



Coronavirus / COVID-19 Plan
Significant Events Timeline
Updated 10/15/2020

Objectives	<ul style="list-style-type: none"> • Provide for the safety of staff, incarcerated individuals, and the public. • Collect daily information to create a common operating picture of the Agency. • Continue to provide policy direction and support to all divisions concerning the implementation of Department of Health and Centers for Disease Control guidance for prevention, mitigation, and response to COVID-19 and implement as needed. • Communicate timely and accurate information to staff, incarcerated individuals and stakeholders. • Support agency efforts to maintain critical staffing levels by improving the employee secondary screening process. • Forecast, acquire, manage and distribute critical PPE at the agency level. • Manage and deploy resources to complete the quality assurance process to ensure protocols and guidance put in place are consistently applied across the Agency.
Key messages	<ul style="list-style-type: none"> • Remain calm, ensure residents, clients, and families feel safe. • If you are ill, stay home. Work with your supervisor if telework is an option. • Use social distancing and enhanced hygiene protocols to prevent illness and spread of virus. • Visit Department of Corrections website for update to date COVID-19 agency information. • Visit the DOH and CDC websites for up to date information. • Notify the Emergency Operations Center of rumors or misinformation that needs to be corrected.

Agency Actions

Actions we are taking as an agency:

- The health and safety of our staff, those in our care, and the community is our top priority. As of October 15, 2020, the Washington Department of Corrections has 176 confirmed cases of staff and 7 contract staff with COVID-19 and 494 incarcerated individuals with COVID-19.
- DOC has a communicable disease, infection prevention and immunization program to prevent the spread of communicable and infectious disease by providing prevention, education, identification through examination of staff and incarcerated individuals suspected of having a communicable disease, surveillance, immunization, treatment, follow-up, isolation and reporting. Staff were expected to follow this program as we updated our public health pandemic plan.
- Corrections established an Emergency Operations Center at headquarters supporting the state DOH response to COVID-19 on Feb. 9.
- An advanced contingency planning team launched on February 28.
- Corrections officially opened its Emergency Operations Center (EOC) at HQ in response to COVID-19, including representatives from health services staff, on March 2.
- Health services staff have been receiving regular updates from our Chief Medical Officer providing WA DOC COVID-19 screening, testing and infection control guidelines to all medical staff since March 5.
- We completed the first draft and distributed the public health pandemic plan to facilities, work release and community corrections offices, including specific checklists, on Friday, March 6.
- All individuals received at a Washington Department of Corrections facility, including community supervision violators, always receive an initial health screening—which we’ve enhanced in response to COVID-19.

- Our interstate transport unit works with out-of-state holding facilities to ensure any person we pick up to transport back to our department has not been exposed.
- Since March 4, we have been messaging to visitors not to visit or take part in programming if they feel sick with a fever, cough, or difficulty breathing—and we’re encouraging friends and family that may be sick and not able to visit to keep in contact during this time utilizing JPay, video visiting, telephone calls and mail correspondence.
- On March 6, we instituted and distributed a COVID-19 passive screening process for individuals wishing to visit our facilities—as well as participating in scheduled facility events where outside visitors have been approved to attend. Individuals who fail to pass the screening will be turned away to protect the health and safety of the staff and incarcerated individuals at our locations. We are in the planning phase for escalating to active screening.
- On March 15, we implemented enhanced screening (temperature check and screening questions) of all individuals prior to entering a work location.
- On March 23, DOC implemented a secondary screening process for identifying employees who were screened and prevented from reporting to work for reasons other than COVID-19.
- On March 30, with response to COVID-19 expected to affect the Department of Corrections’ staffing levels over the coming months, the department is implementing an expedited hiring and training process for ‘Limited Scope Correctional Officer 1 (CO1) positions.
- On April 1, DOC approved a contract with Swank Motion Pictures to provide facilities access to movies for the incarcerated population.
- On April 3, DOC issued expired N95 respirators to staff who work closely with those incarcerated in state correctional facilities. The wearing of N95 respirators is for general use and is voluntary to staff at this time.
- On April 8, Emergency Response Team members were dispatched to the Monroe Correctional Complex. The press release is available [here](#).
- On April 13, DOC established the DOCCovid-19RapidReentry@doc1.wa.gov email box to answer questions regarding rapid reentry from external stakeholders.
- On April 15, 2020, Governor Inslee issued an emergency commutation to allow for the release of incarcerated individuals. The commutation is specific to those in custody whose judgment and sentences include only non-violent offenses or drug or alcohol offenses and whose projected release date (PRD) is prior to or on June 29, 2020. It authorizes their transfer from confinement within seven days of the order, or as soon as can be reasonably achieved thereafter.
- DOC has collected all of the COVID-19 test kits under the recent recall ordered by the Department of Health Saturday April 18.
- On April 18, DOC issued a memo to incarcerated individuals regarding the appropriate use of hand sanitizer. This memo also warned the incarcerated of the dangers of purposefully ingesting hand sanitizer.
- As of April 21, Correctional Industries has completed construction on the screen barriers for all enhanced screening stations in the Department.
- On April 21, DOC published a guide for individuals transferring from incarceration to the community in response to COVID-19.
- As of April 24, Correctional Industries shipped screen barriers for enhanced screening stations to individual worksites.
- On May 4, a Health Service strike team began working to focus efforts on completing intake medical exams at the Washington Corrections Center.
- DOC has released 422 incarcerated individuals through [commutation](#) process and 528 incarcerated individuals through the [Rapid Reentry](#) process.
- DOC has granted [furlough](#) to 66 individuals from Work Release to the community.
- The Washington State Department of Corrections was notified that Correctional Officer Berisford Anthony Morse, 65 years of age, passed away on Sunday, May 17, 2020 from complications of COVID-19. Read Secretary Sinclair’s message [here](#).
- On June 10, the [DOC Safe Start Corrections](#) webpage launched on www.doc.wa.gov.
- On June 11th, The Coyote Ridge Medium Security Complex was placed on restricted movement to contain the spread of COVID-19 at the facility. You can read the press release [here](#).
- On Wednesday, June 17th, 2020 an incarcerated individual passed away due to COVID-19. This is the first COVID-19 related death of an incarcerated individual. You can read the press release [here](#).
- On June 23rd, 2020 the Regional Care Facilities at Monroe Correctional Complex and Washington Corrections Center became operational. The AHCC Regional Care Facility previously opened on May 27th, 2020.

- On June 24th, 2020 testing of all Coyote Ridge Corrections Center employees and incarcerated individuals at the Medium Security Complex began with the support of the Benton-Franklin Health District, Washington State Department of Health, and the Washington National Guard.
- On June 24th, 2020 the Department of Corrections announced the second COVID-19 related death of an incarcerated individual. The individual passed away on June 22nd, 2020. You can read the press release [here](#).
- On August 3rd, 2020 two incarcerated individuals who were previously reported to be positive for COVID-19 were informed that they are negative for COVID-19. The mistake was due to a clerical error by the testing laboratory. The facility and Department were notified of the error by Washington State Department of Health officials. Individuals identified to be potentially exposed to the patients were all tested and negative for COVID-19. Department website cases and testing data will be updated to reflect this change on August 5th, 2020. You can read the messages [here](#) and [here](#).
- On August 11th, 2020 the Regional Care Facilities at the Washington Corrections Center for Women became operational.
- On August 17th, 2020, the Department Incident Management Team deployed 4 team members to Chelan-Douglas Health District to assist with COVID-19 response.
- PRESS RELEASE: Corrections Announces Social Outing Pilot Project for Three Work Release Facilities. You can read the press release [here](#).

Deployed Resources in support of COVID-19 response

Total Deployed to date: DCYF 2, DOC HQ 41, DOH Shoreline 28, State EOC 2

AGENCY TIMELINE

Date	Location	Activity	Notes
10/15/20	Headquarters EOC	Message to All Superintendents: Legal Seminars	Message from Prisons/Health Services Unified Command Incident Commanders Miller and Cole to prison Superintendents regarding the designation of space for legal seminars.
10/14/20	Headquarters EOC	Message to WCCW Superintendent and Health Services Manager 3: Violators entering WCCW	Message from Prisons/Health Services Unified Command Incident Commanders Miller and Cole to WCCW Superintendent Wofford and Health Services Manager Clark rescinding the 03/19/20 directive regarding body scanners and dry cell watches for violators.
10/13/20	Headquarters EOC	Message to All Corrections Staff: DOC COVID-19 Staff Serial Testing Frequently Asked Questions	Message from Prisons/Health Services Unified Command Incident Commanders Miller and Cole to all employees with frequently asked questions and answers regarding employee serial testing.
10/13/20	Headquarters EOC	Message to All Corrections Staff: Staff serial testing for staff travelling to facilities	Message from Prisons/Health Services Unified Command Incident Commanders Miller and Cole to all employees regarding serial testing requirements for employees travelling to prison facilities.
10/08/20	Headquarters EOC	Message to All Superintendents and Work Release Supervisors: Swank contract extended to all correctional facilities through June 30, 2021	Message from Prisons/Health Services Unified Command Incident Commanders Miller and Cole to all Prison Superintendents and Work Release Supervisors regarding the extension of the contract with Swank Motion Pictures, Inc. to provide movie licensing at prison and work release facilities.
10/08/20	Headquarters EOC	Message to All Superintendents: Safe Start Marriages	Message from Prisons/Health Services Unified Command Incident Commanders Miller and Cole to all Superintendents regarding the development

			of a process for marriages to proceed for incarcerated individuals.
10/07/20	Headquarters EOC	Updated PPE Matrix version 8	This document is effective immediately 10/07/2020 and supersedes all previous PPE guidance.
10/06/20	Headquarters EOC	COVID-19 Special Population Units Guideline Version #4	Update to previous version of restrictions and protocols for special population units at prison facilities.
10/01/20	Headquarters EOC	Message to All Interested Parties: Safe Start Visitation	Message from Prisons/Health Services Unified Command Incident Commanders Miller and Cole to governmental and external stakeholders regarding the phased approach to reopening visitation at prison facilities.
10/01/20	Headquarters EOC	Message to All Incarcerated Individuals: Safe Start Visitation English/Spanish	Message from Prisons/Health Services Unified Command Incident Commanders Miller and Cole to all incarcerated individuals regarding the phased approach to reopening visitation at prison facilities.
10/01/20	Headquarters EOC	Message to All Prisons Staff: Safe Start Visitation	Message from Prisons/Health Services Unified Command Incident Commanders Miller and Cole to all Prisons Division employees regarding the phased approach to reopening visitation at prison facilities.
10/01/20	Headquarters EOC	Message to All Staff and Residents at Progress House Work Release: Facility Quarantine	Status update from Senior Reentry Administrator Leavell to all Progress House Work Release staff and residents regarding the COVID-19 outbreak at the facility.
10/01/20	Headquarters EOC	Updated Exposure Partnership with Prison Facilities and Close Contacts Log Template	Update to documents included in the the 06/04/20 message to prison facility superintendents regarding efforts by the Department's Occupational Nurse Consultants to partner with prisons to identify close contacts of an incarcerated individual or violator with suspected or confirmed COVID-19.
9/30/20	Headquarters EOC	Message to All Prisons Staff: Prison/Health Services Divisions Safe Start Corrections	Message from Prisons/Health Services Unified Command Incident Commanders Miller and Henry to all Prisons employees regarding a review of the re-implementation of searches at prison facilities.
9/23/20	Headquarters EOC	Message to Interested parties: Pilot project to resume social outings at select Work/Training Release Facilities	Message from Reentry Senior Administrator Leavell to governmental and external stakeholders regarding the Agency's social outing pilot project at three Work/Training Release facilities.
9/23/20	Headquarters EOC	PRESS RELEASE: Corrections Announces Social Outing Pilot Project for Three Work Release Facilities	Press release about the Agency's social outing pilot project at three Work/Training Release facilities.
09/17/20	Headquarters EOC	WA State DOC COVID-19 Screening, Testing, and Infection Control Guideline Update (Version 21)	DOC is in continuous communication with DOH to revise the health screening, testing and infection control guidelines. Stakeholders are encouraged to check back frequently for updates

			to the guidelines as the COVID-19 situation evolves.
09/17/20	Headquarters EOC	DOC COVID-19 Outbreak Checklist Version 3	Update to the checklist for prison facilities to utilize when a COVID-19 outbreak, as defined by thw Washington State Department of Health, occurs at a facility.
09/17/20	Headquarters EOC	Message to All Prisons Staff: COVID-19 Staff Serial Testing Status	Message from Prisons/Health Services Unified Command Incident Commanders Svoboda and Cole to all Prisons employees regarding an update to serial COVID-19 testing for employees.
09/17/20	Headquarters EOC	Message to All Staff: COVID-19 Return-to-Work Criteria and Guidance	Message from Emergency Operations Center Manager Roberts to all Department employees regarding guidance for employees returning to work after being screened out of the worksite for COVID-19 related symptoms or for testing positive.
09/11/20	Headquarters EOC	Message to All Incarcerated Individuals: Updated Recreation Protocols English/Spanish	Message from Prisons/Health Services Unified Command Incident Commanders Svoboda and Cole to all incarcerated individuals regarding prohibited and allowed recreational activities and equipment.
09/11/20	Headquarters EOC	Message to All Prisons Staff: Updated Recreation Protocols	Message from Prisons/Health Services Unified Command Incident Commanders Svoboda and Cole to all Prisons employees regarding prohibited and allowed recreational activities and equipment.
09/10/20	Headquarters EOC	Message to DOC Employees: HIGH RISK ACCOMODATION REQUESTS	Message to all DOC employees from Human Resources Director Dowler regarding Agency information for the extended protections for individuals at increased high risk due to COVID-19 by Governor Inslee.
09/04/20	Headquarters EOC	Department of Corrections Response to the OCO Report on the DOC COVID-19 Response, September 1, 2020	Response to the Office of the Corrections Ombuds Report on the DOC COVID-19 Response by Secretary Sinclair.
09/04/20	Headquarters EOC	New Job Aids and Employee Resources added to www.doc.wa.gov: <ul style="list-style-type: none"> • Return to Work - Employee Guidance • Return to Work - Supervisor Guidance • Sample Letter to Employee Denied Entry to Work due to COVID-19 Secondary Screening between March-August 2020 • COVID-19 Leave Guidance 	Information for employees and supervisors for instances when employees were denied access to or screened out from an Agency worksite.
09/04/20	Headquarters EOC	UPDATED: WA DOC Covid-19 Active Screening Questionnaire	The WA DOC Covid-19 Active Screening Questionnaire has been updated with streamlined questions and will continue to be updated as the CDC and Washington State Department of Health's information on COVID-19 changes.
09/04/20	Headquarters EOC	Message to All Incarcerated Individuals at Male Facilities: UPDATE –	Message from Prisons/Health Services Unified Command Incident Commanders Svoboda and

