



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

May 1, 2020

TO: All DOC Staff

FROM: Stephen Sinclair, Secretary

SUBJECT: Extension of Governor Inslee's Stay Home, Stay Healthy Order

As we continue down this uncharted road, the Leadership Team and I want to express our appreciation for your flexibility and commitment to the safety of our staff, incarcerated and supervised individuals, stakeholders, and the general public. We are grateful for all of you, whether you are still reporting to a work location, performing alternate duties or teleworking, you are all supporting our essential functions. Everyone is facing different challenges and concerns and they are all valid.

Consistent with the new mission, vision and values we introduced last fall, please remember to be respectful, inclusive and supportive to your co-workers across our agency. Everyone plays an important role in the success of the Department of Correction, you are all essential.

As you know, the Governor's Stay Home, Stay Healthy order was just extended. Specific dates and timelines will be released in the coming days. I'm sure many of you are wondering what a return to normal operations might look like when the order does lapse. Please be assured that your health and safety remain our highest priority.

To that end, we will not immediately stop our expanded teleworking when the order ends. We are working on plans to determine how we will return some staff to our buildings after the order expires and expect to receive guidance from the Governor's office and OFM soon. We will share information with you as soon as possible regarding return to work strategies.

We understand that many of you have family commitments that will keep you from returning to the office without sufficient notice. Our return will be slow and measured, and as the governor is fond of saying, it will be more like turning a dial than flipping a switch. We will provide adequate notice before dialing back expanded teleworking arrangements.

"Working Together for SAFER Communities"

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Managers and supervisors will also be asked to work with those who want to continue their current teleworking schedule after the mandatory teleworking directive ends.

Thank you for your dedication and professionalism during this difficult time. We appreciate your patience as we continue to navigate the changes associated with the COVID-19 pandemic. We will continue to work to provide a healthy and safe work environment for all staff. If you have any questions, please reach out to your supervisors.