

JAY INSLEE  
Governor



STATE OF WASHINGTON  
Office of the Governor

**TO:** Interested Stakeholders

**FROM:** Governor Jay Inslee

**DATE:** June 2, 2020

**SUBJECT:** Re-opening the Washington Talking Book and Braille Library under Proclamation 20-25.

This memorandum serves as the criteria for resuming limited distribution services at the Washington Talking Book and Braille Library (WTBBL) in Phase 1 and is effective June 1, 2020.

After consulting with stakeholders, we have developed the following Phase 1 – “Washington Talking Book and Braille Library COVID-19 Requirements.” These requirements apply as long as Gubernatorial Proclamation 20-25, or any extension thereof, is in effect or if adopted as rules by a federal, state or local regulatory agency.

The WTBBL may resume services immediately, but only with limited services of fulfilling braille book orders by mail, if the WTBBL:

- Can meet and maintain all requirements, including providing plans, supplies, and equipment needed to comply;
- Conduct only those activities that are allowed under their county’s phase status;
- Quarantine each returned item for a minimum of 24 hours before re-distributing;
- Provide all staff with facemask and gloves and require all staff to wear facemasks and gloves when preparing orders; and
- Require all staff to maintain at least six feet of space between workstations and maintain a distance of at least six from each other at all times.

General questions about how to comply with safety practices can be submitted to the state’s Business Response Center at: <https://coronavirus.wa.gov/how-you-can-help/covid-19-business-and-worker-inquiries>.

All other violations related to Proclamation 20-25 can be submitted at: <https://bit.ly/covid-compliance.com>.