09/04/20	Headquarters EOC	Incoming Incarcerated Individuals from CRCC Message to All Prisons Staff at Male Facilities: UPDATE – Incoming Incarcerated Individuals from CRCC English/Spanish	Cole to all incarcerated individuals at male facilities regarding transfers of incarcerated individuals from CRCC. Message from Prisons/Health Services Unified Command Incident Commanders Svoboda and Cole to all prison employees at male facilities regarding transfers of incarcerated individuals from CRCC.
09/03/20	Headquarters EOC	PRESS RELEASE: Corrections Secretary Outlines COVID-19 Response at Six Months	Press release about the Agency’s COVID-19 response.
08/28/20	Headquarters EOC	Message to All Incarcerated Individuals and Work Release Residents: Updated COVID-19 Frequently Asked Questions English/Spanish	Message from Chief Medical Officer Kariko to incarcerated individuals and Work Release residents providing answers to frequent COVID-19 questions.
08/25/20	Headquarters EOC	Message to All Facility Superintendents and Health Services Managers: Restructuring of Headquarters and Facility Unified Commands	Message from Prisons/Health Services Unified Command Incident Commanders Svoboda and Cole to Prisons facility Superintendents and Health Service Managers regarding the restructuring of the Headquarters and Facility Prisons/Health Services Unified Commands and direction regarding when facility Incident Command Posts will be open.
08/20/20	Headquarters EOC	DOC COVID-19 Outbreak Checklist	The Department has created a checklist for prison facilities to utilize when a COVID-19 outbreak, as defined by the Washington State Department of Health, occurs at a facility.
08/14/20	Headquarters EOC	Message to All Interested Parties: Staff COVID-19 Testing at Washington State Penitentiary	Message from Secretary Sinclair to governmental and external stakeholders regarding serial COVID-19 testing of employees at the Washington State Penitentiary.
08/13/20	Headquarters EOC	Updated PPE Matrix version 7	This document is effective immediately 08/13/2020 and supersedes all previous PPE guidance.
08/13/20	Headquarters EOC	Message to All Superintendents, All Regional Administrators, All Transportation Staff: Transportation PPE - UPDATE	Message from Prisons/Health Services Unified Command Incident Commanders Cole and Svoboda to all DOC Superintendents, Regional Administrators and Transportation staff regarding PPE updates for all transportation employees and incarcerated and supervised individuals during transports.
08/07/20	Headquarters EOC	Message to All Interested Parties: False Positive COVID-19 positive tests at Stafford Creek Corrections Center	Message from Deputy Director Fithian to governmental and external stakeholders regarding two incarcerated individuals at Stafford Creek Corrections Center who received false positive COVID-19 test results.
08/06/20	Headquarters EOC	Message to All Correctional Facility Staff and All Incarcerated Individuals: Free Calls and JPay offerings extended English/Spanish	Message from Assistant Secretary Herzog to all prison employees and incarcerated individuals regarding the details of the extension of Free Reply Wednesdays, two free video visits each week, and two free stamps each week from JPay until at least 12/31/20. Two free five minute

			phone calls will be provided until the Department can resume visitation.
08/06/20	WCCW ICP	Message to All Staff (WCCW): Staff COVID-19 Testing	Message from WCCW Superintendent Wofford to WCCW employees regarding mandatory testing of employees starting on 08/10/20.
08/05/20	Headquarters EOC	Message to All interested parties: Staff serial COVID-19 testing at Corrections	Message from Secretary Sinclair to governmental and external stakeholders regarding the identification of the next facilities to begin serial COVID testing of employees and the factors considered in prioritization of facilities.
08/03/20	SCCC ICP	Message to All Staff: COVID 19 Testing Update	Message from SCCC Superintendent Haynes to all SCCC employees regarding a clerical error made by the testing lab that incorrectly reported two SCCC incarcerated individuals as positive for COVID-19.
08/03/20	SCCC ICP	Message to Local Family Council SCCC and Incarcerated Population: COVID 19 Update SCCC English/Spanish	Message from SCCC Superintendent Haynes to the SCCC Local Family Council and incarcerated population regarding a clerical error made by the testing lab that incorrectly reported two SCCC incarcerated individuals as positive for COVID-19.
08/03/20	MCC ICP	Message to MCC Incarcerated Population: MSU Situation Update English/Spanish	Message from MCC Superintendent Jackson to the MCC incarcerated population providing an update on COVID-19 cases at the Minimum Security Unit, quarantines, movie channel issues, work release transfers, and face coverings.
08/03/20	Headquarters EOC	Message to All Prisons Staff: Use of hand dryers in prison facilities	Message from Prisons/Health Services Unified Command Incident Commanders Svoboda and Cole to all DOC Prisons employees regarding allowing the use of electric hand dryers.
07/31/20	Headquarters EOC	Message to All Prisons Staff: Staff Serial COVID-19 Testing	Message from Prisons/Health Services Unified Command Incident Commanders Svoboda and Cole to all DOC Prisons employees regarding the identification of the next facilities to begin serial COVID testing of employees and the factors considered in prioritization of facilities.
07/27/20	Headquarters EOC	The revised Active Screening Questionnaire has been updated to reflect new COVID-19 symptoms as recognized by the CDC.	The Centers for Disease Control (CDC) continue to update their COVID-19 guidelines, to include the addition of new symptoms.
07/24/20	Headquarters EOC	COVID-19 Special Population Units Guideline Version #3	Update to previous version of restrictions and protocols for special population units at prison facilities.
07/23/20	Headquarters EOC	WA State DOC COVID-19 Screening, Testing, and Infection Control Guideline Update (Version 20)	DOC is in continuous communication with DOH to revise the health screening, testing and infection control guidelines. Stakeholders are encouraged to check back frequently for updates to the guidelines as the COVID-19 situation evolves.
07/23/20	MCC ICP	Message to all MCC Employees: Staff COVID-19 Testing Update	Message from MCC Superintendent Obenland to all MCC employees regarding the testing of over 900 employees as of 07/22/20, when to expect

07/22/20	Headquarters EOC	Message to All reentry, prisons and community corrections staff: Staff pre-deployment medical clearance/respirator clearance	test results, notification of positive test results, how to confirm negative test results, and the process for serial testing in future weeks.
07/21/20	Headquarters EOC	Message to All interested parties: Staff and Incarcerated Individual COVID-19 Testing at MCC	Message from Deputy Secretary Martin and Assistant Secretaries Herzog and Armbruster regarding N95 fit testing for employees deploying to other facilities to assist with pandemic response.
07/20/20	Headquarters EOC	Message to All DOC Staff: Employees Who Cannot Wear Face Masks Due to Health Conditions	Message from Human Resources Director Dowler to all DOC employees regarding direction on Reasonable Accommodations for employees who cannot wear face coverings due to health conditions.
07/20/20	Headquarters EOC	Message to All Incarcerated Individuals: Fee-Based Indoor and Outdoor Weightlifting Program Fees Suspended English/Spanish	Message from Deputy Secretary Martin and Assistant Secretary Herzog regarding Fee-Based Indoor and Outdoor Weightlifting Programs.
07/20/20	Headquarters EOC	COVID-19 DOC Dental Services Protocol Version 5	Update to 03/16/20, 03/17/20, 03/26/20, and 04/02/20 Dental Services Protocols
07/20/20	MCC ICP	Message to MCC Employees: Staff COVID-19 Testing	Message from MCC Superintendent Obenland to MCC employees regarding mandatory testing of employees starting on 07/21/20.
07/16/20	Headquarters EOC	Message to Incarcerated Individuals at Monroe Correctional Complex: Isolation/Quarantine information. English/Spanish	Message from Eric Jackson MCC Incident Commander to Incarcerated Individuals at MCC regarding questions from the population around Isolation/Quarantine protocols.
07/15/20	Headquarters EOC	Message to all Superintendents: Aerosolized filtering in dental areas in prisons.	Message from Arminda Svoboda Incident Commander Prisons Health Services Unified Command and Dr. Joy McDaniel Chief of Dentistry regarding the need to have a Hepa Filtration Unit in each dental clinic across the state.
07/13/20	Headquarters EOC	Message to All DOC staff: COVID-19 precautions for employees who carpool/vanpool.	Message from Secretary Sinclair to all DOC employees regarding protocols for employees who carpool or vanpool.
07/10/20	Headquarters EOC	Message to All Prisons and Work Release Staff: Updated Guidance: Face Covering Use by Incarcerated Individuals and Work Release Residents.	Message from Deputy Secretary Martin and Assistant Secretaries Herzog and Armbruster regarding face coverings depicting violence, gang affiliation, alcohol, drugs, or which could be construed as sexual in nature not being authorized.
07/10/20	Headquarters EOC	Message to All Incarcerated Individuals and Work Release Residents: Updated Guidance: Face Covering Use by Incarcerated Individuals and Work Release Residents. English/Spanish	Message from Deputy Secretary Martin and Assistant Secretaries Herzog and Armbruster regarding face coverings depicting violence, gang affiliation, alcohol, drugs, or which could be construed as sexual in nature not being authorized.

07/09/20	MCC ICP	Message to MCC Incarcerated Population : COVID-19 Testing. English/Spanish	The Monroe Correctional Complex (MCC) will begin COVID-19 testing of the incarcerated population housed at the Minimum Security Unit (MSU) on Friday, July 10, 2020 and continuing over the next several days.
07/09/20	MCC ICP	Message to MCC Staff: MSU Incarcerated Individual COVID-19 Testing	The Monroe Correctional Complex (MCC) will begin COVID-19 testing of the incarcerated population housed at the Minimum Security Unit (MSU) on Friday, July 10, 2020 and continuing over the next several days.
07/09/20	Headquarters EOC	Message to All Incarcerated Individuals and Work Release Residents: Important warning about hand sanitizers or rubs containing methanol English/Spanish	Update to previous message from Secretary Sinclair to include Work Release Residents and Spanish translation.
07/09/20	Headquarters EOC	Message to All DOC Staff , and Interested Parties : Important warning about hand sanitizers or rubs containing methanol	Messages from Secretary Sinclair to incarcerated individuals, employees, and governmental and external stakeholders regarding health risks associated with methanol based hand sanitizers. The Department has confirmed that none of the hand sanitizing products produced and distributed by Correctional Industries, received by the state Emergency Operations Center, or distributed by the department's Emergency Operations Center contain methanol.
07/09/20	Headquarters EOC	Message to Interested parties: Announcing Corrections' Rapid Deployment Care Facility	Message from Secretary Sinclair to governmental and external stakeholders regarding the plan to establish a Rapid Deployment Care Facility and deconstruction of the Monroe Correctional Complex Regional Care Facility.
07/09/20	Headquarters EOC	Message to All DOC Staff: Announcing Corrections' Rapid Deployment Care Facility	Message from Secretary Sinclair to all Department employees regarding the plan to establish a Rapid Deployment Care Facility and deconstruction of the Monroe Correctional Complex Regional Care Facility.
07/08/20	Headquarters EOC	Message to All Incarcerated Individuals: Extension of Incarcerated Individual Gratuity Cap Increase English/Spanish	This memo serves as an update to the three previous messages regarding incarcerated individual gratuity dated March 27, 2020, April 27, 2020, and June 4, 2020. The Department has made the decision due to the budget shortfall that the gratuity cap for Class III positions will remain at \$70.00 through July 31, 2020 and revert back to \$55.00.
07/08/20	CRCC ICP	Message to CRCC – MSC Incarcerated Individuals: MI3 Additional Testing, Importance of Social Distancing & Alternative Housing Locations	Message from the CRCC Incident Command Post to all incarcerated individuals at the CRCC Medium Security Complex regarding additional testing, dayroom activity, and alternative housing updates.
07/08/20	Headquarters EOC	WA State DOC COVID-19 Screening, Testing, and Infection Control Guideline Update (Version 19)	DOC is in continuous communication with DOH to revise the health screening, testing and infection control guidelines. Stakeholders are encouraged to check back frequently for updates to the guidelines as the COVID-19 situation evolves.

