



## Memorandum

**To:** Level 1 DCF Staff  
**From:** Commissioner Vanessa Dorantes  
**Date:** May 26, 2020  
**Re:** COVID-19 Testing - Time Sensitive

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As you are likely aware, one of the ways to impact corona virus community transmission is the availability of more widespread testing of **asymptomatic** people. This and other public health efforts are currently being developed and expanded across our state. The State of CT has entered into contracts to give our front-facing staff testing priority. Employees at our Solnit facilities and those who have direct patient or public interface make up the majority of DCF's Level 1 designees.

Together, with our partners at Hartford Health Care, we are excited to offer this to you. As part of my commitment to balance your needs for health and safety with that of the public we serve, we are making sure these Level 1 staff members have voluntary access to his expanded testing capacity **first**. *\*Level 1 staff who have **current symptoms** should **NOT** sign up for this but rather use the established protocols-- (please contact HR for the rapid testing protocol)*

**Pre-registration** for this asymptomatic staff testing is required no walk-ins will be accepted.

### **Pre-Registration process:**

- ✦ Priority Employees who are Level 1 (working at Solnit(s), Careline or investigations) and
- ✦ Who reside in close proximity to Solnit North in East Windsor;
- ✦ Can have a test administered on this Friday between 11:00 a.m. and 1:00 p.m.
- ✦ **Location:** Solnit North address is 36 Gardner Street in East Windsor, Connecticut.  
The site has a limited test capacity so preregister by **NOON TOMORROW** to secure your spot!
- ✦ The needed pre-registration **information** is as follows:
  - Your Name
  - Your primary office location
  - E-mail Address
  - Date of Birth
  - Gender
  - Home Address
  - Telephone number

**Designated Level 1 staff identified above who wish to participate in this priority testing should e-mail the information above to [Gloria.Jones@ct.gov](mailto:Gloria.Jones@ct.gov) by Wednesday 5/26/20 at 12:00 p.m**

### **The Testing process:**

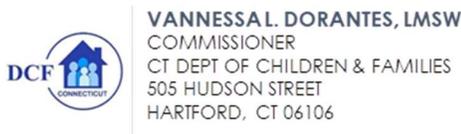
- ❖ There are different types of tests being administered out there.
- ❖ This test being offered here is a self-administered, lower anterior nasal swab which is painless and less invasive than other types of tests you may have heard about (*See a visual in the attachment below.*)
- ❖ The pre-registration allows for the **actual testing process to take approximately 6mins.**
- ❖ You are contacted directly with the results within about 24hrs

This is the 1<sup>st</sup> DCF location identified. Other state agencies have already begun this testing. **We expect to be able to offer more locations and access to more priority staff testing as they are offered to us.** We have provided the following documents for your review:

- [COVID-19 Testing At Your Facility](#)
- [FAQ's for My Chart Instant Activation](#)
- [MyChart Plus Instructions for Patients Signup](#)
- [Patient Self-Swabbing Instructions](#)

If you have any additional questions, please contact the Health and Wellness Division through [Lorraine.Dupre@ct.gov](mailto:Lorraine.Dupre@ct.gov)

REMEMBER-- We will get through this ...**TOGETHER.**



[commissioner.dcf@ct.gov](mailto:commissioner.dcf@ct.gov) (860)550-6300

"I do my best because I'm counting on YOU counting on me..."  
m angelou