



STATE OF WASHINGTON  
**DEPARTMENT OF CORRECTIONS**  
**PRISONS DIVISION**  
 P. O. Box 41118 • Olympia, Washington 98504-1118

March 21, 2020

TO: All Superintendents  
 All Health Care Managers

FROM: Robert Herzog, Assistant Secretary  
 Julie Martin, Deputy Secretary

*Approved*  
*(SKA) Miller*  
*03/21/2020*

*S. Sobola on behalf of Herzog 3.21.20*  
*J. Martin*

**SUBJECT: Social Distancing Protocols Amendment**

**OBJECTIVE:**

Provide for the safety of staff, incarcerated individuals, and the general public.

**Environmental Cleanliness and Sanitation**

The agency is purchasing large quantities of soap that will ensure store/commissary/unit supplies are maintained for Incarcerated Individual access as needed. Please continue to model and reinforce good sanitation and hygiene practices at all times.

**Incarcerated Individual Workers**

Effective immediately the food factories at AHCC and CRCC will be modifying their operations with increased health and sanitation procedures. This will include but not limited to:  
 All C.I. Workers will be screened (attached) by appropriate staff including temperature check prior to reporting to work.

Additional procedures and protocols will be instituted and reinforced for all food service locations. This includes increased hand washing and sanitizing every hour on the hour during factory operations (7am to 10pm).

In an effort to achieve the appropriate social distancing and sanitation practices, it is expected that all DOC Food Services locations institute/continue the following effective immediately.

- Hand washing upon arrival to work (All staff and All incarcerated individuals)
- Hand washing on the hour, every hour. (All staff and all incarcerated individuals)
- Continued use of usual foodservice protections (e.g, gloves, beard guards, and hairnets)
- Cover coughs & sneezes /re-wash and re-glove

As a reminder, please maintain the following protocols:

- Sanitize all Food Contact Surfaces before and after each use.
- Sanitize all doors (including handles), bathrooms, keyboards, phones, desk tops, garbage cans, and non-food surfaces 3 times a day.
- Space out 6 feet of distance between every person when possible (when not on the tray work lines).
- Increased communication daily with respect to the importance of social distancing and sanitation. (staff and incarcerated workers)

Please note the Food and Drug Administration (FDA) states: “Currently there is no evidence of food or food packaging being associated with transmission of COVID-19. Unlike foodborne gastrointestinal (GI) viruses like norovirus and hepatitis A that often make people ill through contaminated food, SARS-CoV-2, which causes COVID-19, is a virus that causes respiratory illness. **Foodborne exposure to this virus is not known to be a route of transmission.**”

#### MEALS

Your evaluation and monitoring of mainline procedures recently implemented while maintaining current social distancing requirements has provided critical feedback to the Headquarters Prisons/Health Services Unified Command.

This feedback is being utilized to make modifications to current mainline procedures. As stated in the March 20<sup>th</sup>, 2020 Social distancing Protocols memorandum, ICP’s should move ahead with alternative meal processes based on your circumstances. For facilities experiencing extended mainline movements due to occupancy restrictions, dining hall size, which are impacting operations in other areas, work together with your food services team to ensure a coordinated, sustainable transition to a “grab and go” and/or in cell feeding when circumstances necessitate. Please include those operational changes in your ICS 204, and SITREP.

Due to the current circumstances and further increased impacts to operations regarding waste stream, suspend recycling and take all waste directly to your local land fill.

Thanks for your input and continued efforts to ensure we are doing everything we can do to impact this terrible virus.

Cc: Julie Martin, Deputy Secretary  
Robert Herzog, Assistant Secretary