07/07/20	CRCC ICP	Message to Alternative Housing Incarcerated Individuals: JPay Player Syncing for CRCC's Alternative Housing English/Spanish	Message from the CRCC Incident Command Post to all incarcerated individuals at the CRCC Medium Security Complex Alternative Housing unit regarding the adjustment of the normal 20 day syncing of JPay players.
07/06/20	CRCC ICP	Message to CRCC – MSC Incarcerated Individuals: Medium Unit Dayrooms Social Distancing Expectations & MI3 Additional Testing	Message from the CRCC Incident Command Post to all incarcerated individuals at the CRCC Medium Security Complex regarding dayroom and out-of-cell activities in the medium housing units and additional testing in the long-term minimum housing units.
07/06/20	Headquarters EOC	Message to All Incarcerated Individuals: Free Calls and JPay offerings extended English/Spanish	Message from Assistant Secretary Herzog to all incarcerated individuals regarding the details of the extension of two free weekly calls through July 31, 2020 and specific JPay services from July 12 to August 12, 2020.
07/06/20	Headquarters EOC	Message to All Incarcerated Individuals: Extension of Incarcerated Individuals Gratuity Expiring English/Spanish	Update to March 27, April 27, and June 4, 2020 messages from Deputy Secretary Martin and Assistant Secretaries Herzog and Armbruster to incarcerated individuals regarding the July 31, 2020 expiration of the policy exception that provided gratuity to incarcerated individuals unable to perform their duties due to no fault of their own related to COVID-19.
07/02/20	CRCC ICP	Message to CRCC Employees: Information Update/Direction	Update to the 6/29/20 message from CRCC Superintendent Uttecht to CRCC employees regarding the available call number to receive COVID-19 results for employees to utilize if they have not been contacted within five days of their testing date. Update includes direction from Ben Franklin Transit regarding face covering requirements.
07/02/20	Headquarters EOC	Message to All interested parties: Incoming Incarcerated Individuals from Coyote Ridge Corrections Center UPDATE	Update to the 06/26/20 message from Assistant Secretary Herzog to governmental and external stakeholders providing information regarding the transfer of incarcerated individuals from CRCC.
06/30/20	Headquarters EOC	PRESS RELEASE: Coyote Ridge Correctional Center releases preliminary test results lower than state weekly average	Press release regarding the preliminary test results from Coyote Ridge Corrections Center.
06/30/20	Headquarters EOC	Message to All interested parties: Staff and Incarcerated Individual COVID-19 Testing at CRCC	Message from Secretary Sinclair to governmental and external stakeholders regarding the preliminary test results from Coyote Ridge Corrections Center.
06/30/20	CRCC ICP	Message to CRCC Incarcerated Population: COVID-19 Testing Operation Update English/Spanish	Message from CRCC Superintendent Uttecht to CRCC incarcerated individuals providing an update and data regarding the COVID-19 test results for CRCC employees and incarcerated individuals.
06/30/20	CRCC ICP	Message to CRCC Employees: Staff COVID-19 Testing Operation Update	Message from CRCC Superintendent Uttecht to CRCC employees providing an update and data

			regarding the COVID-19 test results for CRCC employees and incarcerated individuals.
06/29/20	CRCC ICP	Message to CRCC Employees: Employee COVID-19 Testing Update	Message from CRCC Superintendent Uttecht to CRCC employees regarding the available call number to receive COVID-19 results for employees to utilize if they have not been contacted within five days of their testing date.
06/27/20	CRCC ICP	Message to CRCC Incarcerated Population: CRCC COVID-19 Alternate Housing English/Spanish	Message from CRCC Superintendent Uttecht to CRCC incarcerated individuals regarding temporary alternate housing locations as part of the facility COVID-19 testing plan.
06/26/20	CRCC ICP	Message to CRCC Employees: Staff COVID-19 Testing	Message from CRCC Superintendent Uttecht to CRCC employees regarding COVID-19 test results and serial testing.
06/26/20	Headquarters EOC	Message to All Staff and Incarcerated Individuals: Incoming Incarcerated Individuals from Coyote Ridge Corrections Center English/Spanish	Message from Assistant Secretary Herzog to all Prisons Division employees and incarcerated individuals providing information regarding the transfer of incarcerated individuals from CRCC to other facilities to create capacity and manage the COVID-19 emergency at CRCC. Only individuals who receive two negative COVID-19 tests and remain asymptomatic for fourteen days will be eligible to transfer.
06/26/20	Headquarters EOC	Message to All interested parties: Incoming Incarcerated Individuals from Coyote Ridge Corrections Center	Message from Assistant Secretary Herzog to governmental and external stakeholders providing information regarding the transfer of incarcerated individuals from CRCC to other facilities to create capacity and manage the COVID-19 emergency at CRCC. Only individuals who receive two negative COVID-19 tests and remain asymptomatic for fourteen days will be eligible to transfer.
06/24/20	Headquarters EOC	Message to All interested parties: Second Incarcerated Individual in Washington Dies of COVID-19	Message from Secretary Sinclair to governmental and external stakeholders regarding the passing of incarcerated individual William Bryant due to COVID-19 on 6/22/20.
06/24/20	CRCC ICP	Message to CRCC Incarcerated Individuals: Second Incarcerated Individual Death Due to COVID-19 English/Spanish	Message from CRCC Superintendent Uttecht to CRCC incarcerated individuals regarding the passing of incarcerated individual William Bryant due to COVID-19 on 6/22/20.
06/24/20	Headquarters EOC	PRESS RELEASE: Second Incarcerated Individual in Washington Dies of COVID-19	Press release detailing the passing of incarcerated individual William Bryant due to COVID-19 on 6/22/20.
06/24/20	Headquarters EOC	Message to All interested parties: Staff and Incarcerated Individual COVID-19 Testing at CRCC	Message from Secretary Sinclair to governmental and external stakeholders regarding the 6/24/20 start of testing of employees and incarcerated individuals at CRCC.
06/23/20	CRCC ICP	Message to CRCC Incarcerated Population: Staff and Incarcerated Individual COVID-19 Testing. English/Spanish	Message from CRCC Superintendent Uttecht to CRCC incarcerated individuals regarding the beginning of testing of CRCC employees and the incarcerated population on 6/24/20.

06/23/20	CRCC ICP	Message to CRCC Employees: Staff and Incarcerated Individual COVID-19 Testing.	Message from CRCC Superintendent Uttecht to CRCC employees regarding the beginning of testing of CRCC employees on 6/24/20.
06/23/20	Headquarters EOC	Message to All Staff and Incarcerated Individuals: Phased approach to programming and education. English/Spanish	Message from Deputy Secretary Julie Martin and Assistant Secretary Rob Herzog to department employees and incarcerated individuals clarifying the Programs and Volunteers section of the Department's Safet Start Corrections plan.
06/22/20	WCCW ICP	Message to All Incarcerated Individuals, Staff and Stakeholders Washington Corrections Center for Women: Establishing a Regional Care Facility (RCF) at WCCW English/Spanish	Message from WCCW Superintendent Deborah J. Wofford regarding the establishment of a Regional Care Facility at WCCW.
06/22/20	CRCC ICP	Message to CRCC Employees: N95 fit testing at Coyote Ridge	Message from CRCC Superintendent Uttecht to CRCC employees requiring expanded N95 fit testing of all staff for futher protection.
06/18/20	CRCC ICP	Message to CRCC's Incarcerated Individuals: First Incarcerated Individual Death Due to COVID-19 English/Spanish	Message from CRCC Superintendent Uttecht to CRCC Incarcerated Individuals regarding the passing of incarcerated individual Victor Bueno due to COVID-19 on 6/17/20.
06/18/20	Headquarters EOC	Message to All Interested Parties: First Incarcerated Individual in Washington Dies of COVID-19	Message from Secretary Sinclair to governmental and external stakeholders regarding the passing of incarcerated individual Victor Bueno due to COVID-19 on 6/17/20.
06/18/20	Headquarters EOC	Message to All Staff: First incarcerated patient dies of COVID-19	Message from Secretary Sinclair to all Department employees regarding the passing of incarcerated individual Victor Bueno due to COVID-19 on 6/17/20.
06/18/20	CRCC ICP	Message to CRCC Employees: First Incarcerated Individual Death Due to COVID-19	Message to CRCC Employees regarding the passing of incarcerated individual Victor Bueno due to COVID-19 on 6/17/20.
06/18/20	Headquarters EOC	PRESS RELEASE: First Incarcerated Individual in Washington Dies of COVID-19	Press release detailing the passing of incarcerated individual Victor Bueno due to COVID-19 on 6/17/20.
06/18/20	CRCC ICP	Message to Incarcerated Individuals: Communication Plan (COVID-19 Testing Plan) English/Spanish	Message to CRCC Incarcerated Individuals announcing a plan to test all CRCC employees and incarcerated individuals at the Medium Security Complex.
06/18/20	Headquarters EOC	Message to Interested Parties: Testing of all CRCC staff and incarcerated individuals in the Medium Security Unit	Message to governmental and external stakeholders announcing the exploration of additional testing strategies to mitigate the spread of COVID-19 at the CRCC Medium Security Complex by the Department in collaboration with the Washington State Emergency Operations Center and Department of Health.
06/15/20	Headquarters EOC	Message to All Work Release Residents and Staff: Corrections Health Protocols to prevent the spread of COVID-19 English/Spanish	Message from Susie Leavell, Senior Administrator, Reentry Division to Work Release residents and employees regarding COVID-19 protocols, quarantine, testing, removal from isolation/quarantine, "close contact" with

			symptomatic individuals, PPE, and face coverings.
06/11/20	Headquarters EOC	PRESS RELEASE: Coyote Ridge Corrections Center Medium Security Complex on Restricted Movement to Contain COVID-19	Press release detailing the restricted movement status at the Medium Security Complex at Coyote Ridge Corrections Center. The Minimum Security Unit has not been placed on restricted movement.
06/11/20	Headquarters EOC	Message to All Appointing Authorities: Quality Assurance Site Visits	Quality assurance visits will begin immediately at all agency locations.
06/11/20	Headquarters EOC	Message to All DOC Staff: Individual Hand Sanitizer Bottlers	Each employee will be receiving an individual hand sanitizer bottle that can be refilled at the work location as a token of appreciation.
06/10/20	Headquarters EOC	Message to Incarcerated Individuals and Residents: Safe Start Corrections English/Spanish	Message outlining the Department's step-by-step approach to begin safely reopening operations during COVID-19 to Prisons incarcerated individuals and Work/Training Release residents. Message and posters are to be posted for the population to view. Printed documents will be delivered to those currently housed in quarantine and isolation status.
06/10/20	Headquarters EOC	Message to All Interested Parties: Safe Start Corrections	Message outlining the Department's step-by-step approach to begin safely reopening operations during COVID-19 to governmental and external stakeholders.
06/10/20	Headquarters EOC	Message to All DOC Staff: Safe Start Corrections	Message outlining the Department's step-by-step approach to begin safely reopening operations during COVID-19 to Department employees.
06/09/20	Headquarters EOC	Message to Appointing Authorities: Updated Initial Screening Log for worksite screening stations	The Initial Screening Log has been modified to allow screeners to gather all required information for uploading to the Screening SharePoint site.
06/08/20	Headquarters EOC	Updated PPE Matrix version 6	This document is effective immediately 6/8/2020 and supersedes all previous PPE guidance.
06/05/20	Headquarters EOC	Memo to all Appointing Authorities: Screening SharePoint Version 2	The Screening SharePoint site launched on April 27, 2020 has been modified to better meet the needs of our screening contributor groups.
06/04/20	Headquarters EOC	Message to Superintendents: Exposure Partnership with Facilities Close Contact Log	This message outlines efforts to partner with prisons to identify close contacts of an incarcerated individual or violator with suspected or confirmed COVID-19. The purpose of this document is to identify facility representative(s) who can assist Occupational Nurse Consultants (ONCs) in identifying those who were in close contacts in a timely manner without sending unnecessary staff out on quarantine.
06/04/20	Headquarters EOC	Memo to all incarcerated individuals: Extension of Incarcerated Individual Gratuity English/ Spanish	This memo serves as an update to the two previous messages regarding incarcerated individual gratuity dated March 27, 2020 and April 27, 2020. The Department has made the decision to extend the policy exceptions and continue providing gratuity to incarcerated individuals unable to perform their duties due to no fault

