August 13, 2020

To: All Superintendents  
All Regional Administrators  
All Transportation Staff

From: Arminda Svoboda and Ronna Cole,  
Prisons/Health Services Unified Command Incident Comnr  
Mac Pevey, Assistant Secretary – Community Corrections  
Susie Leavell, Senior Administrator – Reentry

Subject: Transportation PPE - UPDATE

As the Department continues to improve protocols during the COVID-19 pandemic, we continually receive and evaluate information about how we can further mitigate possible exposure to employees and individuals under our supervision.

In an effort to further reduce risks associated with routine transportation, we are implementing additional safety measures to further protect employees and those individuals we transport. As soon as sufficient supplies of required PPE are locally available, effectively immediately, all transports will be conducted with the following PPE:

**Transportation Employees**
- Eye Protection  
- Surgical Masks  
- Gloves

**Incarcerated/Supervised Individuals**
- Surgical Masks

Locations needing to order and receive additional PPE may request orders through a 213 request.

These safety measures apply to all routine transportation functions. However, if the individual being transported is symptomatic or suspected or confirmed as COVID-19 positive, additional PPE is required per the current WA State DOC COVID-19 Screening, Testing, and Infection Control Guideline and PPE Matrix documents. These updates will be reflected in the next published PPE Matrix.

"Working Together for SAFER Communities"
Note: N95 type masks should **NOT** be worn by employees conducting routine transportation functions per the PPE Matrix.

This change in transportation-related PPE serves multiple purposes. It will minimize the risk of exposure to employees. Further, in addition to mitigating exposure risks, wearing appropriate PPE may prevent transportation staff from being screened out for the mandatory quarantine period.

Cc: Rob Herzog, Assistant Secretary – Prisons  
Danielle Armbruster, Assistant Secretary – Reentry  
Jeneva Cotton, Deputy Director Command B  
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