



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

January 21, 2022

TO: All Superintendents

**FROM: Donald Holbrook, Deputy Assistant Secretary- Men's Prisons Division, Prisons
COVID-19 Liaison for Emergency Management Center**

SUBJECT: COVID-19 Information for Incarcerated Individuals- Cell Stuffers

As the COVID-19 pandemic continues to evolve, there is a need to provide the incarcerated population with more information on COVID-19 and the status changes of their facilities. With an uptick in cases and individuals currently housed in Quarantine and Isolation areas, many don't have access to the kiosk, so it has become necessary to print and provide relevant COVID-19 information to each cell, twice per week, or every 72 hours. This directive is in lieu of current memos that your Public Information Officer (PIO) may already be providing to the population, depending on your facility's status. This is not in addition to the information that is currently going out, unless your facility is providing less than two informational pieces to the population per week.

The information included in the cell stuffers should be conducive to the content that is included in memos that the DOC Joint Information Center (JIC) has approved. When your PIO has the information ready for distribution, it should be approved by the Incident Command and or the Superintendent, then sent to JIC for review purposes only. It is not the expectation that the PIO wait for approval from JIC before distributing to Unit Managers for printing and distribution.

The purpose of this step is to allay concerns that the population and their loved ones have pertaining to their facility, the disease, and any changes they need to be aware of. Our hope is that additional information will also encourage compliance with regular mask usage, appropriate [Personal Protective Equipment \(PPE\)](#), social distancing, sanitation, and hand washing.