06/03/20	Headquarters EOC	Message to Superintendents :COVID-19 Healthcare and Custody Workers in Designated Shortage Areas	of their own related to COVID-19. Additionally, the gratuity cap for Class III positions will remain at \$70.00.
06/01/20	Headquarters EOC	Memo to all DOC staff: COVID-19 HR Updates and Reminders	Certain facilities have been identified as “designated shortage areas” in regards to healthcare and custody staff. Forms have been developed to assist facilities who have reached a critical shortage. Thank you for your continued dedication and professionalism during these challenging times. I am grateful to be serving you all in a leadership role during this pandemic. The attached memo contains updates to topics we have communicated in the past, as well as to provide you with some tools to protect yourself from unemployment fraud.
06/01/20	Headquarters EOC	Revised Rapid Reentry, Warrants, Hearing and Termination Process	The Rapid Reentry Hearing and Termination Process has been updated. The Rapid Reentry, Warrants, Hearing and Termination Process shall be used when a Rapid Reentry transfer from prison to the community is in violation or requires termination and return to a facility.
06/01/20	Headquarters EOC	Memo to all incarcerated individuals: Free Calls Extended English/ Spanish	Due to our continued response to COVID-19, the Deptmtment of Corrections will extend free access to phone calls. All incarcerated individuals will continue to receive two (2) free five (5) minute calls per week through June 30, 2020. As a reminder, if your free calls are not used by the end of the peiiod, ending June 30, 2020, no credit will be given.
5/29/20	Headquarters EOC	Memo to all work release residents: Room and Board Waiver Update English/ Spanish	This is an update to messages sent previously regarding room and board waivers. As previously announced on May 1, 2020, room and board waivers will be reviewed on an individual basis, unless the entire facility has been place on quarantine status. Due to the continued impact of COVID-19, the Department is extending the room and board waiver process through June 30, 2020, at which time it will be reviewed.
5/28/20	Headquarters EOC	Checklist for COVID-19 Symptomatic Patients - Work/Training Release	Checklist for PPE, clinical assessments, and notifications for Work/Training Release facility employees for when a resident presents COVID-19-like symptoms.
5/27/20	Headquarters EOC	Memo to all DOC staff: Assistance Medical Assistant-Certified and Nursing Assistant-Certified	Due to COVID-19, we are experiencing a need to staff additional Medical Assistant-Certified and Nursing Assistant-Certified positions. We are seeking immediate assistance from employees, regardless of job classification, who possess a current Medical Assistant or Nursing Assistant certification. The need is to assist at the Regional Care Facility (RCF) at Airway Heights Corrections Center where you would be caring for positive COVID-19 patients.

5/26/20	Headquarters EOC	Checklist for COVID-19 Symptomatic Patients - Prisons	Checklist for PPE, clinical assessments, and notifications for Prison Facility Health Services for when an incarcerated individual presents COVID-19-like symptoms.
05/22/20	Headquarters EOC	Message to Correctional Industries Headquarters employees: Teleworking	As Governor Inslee’s Safe Start Washington continues a phased approach to reopen businesses and modify social distancing measures in Washington communities, CI Headquarters will continue to operate on a limited basis with only critical staffing reporting to the office for daily work. Telework is supported by Executive Order 16-07. Employees should continue telework assignments and limit in person work related interactions to continue to reduce the risk of transmission of COVID-19 in the work place
05/22/20	Headquarters EOC	Memo to all DOC employees: Updated Proper Use of Face Coverings and Masks	Clarification is being provided in response to the original message sent on May 18, 2020. The do’s and don’ts of face covering and routine-use masks is important in the prevention of transmission. Please review the updated tips to remember when wearing your face covering or mask.
05/21/20	Headquarters EOC	Memo to all work release residents: Phased Approach to Resume Visitation/Social Outings in Work Release English/ Spanish	The department understands the importance of family relationships and the challenges presented with staying connected to your loved ones through this difficult time that the visitation program is suspended. Understandably many of you have inquired when visitation and social outings can resume.
05/21/20	Headquarters EOC	Memo to Appointing Authorities: Leave Guidance Document Leave Guidance Job Aid	The purpose of this communication is to share the approved Leave Guidance document that is used by the Secondary Screening Task Force (SSTF) to reconcile leave for employees who were denied access to a facility or office as a result of answering yes to one or more of the active screening questions.
05/19/20	Headquarters EOC	Message to Headquarters staff: LMS Training - Mobile Work for Supervisors	Telework is a new concept for many of us. Supervisors are encouraged to maintain contact with teleworking employees on a regular basis and provide support as needed to ensure employees feel engaged and remain connected to their work . To provide guidance, all supervisors are requested to complete LMS training WA-State Mobile Work for Supervisors.
05/19/20	Headquarters EOC	Memo to all incarcerated individuals: Phased Approach to Resume Statewide Visitation English/ Spanish	The department understands the importance of family relationships and the challenges presented with staying connected to your loved ones through this difficult time that the visitation program is suspended. Understandably many of you have inquired when visitation can resume.

			DOC is aligned with Governor Inslee's Stay Home, Stay Healthy Order and is managing DOC locations according to the guidance provided by the Washington State Department of Health and Centers for Disease Control. This approach reduces the risk for incarcerated people who are at high risk for transmission of COVID-19 linked to congregate living conditions presented in correctional facilities.
05/19/20	Headquarters EOC	Memo to Headquarters staff: Continued Commitment to Telework	As Governor Inslee's Safe Start Washington continues a phased approach to reopen businesses and modify social distancing measures in Washington communities, DOC Headquarters will continue to operate on a limited basis with only critical staffing reporting to the office for daily work.
05/19/20	Headquarters EOC	Message to all incarcerated individuals: Line of Duty Death from COVID-19 English/ Spanish	The Washington State Department of Corrections was notified that Correctional Officer Berisford Anthony Morse, 65 years of age, passed away on Sunday, May 17, 2020 from complications of COVID-19.
05/18/20	Headquarters EOC	First Line of Duty Death from COVID-19	Our agency was notified today that Correctional Officer Berisford Anthony Morse of the Monroe Correctional Complex passed away on Sunday, May 17, 2020 from complications of COVID-19.
05/18/20	Headquarters EOC	WA State DOC COVID-19 Screening, Testing, and Infection Control Guideline Update (Version 18)	DOC is in continuous communication with DOH to revise the health screening, testing and infection control guidelines. Stakeholders are encouraged to check back frequently for updates to the guidelines as the COVID-19 situation evolves.
05/18/20	Headquarters EOC	Memo to all staff: Proper Use of Face Coverings	<p>It has been just over one month since all employees began wearing mandatory face coverings or routine-use masks while at work. We want to take a moment to highlight some of the do's and don'ts around this practice.</p> <p>For face coverings and routine-use masks to be effective in preventing transmission, they must be used correctly. Here are a few tips to remember when wearing your face covering or routine-use mask:</p> <ul style="list-style-type: none"> • Face coverings and routine-use face masks should only be taken off during meal times and when 6 feet from the closest person. • They should not be removed or pulled down for talking, snacking, singing, whistling, coughing or any other similar activity.

			<ul style="list-style-type: none"> Proper hand hygiene is necessary anytime you touch your face-covering or routine-use mask.
05/15/20	Headquarters EOC	The DOCCOVID-19RapidReentry@DOC1.WA.GOV Email box will no longer be monitored.	May 15, 2020 marks the end of this authorization and the Department achieved the established goal to transition 950 incarcerated individuals to the community. Over the past month, teams across the state have been working tirelessly to complete the task of transitioning individuals into the community. All individuals that were transitioned to the community had an approved investigated address and sponsor. By the end of today, 528 individuals will have transitioned to the community through the Rapid Reentry and an additional 422 individuals were released under the commutation.
05/15/20	Headquarters EOC	Memo to all incarcerated individuals: Prison Population Reduction Efforts English/ Spanish	Today marks the end of the authority provided under a Governor's proclamation to transfer individuals into partial confinement under Rapid Reentry. The Department's direction was to reduce prison population up to 950. All individuals that were transitioned to the community had an approved investigated address and sponsor. There were 422 people who received commutation orders and 528 who were placed in the community through rapid reentry.
05/15/20	Headquarters EOC	Memo to all incarcerated individuals: Prison Population Reduction Efforts English / Spanish	As previously announced in the April 16 Upcoming Transfer of Individuals Back to the Community message, the Washington Department of Corrections was granted authority, through proclamation 20-50 from Governor Inslee, to reduce the number of incarcerated individuals in our state prisons. Using that authority, a list was developed of incarcerated individuals with non-violent and non-sex offenses during their current period of DOC jurisdiction. Those on the list within 75 days of their release date had their sentences commuted and those who were within seven (7) months of their release date became eligible for rapid reentry.
05/15/20	Headquarters EOC	Memo to all interested parties: Prison Population Reduction Efforts	As previously announced in the April 16 Upcoming Transfer of Individuals Back to the Community message, the Washington Department of Corrections was granted authority, through proclamation 20-50 from Governor Inslee, to reduce the number of incarcerated individuals in our state prisons. Using that authority, a list was developed of incarcerated individuals with non-violent and non-sex offenses during their current period of DOC jurisdiction. Those on the list within 75 days of their release date had their sentences commuted and those who were within seven (7) months of their release date became eligible for rapid reentry.

05/15/20	Headquarters EOC	Memo to all staff: Prison Population Reduction Efforts	As previously announced in the April 16 Upcoming Transfer of Individuals Back to the Community message, the Washington Department of Corrections was granted authority, through proclamation 20-50 from Governor Inslee, to reduce the number of incarcerated individuals in our state prisons. Using that authority, a list was developed of incarcerated individuals with non-violent and non-sex offenses during their current period of DOC jurisdiction. Those on the list within 75 days of their release date had their sentences commuted and those who were within seven (7) months of their release date became eligible for rapid reentry.
05/14/20	Headquarters EOC	Memo to incarcerated individuals: GTL and JPay Updates English/Spanish	Incarcerated individuals will continue to receive 2 free 5 minute calls per week through 05/31/20. JPay will continue to add 2 free video calls, provide 2 free JPay stamps, and has extended Free Reply Wednesdays through 06/03/20.
05/14/20	Headquarters EOC	Memo to incarcerated individuals and work release residents: IRS Stimulus Checks and Unemployment Claims English/Spanish	Details the Internal Revenue Service (IRS) clarification that incarcerated individuals are not eligible for economic stimulus payments issued in response to COVID-19 and details how the Department will return deposits to the IRS. Clarifies that incarcerated individuals in prison facilities are not eligible to receive unemployment claims.
05/14/20	Headquarters EOC	DOC Form 09-242: General Authorization For Release Of Information	Link provided due to increase of requests for the release of personally identifiable health information for incarcerated individuals due to COVID-19.
05/13/20	Headquarters EOC	Revised Rapid Reentry, Warrants, Hearing and Termination Process	The Rapid Reentry Hearing and Termination Process has been updated. The Rapid Reentry, Warrants, Hearing and Termination Process shall be used when a Rapid Reentry transfer from prison to the community is in violation or requires termination and return to a facility.
05/12/20	Headquarters EOC	The Centers for Disease Control (CDC) continue to update their COVID-19 guidelines, to include the addition of new symptoms. The revised Active Screening Questionnaire has been updated to reflect new COVID-19 symptoms as recognized by the CDC.	
05/11/20	Headquarters EOC	Message to all staff: Fraudulent Unemployment Claims	The agency has recently become aware that on a nationwide level, including in Washington State, there have been many reports that scammers have been fraudulently claiming COVID-19 unemployment compensation. We know some fraudulent claims have been filed using personally identifiable information (PII) of some staff at DOC. The source of how and when the

