



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

April 24, 2020

**TO:** All DOC Staff

**FROM:** Stephen Sinclair, Secretary

**SUBJECT: Mandatory LMS Training – Personal Protective Equipment (PPE)**

As part of our continued response to COVID-19 and in support of the health and safety of our employees, incarcerated individuals, residents, and those under supervision; viewing of the recently distributed **PPE video will now be mandated through the Learning Management System (LMS) in-service training**. The training video demonstrates the proper donning and doffing of PPE and provides critical information regarding the importance of strict adherence to PPE protocols.

These protocols are in alignment with the [WA State DOC COVID-19 Screening, Testing, and Infection Control Guidelines](#) and support safe interactions with individuals in quarantine or isolation, as well as the proper use of mandatory face coverings. For additional information on proper how PPE shall be utilized, please refer to the [DOC COVID-19 PPE Matrix](#), which will be continually updated.

To complete your PPE training, log into [LMS](#), click on 'My Courses', select the 'DOC Proper Use of PPE', watch the video and complete the test.

Many of you may have already viewed the video in the time since it was emailed, however in order to track completion, all staff (including those who have already watched the video) are required to complete the LMS training. If you do not have access to LMS, please work with your supervisor or chain of command to obtain the resources needed to complete.

Your continued support and dedication, especially during these challenging times is much appreciated. Please remember to take time for yourself, encourage and support those around you, wear your face covering or required PPE, and wash your hands.