



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

April 8, 2020

TO: All DOC Staff

FROM: Stephen Sinclair, Secretary

SUBJECT: COVID-19 Mapping Guidelines

The health and safety of our employees, those in our care, and in the community is our top priority. As such, the DOC Emergency Operations Center (EOC) identified a need to create a mapping process to identify potential COVID-19 exposure(s) of our employees, incarcerated and those individuals under supervision.

The attached mapping workflow is one of the many tools being used by our Occupational Health and Wellness Unit and Infection Prevention Nurses or Medical staff to identify and make notifications to the close contacts of persons with confirmed or suspected COVID-19.

Please review the attached document so you are familiar with the process and required reporting protocols. If you have questions on the mapping process, you can submit them to DOCCOVID19@doc.wa.gov.

As a reminder, it is very important to practice social distancing throughout your day as it is an important preventative step to prevent the spread of COVID-19. It is vital that we support each other by practicing precautionary steps to help prevent coronavirus:

- Wash hands often with soap and water. If not available, use hand sanitizer;
- Avoid contact with people who are sick;
- Cover your mouth/nose with a tissue or sleeve when coughing or sneezing.

Lastly, we ask you to make notification to either your supervisor or your local Human Resource office if you are suspected or test positive for COVID-19.

Thank you for your continued support and diligence during these challenging times. We are all in this together.

SS:ab
Attachment

“Working Together for SAFER Communities”

COVID-19 MAPPING FOR STAFF AND INCARCERATED INDIVIDUALS

