



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

April 14, 2020

TO: All DOC Staff

FROM: Stephen Sinclair, Secretary

SUBJECT: Updated DOC COVID-19 PPE Matrix

The COVID-19 situation continues to evolve. It is critical to ensure procedures are in place to provide services as appropriate to individuals, while maintaining safe and secure environments. To assist all staff, an [updated matrix](#) is attached to appropriately identify personal protective equipment (PPE) for specific job types. These attachment, which became effective on April 10, 2020, immediately supersedes all previous PPE guidance, and outlines the activity, type of work and appropriate identified PPE. **The matrix will be continually updated as the situation evolves.** Staff have been trained on universal precautions and are reminded to follow established protocols.

Protocols are intended to assist custody staff in maintaining alignment with the most up-to-date version of DOC COVID-19 Screening, Testing, and Infection Control Guideline.

If equipment is not readily available in your work location, to request equipment:

- Prison staff will work with their Incident Command Post;
- Work release staff will work with work release supervisors; and
- Community corrections staff will work with field administrators.

Thank you for your continued diligence during these challenging times. Please take care of yourselves, stay positive, stay home if you are sick or have symptoms and remember to wash your hands.

SS:eocjic

Attachments:

COVID-19 PPE Matrix

cc: DOC COVID-19

This document is effective immediately 4/10/2020 and supersedes all previous PPE guidance

WA State DOC COVID-19 PPE Matrix	N95 Mask	Surgical Mask	Eye Protection	Gloves	Gown
Active Screening					
For staff and Incarcerated individuals		X	X	X	X
Contact with ISOLATED individuals (symptomatic) regardless of cell type					
<ul style="list-style-type: none"> • ANY CLOSE CONTACT with incarcerated individuals with suspected or lab confirmed COVID-19 while symptomatic (cough or sneezing). • While performing diagnostic nasopharyngeal swab sample collection. 	X		X	X	X
<ul style="list-style-type: none"> • When speaking with a symptomatic patient from outside of an isolation cell (open door) • Any contact with a patient who has tested negative for COVID-19 but remains on isolation • Any contact with incarcerated individuals with suspected or lab confirmed COVID-19 without cough or sneezing. 		X	X	X	X
<ul style="list-style-type: none"> • Passing items through cuff port without face to face contact 				X	
<ul style="list-style-type: none"> • When speaking with a symptomatic patient from outside of an isolation cell (closed door) 	No additional PPE Required, continue to wear DOC approved face covering				
<ul style="list-style-type: none"> • Handling laundry and Food Service Items (no patient contact) 				X	X
Contact with QUARANTINED individuals (asymptomatic)					
Open Bay Unit —Close Contact (e.g. temp checks)		X		X	X
Open Bay Unit — without Close Contact (e.g. walking through unit)				X	
Closed door cells with cuff port —Passing items through cuff port and without face to face contact				X	
Closed door cells with cuff port — without contact at all (e.g. talking through door)	No additional PPE Required, continue to wear DOC approved face covering				
*** All staff working in DOC locations MUST wear an approved face covering while on duty***					

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WA State DOC COVID-19 PPE Matrix	N95 Mask	Surgical Mask	Eye Protection	Gloves	Gown
Contact with QUARANTINED individuals (asymptomatic)					
Closed door cells with cuff port—Close Contact (e.g. temp check)		X	X	X	
Bar Cells—Close Contact (e.g. temp checks)		X	X	X	X
Bar Cells—without Contact (e.g. talking through door)	No additional PPE Required, continue to wear DOC approved face covering				
Dayroom/other close quarters—Close Contact (within 6 feet of individual)		X		X	X
Dayroom/other close quarters—without Close Contact (walking through unit)				X	
Pat Searches (New PPE used for each person pat searched)		X		X	X
Handling laundry and Food Service Items (no patient contact)				X	X
Dental					
Evaluations—intakes or sick call		X	X	X	X
Procedures—New PPE used for each patient	X		X	X	X
Transportation/Community Corrections--via Car/Van/Bus					
Movement of SYMPTOMATIC individuals	X		X	X	
Movement of ASYMPTOMATIC individuals				X	
Community Hospital Watch					
If remaining outside the individual's room	No additional PPE Required, continue to wear DOC approved face covering				
If inside of the individual's room-- <ul style="list-style-type: none"> Minimize the direct contact with the patient. Remain at least 6 feet away from the patient when possible. 	Follow hospital PPE guidance. If the hospital is unable to provide necessary PPE, supply will be provided by DOC facility standing hospital watch.				

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