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| **TO:** | **All DCF Staff** |
| **FROM:** | **Commissioner Vannessa Dorantes** |
| **DATE:** | **June 11, 2020** |
| **SUBJECT:** | **Additional COVID-19 Testing on 6/16/20** |

Level 1 staff working at either Solnit Facility, Careline and Regional Office Investigations again have the availability to take part in voluntary COVID-19 testing.

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

We must have at least 75 staff register or the tests will not be administered.

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 process**:

* Priority Employees who are Level 1 (working at Solnit(s), Careline or investigations)
* Can have a test administered on Tuesday 6/16/20 between 2:00 p.m. and 3:00 p.m.
* **Location:**  Solnit North address is 36 Gardner Street in East Windsor, Connecticut.

The site has a limited test capacity so preregister by 2:00 p.m. today to secure your spot!

* The needed pre-registration information is as follows:
	+ Your Name
	+ Last 4 digits of your Social Security Number
	+ 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 by today at 2:00 p.m.

If you have any questions, please contact Ms. Lorraine Dupre at Lorraine.Dupre@ct.gov