05/07/20	Headquarters EOC	Memo to all employees: Expanded Families First COVID-19 Leave & Leave Review Following Secondary Screening	scammers acquired the information of tens-of-thousands of individuals is not yet known, though state and federal law enforcement are looking into it.
05/07/20	Headquarters EOC	Employee job aid: Secondary Screening Vs. Staff Mapping	The purpose of this message is to provide you with answers to some of the common questions we've received about the new leave, explain the process to request leave, as well as provide you with information related to leave review following secondary screening.
05/06/20	Headquarters EOC	Updated - Negotiated Sanction Reviews and Telephonic Hearings Policy Changes Response to COVID-19	Effective immediately, the Department is granting a policy exception to DOC 460.140 Hearings and Appeals , allowing Negotiated Sanction (NS) reviews and hearings to be conducted telephonically or via video conferencing technology (e.g. Skype) rather than in-person, should the need exist. When a NS review or a full hearing is conducted telephonically or via video conferencing, the hearings process and procedures at the time of the actual proceeding will continue to follow DOC 460.140 Hearings and Appeals.
05/06/20	Headquarters EOC	WA State DOC COVID-19 Screening, Testing, and Infection Control Guideline Update (Version 17)	DOC is in continuous communication with DOH to revise the health screening, testing and infection control guidelines. Stakeholders are encouraged to check back frequently for updates to the guidelines as the COVID-19 situation evolves.
05/06/20	Headquarters EOC	Memo to incarcerated individuals: Final Phase of Rapid Reentry Program English/ Spanish	As outlined in my message dated April 16, 2020, Governor Inslee's Proclamation 20-50 Reducing Prison Population directed Corrections to take additional measures to provide more physical distancing. As of May 4, 2020, there have been a total of 682 individuals that have transferred back to the community as a part of the COVID-19 Incarcerated Population Reduction Effort. The steps being taken create additional physical distancing and represent the latest work in the agency's diligent efforts to preserve the health of institutions and all people- staff and incarcerated individuals. The 682 individuals were within six months of their release date and were not currently incarcerated for violent or sex offenses.
05/06/20	Headquarters EOC	Memo to all staff: Final Phase of Rapid Reentry Program	As outlined in my message dated April 16, 2020, Governor Inslee's Proclamation 20-50 Reducing Prison Population directed Corrections to take additional measures to provide

			<p>more physical distancing. As of May 4, 2020, there have been a total of 682 individuals that have transferred back to the community as a part of the COVID-19 Incarcerated Population Reduction Effort. The steps being taken create additional physical distancing and represent the latest work in the agency's diligent efforts to preserve the health of institutions and all people- staff and incarcerated individuals. The 682 individuals were within six months of their release date and were not currently incarcerated for violent or sex offenses.</p>
05/05/20	Headquarters EOC	Disciplinary sanctions related to Commissary privileges have been lifted giving all incarcerated individuals the opportunity to participate in the quarterly food package program for the duration of the COVID-19 crisis.	
05/05/20	Headquarters EOC	Memo to Appointing Authorities: COVID-19 Mapping Guidelines Revision #2	
05/01/20	Headquarters EOC	Memo to all work release residents: Work Release Room and Board English/ Spanish	The Agency understands the implications to reentry for individuals in work release whose employment has been affected by COVID-19. Moving forward, decisions to grant room and board waivers will be based on individual circumstances and full blanket waivers will only be granted when a facility is placed on quarantine status.
05/01/20	Headquarters EOC	Memo to all Superintendents: Updated Information regarding Commissary for Individuals on Isolation or Quarantine	As noted in the Updated PPE Protocols for Patients on Isolation or Quarantine memorandum distributed to All DOC Staff on April 1, 2020, incarcerated individuals on either isolation or quarantine status have the opportunity to place Commissary orders.
05/01/20	Headquarters EOC	Memo to all DOC staff: Extension of Governor Inslee's Stay Home, Stay Healthy Order	As we continue down this uncharted road, the Leadership Team and I want to express our appreciation for your flexibility and commitment to the safety of our staff, incarcerated and supervised individuals, stakeholders, and the general public.
05/01/20	Headquarters EOC	Memo to all incarcerated individuals: Establishment of Regional Care Facilities English/ Spanish	The Washington Department of Corrections (DOC) is taking deliberate steps to continue to mitigate the spread of infection to the incarcerated population, staff and general public. In the event there is a significant increase in the number of COVID-19 cases within Washington's correctional facilities, DOC requested an external agency assessment of the department's operational ability to support an overflow of incarcerated individuals who are diagnosed with COVID-19.

04/30/20	Headquarters EOC	Memo to all DOC staff: Establishment of Regional Care Facilities	The Washington Department of Corrections (DOC) is taking deliberate steps to continue to mitigate the spread of infection to the incarcerated population, staff and general public. In the event there is a significant increase in the number of COVID-19 cases within Washington's correctional facilities, DOC requested an external agency assessment of the department's operational ability to support an overflow of incarcerated individuals who are diagnosed with COVID-19.
04/30/20	Headquarters EOC	Memo to external stakeholders: Establishment of Regional Care Facilities	The Washington Department of Corrections (DOC) is taking deliberate steps to continue to mitigate the spread of infection to the incarcerated population, staff and general public. In the event there is a significant increase in the number of COVID-19 cases within Washington's correctional facilities, DOC requested an external agency assessment of the department's operational ability to support an overflow of incarcerated individuals who are diagnosed with COVID-19.
04/28/20	Headquarters EOC	Memo to incarcerated individuals: Extension of Incarcerated Individual Gratuity English/ Spanish	
04/28/20	Headquarters EOC	Brochure for incarcerated individuals: COVID-19 What You Need to Do when Releasing from a Correctional Facility to the Community English/ Spanish	
04/28/20	Headquarters EOC	Protocol for Decontamination of Keys on Isolation Units	
04/28/20	Headquarters EOC	Updated PPE Guidance version 4	This document is effective immediately 4/27/2020 and supersedes all previous PPE guidance.
04/28/20	Headquarters EOC	Memo to all DOC staff: Annual-In-Service – Online Training	Our response to COVID-19 continues to impact our daily operations, including the cancelation of our instructor led Annual-In-Service (AIS) trainings. I am pleased to announce that our Training and Development Unit (TDU) has converted the following instructor led courses to online trainings.
04/24/20	Headquarters EOC	Memo to Correctional Hearing Officers: Telephonic Hearings Policy Change and Exception in Response to COVID-19	Due to the impacts of COVID-19, the Department continues to identify processes and policy changes that will allow for effectiveness and efficiencies in assisting with providing opportunities to keep staff and those under our supervision safe and healthy.
04/24/20	Headquarters EOC	Memo to All Appointing Authorities: SharePoint Tracking Implementation for Secondary Screening	DOC is migrating the secondary screening process to a SharePoint site for improved tracking of employees as they progress through the secondary screening process. Active Screening logs will be uploaded into the SharePoint site where screeners will update the status of each

04/24/20	Headquarters EOC	WA State DOC COVID-19 Screening, Testing, and Infection Control Guideline Update (Version 16)	<p>employee. Information will be available for appropriate supervisors/roster manager, Human Resources, and payroll representatives from every work location. Occupational Nurses will access the site to expedite contact mapping.</p> <p>DOC is in continuous communication with DOH to revise the health screening, testing and infection control guidelines. Stakeholders are encouraged to check back frequently for updates to the guidelines as the COVID-19 situation evolves.</p>
04/24/20	Headquarters EOC	Memo to all Health Service Staff, Prison Correctional Program Managers, and Superintendents: Releasing Incarcerated Individuals from Isolation to the Community	Checklist for all appropriate steps to take prior to releasing an incarcerated individual from isolation to the community. Includes proper internal classification, Health Service, and transport notifications and communication with external Health Departments. Facility Superintendent and Chief Medical Officer will approve plan prior to release. Includes reference to proper PPE requirements.
04/24/20	Headquarters EOC	Updated PPE Guidance version 3	This document is effective immediately 4/24/2020 and supersedes all previous PPE guidance.
04/24/20	Headquarters EOC	Memo to all Superintendents and Health Services Managers: PPE Spotter Guide for Posting at Isolation and Quarantine Areas	Step-by step equipment list and guide for PPE when entering and exiting isolation and quarantine areas. Includes protocol for decontamination of keys on isolation units. To be posted inside and outside of all entry points for medical isolation and quarantine areas.
4/24/20	Headquarters EOC	The Department of Corrections has developed and approved recommendations to safely provide 14 days separation of all incoming incarcerated individuals from the currently housed population. County jail pick-ups will be reduced to every other week.	<p>Objectives:</p> <ol style="list-style-type: none"> 1. To separate incarcerated individuals by cohort based off day of arrival. 2. To eliminate any interaction with other incarcerated individuals. 3. To minimize movement throughout the facility doing the 14 day separation.
04/24/20	Headquarters EOC	Memo to all incarcerated individuals and all work release residents: Extension of Temporary Changes to the Public Records Act. English / Spanish	Pursuant to the Governor's Proclamation 20-28: COVID-19: Open Public Meetings Act and Public Records Act issued March 24, 2020.
04/24/20	Headquarters EOC	Memo to All DOC Staff: Mandatory LMS Training – Personal Protective Equipment	DOC has established the 04/18/2020 Proper Use of PPE for COVID-19 Video as a mandatory training through the Learning Management System course catalog. The training video demonstrates the proper donning and doffing of PPE and provides critical information regarding the importance of strict adherence to PPE protocols.
04/24/20	Headquarters EOC	WA State DOC COVID-19 Mental Health/Psychiatry Response Guideline Version 3 (April 23, 2020)	Updated to reflect changes for management of those on isolation/quarantine status who are determined to need to be placed on a suicide watch. Watches will occur in Close Observation

			Areas. In-Patient Unit, Negative Pressure rooms, and Restrictive Housing cells may be used if a COA cell is not available.
04/23/20	Headquarters EOC	Memo to all prisons staff: Face Covering Use by Incarcerated Individuals	Since the issuance of face covering kits to the incarcerated population statewide, there have been many questions brought forth regarding the wearing and appropriate use of the face coverings. Recognizing that various individual situations occur related to the face coverings it is not possible to cover every type of situation our staff may encounter. This memo provides additional advice on how to address issues regarding the face coverings.
04/22/20	Headquarters EOC	WA State DOC COVID-19 Screening, Testing, and Infection Control Guideline Update (Version 15)	DOC is in continuous communication with DOH to revise the health screening, testing and infection control guidelines. Stakeholders are encouraged to check back frequently for updates to the guidelines as the COVID-19 situation evolves.
04/22/20	Headquarters EOC	Memo to all incarcerated individuals: Phone Use for those on Medical Isolation Status English/ Spanish	Incarcerated individuals being placed into medical isolation shall be able to take personal belongings with them as appropriate, to include their address book, pen and paper, and their JPay players, in order to maintain contact with loved ones. However, we also understand that phone contact is crucial, especially in situations such as this.
04/22/20	Headquarters EOC	Memo to all Superintendents: Phone Use for those on Medical Isolation Status	Incarcerated individuals being placed into medical isolation shall be able to take personal belongings with them as appropriate, to include their address book, pen and paper, and their JPay players, in order to maintain contact with loved ones. However, we also understand that phone contact is crucial, especially in situations such as this.
04/21/20	Headquarters EOC	Rapid Reentry Handbook: A guide for individuals transferring from incarceration to the community in response to COVID-19 English/ Spanish	
04/18/20	Headquarters EOC	Memo to all staff: Proper Use of PPE for COVID-19 Video	As the coronavirus (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. All staff are required to watch the PPE video and understand protection requirements to ensure safe operations
04/18/20	Headquarters EOC	Memo to: all incarcerated individuals and all work release residents: Appropriate Use of Hand Sanitizer English/ Spanish	

04/18/20	Headquarters EOC	Memo to all Community Corrections Staff: Transfer of Incarcerated Individuals to the Community	
04/18/20	Headquarters EOC	Memo to all McNeil Island Stewardship staff: Confirmed Positive Case at Special Commitment Center	
04/17/20	Headquarters EOC	Updated PPE Guidance	This document is effective immediately 4/17/2020 and supersedes all previous PPE guidance
04/17/20	Headquarters EOC	Memo to incarcerated individuals: Mandatory Use of Face Coverings (English and Spanish)	Consistent with our continued efforts to protect everyone's health, this memorandum directs the mandatory use of face coverings by incarcerated individuals in our facilities. This means you must wear a face covering any time you are outside of your cell/room. If you live in an open-bay type area, you must wear a face covering anytime you leave your assigned bunk.
04/17/20	Headquarters EOC	Memo to all Superintendents: Duty Options for High Risk Employees	
04/16/20	Headquarters EOC	Memo to all staff: Upcoming Transfer of Individuals Back to the Community	The Washington Department of Corrections is planning for the transfer of incarcerated individuals back to their communities. The goal in transferring a limited number of individuals to the community is to provide more physical distancing within the state's correctional facilities.
04/16/20	Headquarters EOC	Memo to incarcerated individuals: Use of Mandatory Savings Account English/ Spanish	
04/16/20	Headquarters EOC	Memo to incarcerated individuals: Upcoming Transfer of Individuals Back to the Community English/ Spanish	
04/16/20	Headquarters EOC	Memo to incarcerated individuals: Extension of Free Phone Calls English/ Spanish	
04/15/20	Headquarters EOC	Memo to incarcerated individuals: Additional Soap Dish Approval English/ Spanish	An exception is being granted to DOC 440.000 Personal Property for Offenders, Attachments 1 and 2, Maximum Allowable Personal Property Matrix for both Men's and Women's facilities, to allow up to two (2) soap dishes (an increase of one) for those in Minimum, Medium, and Close custody facilities.
04/15/20	Headquarters EOC and DSHS	Memo to DSHS Community Services Division, DOC Prisons Division, DOC Reentry Division: Expedited Access to Public Benefits for Incarcerated Individuals	As part of our statewide response to the COVID-19 crisis, the Department of Corrections (DOC) will begin to implement rapid reentry transfers to a portion of the prison population that meet a specified criteria. Over the coming weeks, a number of incarcerated individuals will be transferred into our communities. To ease and aid in that transition, the DSHS Community Services Division has entered into a temporary agreement

