



Coronavirus / COVID-19 Plan

Significant Events Timeline

Updated 04/24/2020

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 DOH and CDC guidance for prevention, mitigation, and response to COVID-19 and implement as needed. • Maintain DOC COVID-19 response network to provide related information to internal and external stakeholders. • Communicate timely and accurate information to staff, incarcerated individuals and stakeholders. • Support agency efforts to maintain critical staffing levels by implementing a secondary screening process. • Forecast, acquire, manage and distribute critical PPE at the agency level. • Support Prisons, Work Release and Community Corrections with transitioning incarcerated individuals to the community through the commutation, rapid reentry and furlough processes.
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 April 24, 2020, the Washington Department of Corrections has 26 confirmed cases of staff and one contractor staff with COVID-19 and 14 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 Feb. 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 Dept. 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.
- As of April 24, DOC has released 410 incarcerated individuals through commutation process, and 21 incarcerated individuals through the rapid reentry process.
- As of April 24, DOC has granted furlough to fifty-four (54) individuals from Work Release to the community.

Deployed Resources in support of COVID-19 response

Total Deployed to date: DCYF 1, DOC HQ 57, SEOC 2

AGENCY TIMELINE

Date	Location	Activity	Notes
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,

04/23/20	Headquarters EOC	Memo to all prisons staff: Face Covering Use by Incarcerated Individuals	and Restrictive Housing cells may be used if a COA cell is not available. 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	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 staff: Proper Use of PPE for COVID-19 Video	
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	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 all staff: Upcoming Transfer of Individuals Back to the Community	
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 DOC 03-113	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	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	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	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.	
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 difference between cleaning and disinfecting surfaces.
04/09/20	Headquarters EOC	GTL phone company notified some prison facilities are experiencing technical issues with incarcerated phone lines.	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 Individual within Washington State Correctional Facility	
04/05/20	Headquarters EOC	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 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.
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 viewing, shared at local levels with red badge volunteers.
3/13/20	Headquarters EOC	Mac Pevey provides Community Corrections Division (CCD) message to all CCD staff.	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	Lt. Simons Incident Commander

3/12/20	Headquarters EOC	incarcerated person symptomatic, awaiting test results. 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).	All Superintendents, all Health Services Facility, Medical Directors.
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.	
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.	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	EOC provides clear direction to Prisons regarding visit program operations.	
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 3/5/20	Headquarters EOC Located at Headquarters EOC	All staff message sent 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 3/5/20	All Health Services Staff Located at Headquarters EOC	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 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 violation 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 3/4/20	Headquarters Headquarters	Conducted conference call with all prison Superintendents 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 3/4/20	Public website Facility Superintendents, Field Supervisors, and Work Release Supervisors.	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 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. All have responded and POC's have been established.
3/3/20	POC's	Sent email with a template for updating their Pandemic Plans.	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 already has in place regarding communicable diseases.	
2/28/20	Headquarters	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).	Responded to request to deploy DOC resources
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.	
1/24/20	All staff	Internal message from Health Services explaining Novel Coronavirus	

