



COMMONWEALTH of VIRGINIA

HAROLD W. CLARKE
DIRECTOR


Department of Corrections

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May 21, 2020

MEMORANDUM

To: All Unit Heads

From: Harold W. Clarke 
Director of Corrections

Subject: COVID-19 Staff and Offender Awareness Communications

COVID Awareness Communication is being developed to share VADOC plans to provide general information to staff and offenders. Our prevention actions to lessen the spread of COVID-19 is the responsibility of everyone; including offenders and staff. Awareness Communications will be provided, on a consistent basis, for Unit Heads to distribute, post, and encourage highlighted practices.

The first of these ongoing Awareness Communications for offenders is a general COVID-19 Factsheet in both poster format and a black and white handout for distribution that will be sent from Director Clarke to offenders. Awareness Communications for staff (a color poster) is also attached. Future material will be disseminated through the use of other forms of communication channels to include videos, JPay messaging system, etc. Further direction regarding presentation on other types of media will be shared with that particular Awareness Communication.

Offender Awareness

- Posters should be printed and posted in all common areas, housing entrances, dining areas, and other frequented areas such as barbershop, VCE, DCE, etc.
- Handouts should be printed, halved, and distributed generously to all offenders immediately upon receipt.

Staff Awareness

- Posters should be printed and posted in all common areas, at the entrance to the facility, and throughout other departmental areas such as the business office, human resources, the control rooms, as well as ancillary operations like Buildings and Grounds, Wastewater, Agribusiness, etc.
- In addition to posting signage, communication can also be forwarded to all staff via email. Please be sure to review this information with your staff.

Staff and offenders safety and wellbeing is of the utmost importance. It is critical that these ongoing Awareness Communications be shared and discussed frequently. Our shared commitment to hand hygiene, social distancing, and sanitation will continue to make a difference in keeping everyone safe and healthy.

cc: A. David Robinson, Chief of Corrections Operations
Joseph W. Walters, Deputy Director
H. Scott Richeson, Deputy Director
Regional Operations Chiefs/Regional Administrators