			with the DOC to expedite the application for public benefits programs for this group of individuals.
04/15/20	Headquarters EOC	WA State DOC COVID-19 Screening, Testing, and Infection Control Guideline Update (Version 14)	DOC is in continuous communication with DOH to revise the health screening, testing and infection control guidelines. Stakeholders are encouraged to check back frequently for updates to the guidelines as the COVID-19 situation evolves.
04/14/20	Headquarters EOC	Memo to all prisons staff: Personal Protective Equipment Ordering Process in Prisons	
04/14/20	Headquarters EOC	Memo to all staff: Employees at Higher Risk for Severe Illness (Proclamation)	As Secretary Sinclair shared with you in a memorandum on Friday, April 10, 2020 (attached), we are committed to supporting our employees at highest risk of serious complications from COVID-19.
04/14/20	Headquarters EOC	Memo to all staff: Revised Return to Work Process Letter	Secondary screening protocols have been in place statewide since March 21, 2020. In response to questions and to provide clarity, changes have been made to the return to work process letter provided to employees denied access to their facility
04/14/20	Headquarters EOC	Memo to all staff: Revised Return to Work Process Letter	
04/14/20	Headquarters EOC	Memo to all Appointing Authorities: Asking Active Screening Questions Verbatim	
04/14/20	Headquarters EOC	Memo to all staff: 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
04/14/20	Headquarters EOC	Memo to incarcerated individuals: New & Extended JPay Offerings English/ Spanish	DOC and JPay continue to partner to provide even more e-messaging and video visitation assistance to help you stay connected during the coming weeks.
04/13/20	Headquarters EOC	Approval for allowance for incarcerated individuals to purchase TV's and accessories for those who have active sanctions in place.	Incarcerated individuals who have commissary/property related sanction will be permitted to purchase TV and related accessories and maintain in cell.
04/14/20	Headquarters EOC	Memo to incarcerated individuals: Dental Modification to DOC Dental Services English/ Spanish	Stakeholders are encouraged to check back frequently for updates to the Dental Services Protocol as the COVID-19 situation evolves.
04/13/20	Headquarters EOC	Memo to work release residents: Work Release Room and Board. English/ Spanish	
04/13/20	Headquarters EOC	Memo to all incarcerated individuals at stand-alone and co-located camps: Increasing Abilities for Social Distancing English/ Spanish	

04/13/20	Headquarters EOC	Memo to All Superintendents: WA DOC COVID -19 Emergency Transportation Schedule	In an effort to reduce the risks specifically associated with current weekly scheduled routes, the Department is implementing an Emergency COVID-19 Facility Transportation Bus Schedule.
04/13/20	Headquarters EOC	Agency decision made to continue to compensate incarcerated individuals who work class IV jobs despite COVID related interruption.	
04/13/20	Headquarters EOC	Memo to All Prisons Staff: Increasing Abilities for Social Distancing	Prisons is working to protect our employees and incarcerated persons by decreasing the density of persons in living areas.
04/10/20	Headquarters EOC	Memo to all DOC employees: Families First Coronavirus Response Act (FFCRA) Resources	The FFCRA requires certain employers, which includes state agencies, to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19.
04/13/20	Headquarters EOC	DOC 03-113 JPay notified DOC of several steps they have taken to improve the ability to accommodate the increased volume of video visitation occurring in Washington prisons.	Added 2 additional servers, increased threads on each server to improve throughput and performance, added additional engineers with expertise who have expertise in real time communication and monitoring live sessions to correct platform issues when identified.
04/10/20	Headquarters EOC	Memo to all staff: Employees at Higher Risk for Severe Illness	
04/10/20	Headquarters EOC	Memo to incarcerated individuals: DOC Response to COVID-19 Message from Health Services English/ Spanish	
04/10/20	Headquarters EOC	Memo to Appointing Authorities: Supporting Our Employees at Higher Risk Due to COVID-19	
04/10/20	MCC-MSU MCC-IMU	Sonja Hallum Office of the Governor, Joanna Carns Office of the Correction Ombuds, Representative Roger Goodman, tour MCC-Minimum Security Unit and MCC Intensive Management Unit with Superintendents Mike Obenland, Jack Warner, Dr. Kariko and Dr. Strick.	The group toured all living units at MCC-MSU and MCC-IMU to talk with the incarcerated population and tier reps, discussion included concerns related to DOC COVID-19 response.
04/10/20	Headquarters EOC	Memo to Classification Counselors and Work Release Supervisors: PREA Risk Assessments	
04/10/20	Headquarters EOC	Memo to all staff: Mandatory Use of Face Coverings – ALL DOC Locations	
04/10/20	Headquarters EOC	Memo to all Superintendents and all Work Release Supervisors: Mandatory Use of Face Coverings for All Persons in DOC Facilities	
04/09/20	Headquarters EOC	Cleaning and Disinfecting Guidance	During the COVID-19 response it is essential that employees and incarcerated individuals adhere to Centers for Disease Control (CDC) cleaning and disinfecting guidelines and recognize the

04/09/20	Headquarters EOC	GTL phone company notified some prison facilities are experiencing technical issues with incarcerated phone lines.	difference between cleaning and disinfecting surfaces. GTL assessing and repairing technical issues.
04/09/20	Monroe Correctional Complex- Minimum Security Unit (MCC-MSU)	Chief Medical Officer Dr. Kariko and Infectious Control Physician Dr. Strick meeting with incarcerated population at MCC-MSU.	Discussing DOC priority response of maintaining health and welfare of incarcerated population. Discussion regarding vulnerable populations and concept of protective isolation, initiating moves to ensure the safety of vulnerable incarcerated men.
04/09/20	Headquarters EOC	Memo to Appointing Authorities: Supervisor Guidance – For Employees Absent	
04/09/20	Headquarters EOC	Additional CDC posters posted in prisons. Clean Hands: English/Spanish Coronavirus Fact Sheet: English Slow the Spread of Germs: English/Spanish	
04/09/20	Headquarters EOC	Memo to incarcerated individuals: Incarcerated Individual Gratuity – Follow Up English/ Spanish	
04/08/20	Headquarters EOC	PRESS RELEASE: Disturbance at Monroe Correctional Complex Under Control	
04/08/20	Headquarters EOC	Employee Telework Guidance Frequently Asked Questions (FAQ) v.1	
04/08/20	Headquarters EOC	Memo to All Staff: COVID-19 Mapping Guidelines	
04/08/20	Headquarters EOC	Chief Medical Officer Dr. Kariko and Infectious Control Physician Dr. Strick conducted a Skype session with MCC-MSU incarcerated population.	Question and answer session regarding COVID-19, screening, testing and DOC priority response to maintain safety of the impacted population.
04/08/20	Headquarters EOC	Memo to all Appointing Authorities: COVID-19 Mapping Guidelines	
04/07/20	Headquarters EOC	PRESS RELEASE: Additional Positive COVID-19 Tests for Incarcerated Individuals within Monroe Correctional Complex	
04/07/20	Headquarters EOC	WA State DOC COVID-19 Screening, Testing, and Infection Control Guideline Update (Version 13)	DOC is in continuous communication with DOH to revise the health screening, testing and infection control guidelines. Stakeholders are encouraged to check back frequently for updates to the guidelines as the COVID-19 situation evolves.
04/06/20	Headquarters EOC	Memo to Community Corrections Staff: Changes to Conditional Releases in Response to COVID-19	
04/05/20	Headquarters EOC	PRESS RELEASE: First Positive COVID-19 Test for Incarcerated	

04/05/20	Headquarters EOC	Individual within Washington State Correctional Facility Memo to all staff: First Positive COVID-19 Test for Incarcerated Individual within Washington State Correctional Facility	
04/03/20	Headquarters EOC	Memo to incarcerated individuals: Voluntary N95 Respirator General Use – English/ Spanish	
04/03/20	Headquarters EOC	Memo to all staff: Voluntary N95 Respirator General Use	
04/03/20	Headquarters EOC	WA State DOC COVID-19 Screening, Testing, and Infection Control Guideline Update (Version 12)	DOC is in continuous communication with DOH to revise the health screening, testing and infection control guidelines. Stakeholders are encouraged to check back frequently for updates to the guidelines as the COVID-19 situation evolves.
04/03/20	Headquarters EOC	Memo to all Superintendents: Commissary for Individuals on Isolation or Quarantine	
04/03/20	Headquarters EOC	Memo to incarcerated individuals: Commissary for Individuals on Isolation or Quarantine – English/ Spanish	
04/03/20	Headquarters EOC	COVID-19 DOC Dental Services Protocol Version 4 (April 2, 2020)	Stakeholders are encouraged to check back frequently for updates to the Dental Services Protocol as the COVID-19 situation evolves.
04/02/20	Headquarters EOC	Expansion of FMLA and Sick Leave Due to the Federal Families First Coronavirus Response Act (FFCRA)	
04/02/20	Headquarters EOC	Protocols for Transport, Property Management and Safety in Response to COVID-19	Memo to Community Corrections Staff
04/02/20	Headquarters EOC	Protocols for Transport, Property Management and Safety in Response to COVID-19	Memo to CPA/GRE/Corrections Specialists
04/01/20	Headquarters EOC	Updated Employee PPE Protocols for Patients on Isolation or Quarantine	
03/31/20	Headquarters EOC	Active Screening – Administrative Leave Approval	
03/31/20	Headquarters EOC	Memo to all staff: Screening Follow Up	
03/30/20	Headquarters EOC	Memo to incarcerated individuals at work release: Money Orders English/ Spanish	
03/30/20	Headquarters EOC	Memo to Appointing Authorities: Exception To Policy-Annual Leave Accruals Over 240 Hours	The purpose of this message is to inform you of an exception that has been authorized to approve leave extensions in accordance with DOC Policy 830.100 Leave and the Collective Bargaining Agreements.
03/30/20	Headquarters EOC	Memo to All Staff: Rapid Staff Hiring	The impacts of COVID-19 on our staffing levels will continue over the coming months. In an

			effort to mitigate staffing shortages, we are implementing an expedited hiring and training process for “Limited-Scope Correctional Officer 1” positions.
03/30/20	Headquarters EOC	WA State DOC COVID-19 Mental Health/Psychiatry Response Guideline Version 2 (March 26, 2020)	In conjunction with the Guideline for a medical response, this plan will provide support for the emotional well-being of incarcerated individuals during various levels of quarantine/isolation, if Required. Stakeholders are encouraged to check back frequently for updates to the guidelines as the COVID-19 situation evolves.
03/30/20	Headquarters EOC	Memo to incarcerated individuals: Money Orders - English/ Spanish	
03/30/20	Headquarters EOC	WA State DOC COVID-19 Screening, Testing, and Infection Control Guideline Update (Version 11)	DOC is in continuous communication with DOH to revise the health screening, testing and infection control guidelines. Stakeholders are encouraged to check back frequently for updates to the guidelines as the COVID-19 situation evolves.
03/28/20	Headquarters EOC	Incarcerated Patient at Snohomish County Medical Center Tests Positive for COVID-19 – English/ Spanish	
03/27/20	Headquarters EOC	Temporary Changes to the Public Records Act – English/ Spanish	
03/27/20	Headquarter EOC	Employee PPE Protocols for Patients on Isolation or Quarantine	
03/27/20	Headquarters EOC	Memo to incarcerated individuals: Temporary Prison Rape Elimination Act (PREA) Reporting and Support Services - English/ Spanish	
03/27/20	Headquarters EOC	Memo to all staff: EPA Approved COVID-19 Cleaning & Sanitizing Products	
03/27/20	Headquarters EOC	Memo to incarcerated individuals: Incarcerated Individual Gratuity – English/ Spanish	
03/27/20	Headquarters EOC	Memo to Superintendents, Local Business Advisors and CI Corporate Management Team: Incarcerated Individual Gratuity	
03/27/20	Headquarters EOC	Revised Transportation Schedule for Pierce County Jail	In response to the current COVID-19 crisis, DOC will reduce the frequency of transports to/from the Pierce County Jail.
03/27/20	Headquarters EOC	Revised Transportation Schedule for Kitsap County Jail	In response to the current COVID-19 crisis, DOC will reduce the frequency of transports to/from the Kitsap County Jail.
03/27/20	Headquarters EOC	Revised Transportation Schedule for King County Jail	In response to the current COVID-19 crisis, DOC will reduce the frequency of transports to/from the King County Jail.

