



STATE OF WASHINGTON  
**DEPARTMENT OF CORRECTIONS**  
**OFFICE OF THE SECRETARY**  
P.O. Box 41101 • Olympia, Washington 98504-1101

March 26, 2020

**TO:** All DOC Staff

**FROM:** Stephen Sinclair, Secretary

**SUBJECT: Expanded list of cancelled instructor-led trainings**

In light of the response to COVID-19 and social distancing guidelines, we are continuously expanding the list of cancelled instructor-led trainings.

We continue to recognize the importance of training and are in the process of converting instructor-led trainings to online courses. Once we complete conversion, we will notify all staff.

Facilities should work with their local training department corrections specialist and roster manager to address any operational impacts resulting from the cancellations. Employees assigned to other locations should contact the Training and Development Unit for additional guidance on rescheduled or cancelled classes.

Please find below the list of class cancellations and those classes that will continue under social distancing guidelines. Recently cancelled classes are underlined.

Cancelled instructor-led classes:

- Work Release Academy (WRA)
- Community Corrections Officer Academy (CCOA)
- CCD Firearms Academy
- Drug/Alcohol Testing Training
- AIS: PREA
- AIS: Prison Safety
- Sexual Harassment, Awareness and Prevention for Managers/Supervisors
- Verbal De-escalation (CCD)
- AIS: Suicide Prevention
- AIS: Emergency Management Systems

## Expanded list of cancelled instructor-led trainings

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- AIS: Control Impedance Tactics
- AIS: Self-Defense
- AIS: Firearms re-qualifications
- AIS: Arrest Planning and Implementation
- Foundations of Learning Delivery
- Foundations of Curriculum Development

### Required, continuing instructor-led training:

- Correctional Worker Core (CWC)
- Control/Impedance Tactics and Self Defense classes within CWC
- Case Management Academy (CMA)
- New Employee Orientation (NEO)
- Essential Skills for Supervisors (ESS)
- TASER certification and re-certification

Corrections has suspended all specialty team training with the exception of mandatory Taser certification and re-certification.

The department has implemented enhanced screening protocols in all DOC facilities to include training locations.

Instructors are required to implement enhanced cleaning protocols in the classroom, sanitizing student spaces and high-touch surfaces before and after class.

The department expects appropriate social distancing. Social distancing includes: establishing a six-foot distance from others, using good hygiene habits including coughing or sneezing into your sleeve, limiting touching of others, and washing your hands frequently for 20 seconds with hot water and soap.

If you have any questions, please contact your local training department or the Training and Development Unit.

Thank you for your continued diligence during these challenging times. We will continue to keep everyone updated. Please take care of yourselves, stay positive, and remember to social distance and wash your hands.