



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

March 15, 2020

**TO:** All DOC Staff

**FROM:** Stephen Sinclair, Secretary

**SUBJECT: Encouraging Telework for Eligible Employees**

As the state and national efforts to mitigate spread of COeVID-19 continue, we are expanding our telework direction for all eligible staff beginning on Monday, March 16, until further notice. This is a continuation of our efforts to slow the potential spread of the virus through social distancing and in recognition that all school systems across the state have closed, which we know affects many of you.

We are highly encouraging working remotely. If you are eligible to telework and have a teleworking agreement in place, please work with your supervisor to begin teleworking effective immediately, if possible.

If you do not currently have a teleworking agreement, please work with your supervisor to determine if teleworking may be an option.

It is important to highlight that DOC offices will remain open. We know not all jobs can be done remotely. Positions that are not eligible to telework should continue business as usual. Additionally, some employees eligible for telework may be asked to periodically report to an office.

Please continue to show empathy to co-workers who may be worried about this virus and remember that the virus is not connected to any race, nationality, ethnicity, or disability. We should all work to dispel myths and combat stereotypes or stigmas. Please continue to use trusted sources such as the state [Department of Health coronavirus page](#), the [Centers for Disease Control & Prevention's coronavirus website](#) or your local county health department for information about COVID-19.

Answers to frequently asked questions are available via the [COVID-19 FAQ article](#) on iDOC.

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These are uncertain times, but what is certain is our commitment to the safety of our staff, incarcerated and supervised individuals, and the general public. We must all work together as an agency and as Washingtonians to do what we can and abide by the recommendations and restrictions.

We appreciate your patience as we navigate the daily changes associated to the COVID-19 pandemic. We will continue to work to provide a healthy and safe work environment for all staff. Please reach out to your supervisors with any questions or concerns.