03/27/20	Headquarters EOC	Memo to Superintendents: Fee-Based Indoor and Outdoor Weightlifting Program Refunds	
03/26/20	Headquarters EOC	Memo to incarcerated individuals: Fee-Based Indoor and Outdoor Weightlifting Program Refunds – English/ Spanish	
03/26/20	Headquarters EOC	Expanded list of cancelled instructor-led trainings	Update to the list of instructor-led trainings.
03/25/20	Headquarters EOC	WA State DOC COVID-19 Screening, Testing, and Infection Control Guideline Update (Version 10)	DOC is in continuous communication with DOH to revise the health screening, testing and infection control guidelines. Stakeholders are encouraged to check back frequently for updates to the guidelines as the COVID-19 situation evolves.
03/25/20	Headquarters EOC	Revised Daily Bus Transportation Schedule	
03/24/20	Headquarters EOC	DOC 420.380 Drug/Alcohol Testing	Memo to incarcerated individuals
03/24/20	Headquarters EOC	Reentry Division memo about Room and Board Waiver for Work Release Residents	Memo to work release residents and staff
03/24/20	Joint Information Center	Community Corrections Division reduces some supervision in response to COVID-19	Press release
03/24/20	Headquarters EOC	MCC Facility Violator Booking and Housing Protocol	
03/24/20	Headquarters EOC	WSP Facility Violator Booking and Housing Protocol	
03/24/20	Headquarters EOC	DOC Policy 420.380 Drug/Alcohol Testing	
03/23/20	Headquarters EOC	Governor Inslee’s Stay Home, Stay Healthy Proclamation	
03/23/20	Headquarters EOC	Robert Herzog, Julie Martin, Updated COVID-19 Information	Memo to incarcerated individuals
03/23/20	Headquarters EOC	Robert Herzog, Julie Martin, memo Social Distancing Protocols Amendment.	
3/23/20	Headquarters EOC	Secretary Sinclair, Implementation of Secondary Screening for Employees.	
3/23/20	Headquarters EOC	Social Distancing Protocols Amendment	
3/23/20	Headquarters EOC	Mac Pevey, memo to Criminal Justice Partners.	Community Corrections Operational Changes in Response to COVID-19.
3/23/20	Headquarters EOC	Policy Group Meeting	
3/23/20	Headquarters EOC	Command and General Staff Meeting	
3/23/20	Headquarters EOC	Operational Briefing	

03/21/20	Headquarters EOC	Memo to appointing authorities: Secondary Screening Implementation	
3/20/20	Headquarters EOC	DOC.WA.GOV updated, COVID-19 Testing Among Incarcerated Population.	
3/20/20	Headquarters EOC	Robert Herzog/Julie Martin memo, Suspension of Volunteer Services in Prisons	
3/20/20	Headquarters EOC	Robert Herzog/Julie Martin memo, Dry Cell Watch Medical Assessments	Frequency of nursing checks for individuals on dry cell watch.
3/20/20	Headquarters EOC	Robert Herzog/Julie Martin memo, Activities for Individuals on Quarantine Status.	Approved activities and associated hygiene standards.
3/20/20	Headquarters EOC	Contract employee at Peninsula Work Release confirmed positive COVID-19.	DOC Covid-19 confirmed employee cases (4) : 1 MCC 1 HQ 2 Peninsula Work Release 0 Incarcerated/supervised individuals confirmed
3/20/20	Headquarters EOC	Robert Herzog memo, Social Distancing Protocols in Prisons	To provide for the safety of staff, incarcerated individuals and the general public.
3/20/20	Headquarters EOC	Policy Group Meeting	
3/20/20	Headquarters EOC	Command and General Staff Meeting	
3/20/20	Headquarters EOC	Operational Briefing	
3/19/20	Headquarters EOC	Rob Herzog memo to all incarcerated individuals, COVID-19 updates including GTL and JPay free and reduced opportunities – English/ Spanish	Updates on COVID-19, Health Services, Phones, and JPay information. Health Care co-pay for COVID-19 testing and treatment will be waived.
3/19/20	Headquarters EOC	Received new Health Services COVID-19 health screening, testing and infection control guidelines criteria (V8).	DOC is in continuous communication with DOH to revise the health screening, testing and infection control guidelines. Stakeholders are encouraged to check back frequently for updates to the guidelines as the COVID-19 situation evolves.
3/19/20	Headquarters EOC	Rob Herzog/Julie Martin, memo to all Superintendents, regarding drug testing in prisons.	Change in prison Drug/Alcohol Testing Protocols.
3/19/20	Headquarters EOC	Rob Herzog/Julie Martin, memo regarding WCCW operations.	Change in operation regarding violator management, body scanner and dry cell watch process at WCCW.
3/19/20	Headquarters EOC	EST briefing	
3/19/20	Headquarters EOC	Robert Herzog, memo to all Superintendents and Transportation Unit Staff.	Screening and Transport sanitation expectations.

3/19/20	Headquarters EOC	Mac Pevey, memo to CCD staff operational changes in response to COVID-19.	Memo supersedes memo dated March 13, 2020 with same subject line, major changes in operations, review carefully.
3/19/20	Headquarters EOC	Secretary Sinclair, memo to all staff expanded list of cancelled instructor led trainings.	In light of COVID-19 and social distancing guidelines, the list of instructor-led trainings is expanded.
3/19/20	Headquarters EOC	Mac Pevey, memo to CCD staff clarifying drug testing protocols for Community Corrections Division.	
3/19/20	Headquarters EOC	Operational Briefing	
3/18/20	Headquarters EOC	Training and Development Administrator Jason Aldana notifies the ICP, CWC facility days are suspended effective immediately.	
3/18/20	Headquarters EOC	Secretary Sinclair memo to All Staff	Third confirmed case of COVID-19 reported by Corrections Employee, Peninsula Work Release.
3/18/20	Headquarters EOC	ISRB notifies, all release hearings scheduled in April will be completed via Skype.	
3/18/20	Headquarters EOC	EST briefing	
3/18/20	Headquarters EOC	Julie Martin, Robert Herzog memo to all Superintendents and Health Manager Staff.	COVID-19 Special Population Units Guideline, all facility infirmaries, CRCC Sage Unit and AHCC K Unit (55+ older)
3/18/20	Headquarters EOC	Executive Strategy Team decision, implementation of changes to DOC policy 420.380 Drug/Alcohol Testing (effective date 3/25/20) delayed until further notice.	
3/18/20	Headquarters EOC	Policy group meeting	
3/18/20	Headquarters EOC	Secretary Sinclair memo to All Staff	Active Screening Protocol and the use of administrative leave.
3/18/20	Headquarters EOC	Received new Health Services COVID-19 health screening, testing and infection control guidelines criteria (V7).	DOC is in continuous communication with DOH to revise the health screening, testing and infection control guidelines. Stakeholders are encouraged to check back frequently for updates to the guidelines as the COVID-19 situation evolves.
3/18/20	Headquarters EOC	Command and General Staff meeting	
3/18/20	Headquarters EOC	Operational Briefing	
3/17/20	Headquarters EOC	ICP receives COVID-19 DOC Mental Health Plan.	Shared with all Superintendents. Stakeholders are encouraged to check back frequently for updates to the mental health plan as the COVID-19 situation evolves.
3/17/20	Headquarters EOC	Secretary Sinclair all staff memo	All COVID-19 resources now located at DOC.WA.GOV

3/17/20	Headquarters EOC	Planning Group Meeting	
3/17/20	Headquarters EOC	EST briefing	
3/17/20	Headquarters EOC	ICP receives COVID-19 DOC Dental Services Protocol (v2). Shared revised criteria with all healthcare staff and Appointing Authorities.	Stakeholders are encouraged to check back frequently for updates to the Dental Services Protocol as the COVID-19 situation evolves.
3/17/20	Headquarters EOC	Thermometers in place in CCD sections 1-7 to include Work Release facilities for enhanced screening implementation.	
3/17/20	Headquarters EOC	Command and General Staff meeting	
3/17/20	Headquarters EOC	SEOC advises via situation report has filled 11% of resource requests from state agencies.	As of this writing, 802 resource requests have been received—an increase of about 112 since this time yesterday. About 11% of these requests have been Filled (on scene or completed status). The cumulative status of resource requests in the Resource Tracker (WebEOC) is as follows: Unassigned = 3 Accepted = 127 Assigned = 555 Completed = 76 In Transit = 2 On Scene = 14 Cancelled = 32
3/17/20	Headquarters EOC	Received new Health Services COVID-19 screening criteria (V5).	Shared revised criteria with all healthcare staff and Appointing Authorities.
3/17/20	Headquarters EOC	Operational Briefing	
3/17/20	Headquarters EOC	Tacoma Community College (TCC) notification to WCCW and MCCW staff and incarcerated population cancellation of classes for the remainder of winter quarter. TCC staff will work from home (3/16-3/20).	
3/16/20	Headquarters EOC	American Behavioral Health Systems (ABHS) Spokane, notification to DOC, closure of outpatient services	
3/16/20	Headquarters EOC	COVID-19 DOC Dental Services Protocol.	
3/16/20	Headquarters EOC	Planning Meeting	
3/16/20	Headquarters EOC	EST briefing	
3/16/20	Headquarters EOC	Mac Pevey, memo to CCD staff implementation of enhanced screening process.	

3/16/20	Headquarters EOC	Susan Leavell, memo to Reentry	Operational changes, active screening.
3/16/20	Headquarters EOC	Susan Leavell, memo to Work Release Staff.	Operational changes restricting/limiting movement in the community.
3/16/20	Headquarters EOC	Robert Herzog, Julie Martin memo to all prisons, enhanced screening station implementation plan.	Prior to entry into work location all individuals must process through screening stations.
3/16/20	Headquarters EOC	Command and General Staff meeting	
3/16/20	Headquarters EOC	Susan Leavell memo to all CPR/GRE staff	Operational changes
3/16/20	Headquarters EOC	Agency briefing	New IAP and objectives shared with group.
3/15/20	Headquarters EOC	Secretary Sinclair, all staff memo	Updated Enhanced Screening: DOC response to COVID-19 March 15, 2020
3/15/20	Headquarters EOC	DOC Response to COVID-19 - March 15, 2020	Message to all incarcerated individuals
3/15/20	Headquarters EOC	Secretary Sinclair, all staff memo	Encouraging Telework for Eligible Employees
3/15/20	Headquarters EOC	Secretary Sinclair, all HQ message	Staying healthy and safe
3/15/20	Headquarters EOC	All 12 prisons have implemented the active screening process.	
3/15/20	Headquarters EOC	Active screening in place in some DOC locations where resources are available. Facilities that have not yet sourced resources will use passive screening measures until active screening resources are in place.	Reduced access points, prior to entry to work location all individuals must process through active/passive screening stations.
3/15/20	Headquarters EOC	Notification from MCC, 1 employee who was thought to be positive for COVID-19 has informed initial results are false positive and they do not have the COVID-19 virus.	Updated employee active cases: 1 MCC 1 HQ Those under our care: There are no confirmed cases of incarcerated or supervised individuals.
3/14/20	Headquarters EOC	Command and General staff meeting	Incident Commander Danielle Armbruster Deputy Incident Commander Greg Miller Operations Section Chief Jamison Roberts Planning Section Chief Charlotte Headley Logistics Section Chief Jeff Ford Safety John Watts
3/14/20	Headquarters EOC	Organizational structure meeting	
3/14/20	Headquarters EOC	Notification of MCC employee positive test result for COVID-19.	
3/14/20	Headquarters EOC	I/C Armbruster approves annual in-service classes which are currently delivered as instructor-led classes, to be converted to online classes.	PREA Prison Safety Sexual Harassment for Managers EMS Suicide Prevention

			Verbal De-escalation for CCD
3/13/20	Headquarters EOC	ICP Receives 40 no touch thermometers for implementation of active screening of employees.	Prior to any person entering a prison, administrative office, work release facility, training center etc. active screening measures will take place as resources become available in specific locations.
3/13/20	Headquarters EOC	Notification of HQ 3 rd floor employee positive test result for COVID-19.	
3/13/20	Headquarters EOC	Message to all staff suspending some in-service classes	
3/13/20	Headquarters EOC	Appointing Authority and HR conference call.	
3/13/20	Headquarters EOC	Request to SEOC for resources	2 boxes medium Tyvek Proshield Coveralls 2 boxes large Tyvek Proshield Coveralls 2 boxes Tyvek Proshield Coveralls 2 boxes 2xl Tyvek Proshield Coveralls Order #WA-202031317305
3/13/20	Headquarters EOC	Command and General staff meeting	Incident Commander Danielle Armbruster Deputy Incident Commander Greg Miller Operations Section Chief Jamison Roberts Planning Section Chief Charlotte Headley Logistics Section Chief Chris Welch
3/13/20	Headquarters EOC	Request to SEOC for resources	Three month supply of hand sanitizer (5031 units) Clorox Wipes (4335 units), individual Purell Wipes (4119 units) Lysol Spray (273 units). Order number WA-202031217369.
3/13/20	Headquarters EOC	Washington State Library notification temporary suspension of library services in all prisons.	“In an abundance of caution, the WSL will temporarily close the libraries at the prisons to give them time to consider plans for modified services, protecting their staff from exposures while still trying to assist in reducing idleness and boredom in our population.”
3/13/20	Headquarters EOC	Message to prisons Appointing Authorities from Rob Herzog.	Provides additional clarification referencing contractor work that is occurring within your prisons e.g. capital projects, emergency repairs, deliveries, etc. being done by private contractors/vendors. We do not intend at this time to disrupt facility infrastructure repairs and projects (capital or minor works etc.) being completed by contractors. So if you currently have projects that are occurring or have vendors that you rely upon for a variety of services (example: porta potty service at WCC for porta potty’s within the perimeter) critical to maintain continued operations you are authorized to approve that continued work/service
3/13/20	Headquarters EOC	Secretary Sinclair message to all interested parties regarding first confirmed staff case of COVID-19 MCC-WSRU.	Message individually provided to labor organizations, OCO, statewide family council, local family councils, posted for incarcerated

