



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS
P. O. Box 41100 • Olympia, Washington 98504-1118

March 19, 2020

TO: All incarcerated individuals

FROM: Robert Herzog, Assistant Secretary *rh*

SUBJECT: COVID-19 UPDATE

The Washington State Department of Corrections has now received confirmation that a third employee has tested positive for COVID-19. The employee, who works at the [Peninsula Work Release](#) in Port Orchard, was last in the office on March 5 and received positive test results March 15. They will not return to work until they recover.

Peninsula Work Release leadership will continue to be in contact with the employee throughout the individual's recovery.

As of March 19 at 8 a.m., Corrections has no confirmed cases of COVID-19 among our incarcerated population, individuals in work release or those under community supervision.

As a reminder, the best way to avoid the spread of colds and viruses is to wash your hands with soap and water, when coughing or sneezing use elbow or tissue and then throw away your tissue, avoid touching your face, and stay in if you feel sick. If you have any of the following symptoms that are new, be sure to notify health services staff immediately:

- Shortness of breath
- Cough
- Fever

Health Services Update

Until further notice, only the following procedures that minimize aerosol production are allowed:

- Intake Screenings
- Diagnostic and treatment planning
- Oral Radiology
- Consultations
- Dental Impressions

All Health Care co-pays for incarcerated individuals being tested or treated for COVID-19 will be waived at this time.

Phones and JPay Information

Effective Wednesday, March 18th, GTL started providing **two (2) free** phone calls of up to 5 minutes each, every week to the incarcerated population. This will last until April 14, 2020, at which time it will be looked at again for possible additional options. JPay beginning Friday, March 20th is also going to provide free and reduced opportunities.

Details for GTL phone calls:

- All incarcerated individuals will be provided two free 5 minute calls each, per week for the next 4 weeks
- During this period, a prompt will be added that will allow you to place your 5 minute call when you choose to do so (e.g. “For a Collect call press 0, for a Debit call press 1, to use your free call press 2..”).
- The system will control the process through your PIN number to determine if you’ve made your complimentary calls
- If your free calls are not used by the end of the 4 week period, ending April 14, 2020, no credit will be given

Details for JPay account:

- Reduced cost for inbound VideoGrams. Your family and friends are able to send inbound VideoGrams for 4 stamps each.
- One free video visit credit per JPay account.
- Two free stamps each week credited your JPay account.

Note: The two free JPay stamps will be replenished every week so your account will have up to two free JPay stamps each week. If you only use one of the free JPay stamps, your account will be replenished with one free JPay stamp the next week

While we know this is not the same as seeing your friends and family in person, we hope that it helps alleviate some of your concerns regarding visitation being suspended at this time.

This situation is constantly evolving, and we are continually working to provide the best procedures that we can while following the CDC and WA State Health Department’s guidelines to ensure everyone’s health and safety. We will continue to provide updates as things change. Please continue to take care of yourselves, and thank you for your continued contribution to helping keep everyone safe and healthy during this time.

cc: All Superintendents
Julie Martin, Deputy Secretary
Robert Herzog, Assistant Secretary
Jeneva Cotton, Deputy Director Command B
Mike Ison, Peninsula Work Release