued commitment to the safety of our staff, incarcerated and supervised individuals, work release residents, and the public.

Please continue to follow important COVID-19 protocols such as frequent hand washing, wearing appropriate Personal Protective Equipment and social distancing, these tools as well as getting vaccinated continue to be our most effective ways of mitigating the transmission of COVID-19.