3/13/20	Headquarters EOC	Mac Pevey provides Community Corrections Division (CCD) message to all CCD staff.	viewing, shared at local levels with red badge volunteers. Suspension of all DOC staff facilitated offender change groups statewide. This suspension includes all Thinking 4 Change (T4C) and Sex Offender Treatment (SOTAP) groups. It is the expectation that facilitators and therapists contact the participants and inform them of the suspension of programming.
3/13/20	Headquarters EOC	Message to OCO	Notification of suspending visitation at all correctional facilities in Washington, including extended family visits (EFV). Corrections has authorized reimbursement for families scheduled for EFVs; restricting access for all individuals, with the exception of employees/contract staff and legal professionals, to the Monroe Correctional Complex, Washington Corrections Center and Washington Corrections Center for Women; and suspending all tours and events involving four or more outside guests at all facilities.
3/13/20	Headquarters EOC	Operations briefing	
3/12/20	Headquarters EOC	Communication to employees, visitors, incarcerated population, Statewide Family Council, Ombuds office, Legislators, and media suspending visitation at all correctional facilities in Washington, including extended family visits (EFV). Corrections has authorized reimbursement for families scheduled for EFVs; Restricting access for all individuals, with the exception of employees/contract staff and legal professionals, to the Monroe Correctional Complex, Washington Corrections Center and Washington Corrections Center for Women; and suspending all tours and events involving four or more outside guests at all facilities.	
3/12/20	Headquarters EOC	General Staff meeting	
3/12/20	Headquarters EOC	Governor Inslee press conference	All K-12 schools King, Pierce and Snohomish Counties cancelled through April 24, 2020
3/12/20	Headquarters EOC	All staff message published	
3/12//20	Headquarters EOC	Policy group meeting	
3/12//20	Headquarters EOC	Notification to ICP, WCCW Close Custody Unit (CCU) placed on quarantine, one incarcerated individual presenting symptoms, isolated from CCU.	

3/12//20	Headquarters EOC	Notification of MCC employee positive test result for COVID-19.	
3/12/20	Headquarters EOC	Logistics Section Chief sources vendor, Tenspros.com for 96 infrared ear and forehead thermometers.	Jim Ronnse Health Services reviews and approves sourced thermometer.
3/12/20	Headquarters EOC	Request placed with SEOC for thermometer resources.	Request # 202031212446
3/12/20	Headquarters EOC	Logistics placed order with GoVetsDirect.com for 80 no touch thermometers, for active screening.	Order cancelled by vendor, out of stock.
3/12/20	Headquarters EOC	Open ICP's in prisons at noon today	
3/12/20	Headquarters EOC	Conference call facility Superintendents	Activate Incident Command Post (ICP) at each prison, one ICP for Work/Training Release, and one ICP for CCD hours of operation Monday thru Friday 0800-1700.
3/12/20	WCCW	ICP open at WCCW, Close Custody Unit (CCU) on isolation, and one incarcerated person symptomatic, awaiting test results.	Lt. Simons Incident Commander
3/12/20	Headquarters EOC	CCD strategy meeting	Danielle Armbruster, Kristine Skipworth, Mac Pevey, Jamison Roberts, Greg Miller, Charlotte Headley, Tom Fithian.
3/12/20	Headquarters EOC	Morning briefing	Review of objectives, significant events, situation tracking, and section chiefs' report out, initiate action group.
3/11/20	Headquarters EOC	Agency briefing	Command and General Staff
3/11/20	Secretary's office Communications Meeting	Set expectation for regular staff messaging to occur by 10am Tuesdays and Thursdays	Steve Sinclair, Danielle Armbruster, Julie Martin
3/11/20	Headquarters EOC	Logistics placed order with The Smart Shop for 80 no touch thermometers, for active screening.	Order cancelled by vendor, out of stock.
3/11/20	Secretary's office	Governor's policy group call	Steve Sinclair, Danielle Armbruster, Greg Miller
3/11/20	Headquarters EOC	Sent DOH educational flyers to all divisions for posting in public areas to provide additional communication regarding common preventative measures everyone can take.	Susan Biller
3/11/20	Headquarters EOC	Logistics placed order with Amazon.com for 80 no touch thermometers, for active screening.	Order cancelled by vendor, out of stock.
3/11/20	Headquarters EOC	Received new Health Services COVID-19 screening criteria (V4).	Shared revised criteria with all healthcare staff and Appointing Authorities
3/11/20	Headquarters EOC	Executive Strategy Team briefing	Command and General Staff
3/10/20	Headquarters EOC	Agency briefing	Command and General Staff
03/10/20	Headquarters EOC	Finalized Incident Action Plan, revised objectives.	Command and General Staff
3/10/20	Department of Health	Greg Miller meeting with DOH	Incident management, identify future resource needs.

3/10/20	Headquarters EOC	Briefing with Appointing Authorities and Human Resource Manager	Conference call
3/10/20	Secretary's Office	Interagency meeting to discuss 24 hour operation agencies and consensus moving forward. DCYF, DSHS, DVA, OFM.	Steve Sinclair, Danielle Armbruster, Charlotte Headley
03/10/20	Policy Group	Policy group decisions regarding large group events, meetings, training, active and passive screening.	All staff message to be published 3/12/20
03/10/20	Headquarters EOC	Executive Strategy Team (EST) briefing	EST, Command and General Staff, planning group.
3/9/20	Headquarters EOC	Provided response to Senate Republican Caucus "is DOC doing any testing upon entry to Shelton/Purdy and then upon transfer to other facilities? What kind of testing capacity does DOC have, is DOC implementing preventative measures?"	PIO Janelle Guthrie provided response via email approved by IC Danielle Armbruster
3/9/20	Headquarters EOC	EOC briefed on the status of all regional and county jails. DOC is currently able to manage the violators within existing systems and existing beds.	
3/9/20	Headquarters EOC	Updated WA DOC COVID-19 screening, testing and infection control guidelines provided to health services staff and superintendents. Health services provides ICP with updated medical screening criteria (V3).	
3/9/20	Headquarters EOC	Communication via email to all facilities directing all negative pressure rooms to be reserved for medical purposes only. Any patients currently housed in negative pressure rooms should be relocated.	All Superintendents, all Health Services Facility, Medical Directors.
3/6/20	Headquarters EOC	Conducted conference call with all appointing authorities and Human Resource managers	Shared operational and workplace guidance in response to Novel Coronavirus document from OFM
3/6/20	Headquarters EOC	Strategy for Grand Mound Thurston County meeting 3/7/20 finalized with Jeremy Barclay, DOH representative will attend to respond to COVID 19 related questions at community meeting.	
3/6/20	Headquarters EOC	Published memo to incarcerated population regarding agency direction to follow routine flu precautions and report if you are feeling ill – English / Spanish	
3/6/20	Correctional Industries	Submitted food service, manufacturing and commissary plan to planning team.	
3/6/20	Headquarters EOC	Updated WA DOC COVID-19 screening, testing and infection control	

		guidelines provided to health services staff and superintendents. Health services provides ICP with updated medical screening criteria version 2.	
3/6/20	Headquarters EOC	EOC provides clear direction to Prisons regarding visit program operations.	Provided visit staff with 3 screening questions to ask visitors/volunteers prior to entry into prisons as well as criteria of when to deny entrance of a visitor/volunteer.
3/6/20	Headquarters EOC	Communicated CCD Violator transport directive.	
3/6/20	Headquarters EOC	Provided updated agency pandemic health plan and checklists to all Divisions	
3/6/20	Headquarters EOC	EOC will continue to respond to questions sent to doccovid19@doc.wa.gov throughout the weekend. ICP will activate over the weekend if a confirmed case of an employee or incarcerated person occurs.	
3/6/20	Headquarters EOC	All staff message sent	
3/5/20	Located at Headquarters EOC	Established Department Of Corrections Incident Command Post to respond to all Department issues related to COVID-19.	Incident Commander Danielle Armbruster Deputy Incident Commander Greg Miller Operations Section Chief Jamison Roberts Planning Section Chief Charlotte Headley Logistics Section Chief Chris Welch
3/5/20	All Health Services Staff	Sent out memo to all Health Services Staff providing updates on communications process and guidelines for WA DOC COVID-19 screening, testing and infection control guidelines	
3/5/20	Located at Headquarters EOC	Health Services team provides ICP with medical screening criteria. Conference call with all facility medical directors.	
3/5/20	CCD all Sections	Surgical masks are being purchased in each CCD section for transporting sick to incarceration placements.	
3/5/20	Prisons	Established and published facility violator intake, housing and release plan for use in all prisons.	
3/5/20	Headquarters	Communication sent to incarcerated population via kiosk, regarding agency direction to follow routine flu precautions and report if you are feeling ill.	
3/5/20	Headquarters	Conducted conference call with all prison Superintendents	
3/4/20	Headquarters	Established a question and answer mailbox for staff to communicate with any COVID-19 related questions.	DOCCOVID19@doc.wa.gov
3/4/20	Statewide Family Council	Tom Fithian sent message to the Statewide Family Council regarding	

		DOC's response to COVID-19 and asking their assistance in not visiting if they are feeling ill.	
3/4/20	Office of Correctional Ombuds	Tom Fithian sent a message to the Office of the Ombuds regarding DOC's response to COVID-19	
3/4/20	Public website	Posted web site notification on doc.wa.gov pages for alerts and on each facility home page asking visitors not to visit if they show symptoms and announcing screening process	
3/4/20	Facility Superintendents, Field Supervisors, and Work Release Supervisors.	Tom Fithian sent message to the Superintendents, Kristine Skipworth, Carrie Trogden-Oster regarding authorization of hand sanitizer.	
3/4/20	All Staff	Secretary message to all staff regarding the establishment of the COVID-19 outlook mailbox for staff questions, concerns, and/or information requests you or your staff have regarding correctional operations, policies, and procedures related to the COVID-19 response.	
3/3/20	Headquarters	Established a work group/task force for COVID-19.	Representatives from the Department Incident Management team, Human Resources, Works Release, Community Corrections, Prisons, and Infectious disease control.
3/3/20	Superintendent, Field Office Supervisors, Work Release Supervisors	Sent out email to all facility Superintendents, Field Supervisors, and Work Release supervisors requesting a point of contact.	POC's will be responsible for disseminating and collecting information.
3/3/20	POC's	Sent email with a template for updating their Pandemic Plans.	All have responded and POC's have been established. Plan are due by close of business 3/5/20. Plan includes staffing models, contingency planning, quarantine areas, etc.
3/3/20	Headquarters	Began working on updating the DOC Public Health Pandemic Plan.	
3/3/20	Headquarters	Updated Public Health Pandemic Plan checklists to attach to the Plan.	
3/3/20	Headquarters	Convened work group to create enhanced medical inmate process.	
3/3/20	Headquarters	Staff began working on a tracking form for all facilities, field offices, and work releases, to track staff call ins due to flu like symptoms, as well as any staff who are on quarantine.	The form has been created and is waiting for approval to be sent out to facilities, Work Release, and Field offices.
3/2/20	All Staff	Secretary message to all staff regarding the activation of the Incident Command System, reminding them of universal precautions and the policies the agency	

2/28/20	Headquarters	already has in place regarding communicable diseases. Tom Fithian assigned to lead team for advanced contingency planning for COVID19 response.	Renee Swenson, Justin Schlagel, Candace Germeau, Susan Biller, Kaci Thomas deployed to HQ.
2/27/20	DOH, DOC	DOC staff joins DOH for staff briefing re: isolation site at Maple Lane	
2/20/20	All Staff	Secretary message to all staff regarding steps the Department of Corrections (DOC) has taken in order to assist the Department of Health (DOH) in their state response to COVID-19 (previously referred to as Novel Coronavirus).	
2/14/20	All Staff	Updated internal message from Health Services regarding Novel Coronavirus	
2/09/20	DOC HQ EOC	Established Headquarters EOC to support SEMD and DOH COVID-19 response.	Responded to request to deploy DOC resources
1/24/20	All staff	Internal message from Health Services explaining Novel Coronavirus	