

Dear Judicial Branch Employee,

Effective April 17, 2020, all state agencies, including the Judicial Branch have access on a rotating basis to the CVS drive-through testing for workers identified by state agencies. CVS is providing Abbott swab tests, with results given on-site shortly after the swab is taken. The testing site is located in the parking lot of Jordan Furniture at 40 Sargent Drive, Long Wharf in New Haven.

Every six days, there will be 100 slots available to state employees who are on the frontline or who provide direct care. Judicial Branch frontline workers include but are not limited to juvenile detention center staff, courthouse staff including judicial marshals, bail commissioners, IAR Specialists, court recording monitors, clerks and judges, who have been reporting to our open courthouses and/or open offices; juvenile detention center staff; and contractors working in our open facilities (e.g. property management staff).

Regarding the schedule, the days will rotate. You must request to be tested by 9 a.m. on the day **prior** to the testing date. Here is the testing date schedule:

Judicial Branch and State Agency Testing Dates
Wednesday, April 22, 2020
Tuesday, April 28, 2020
Monday, May 4, 2020
Sunday, May 10, 2020
Saturday, May 16, 2020
Friday, May 22, 2020

In terms of the testing, **first priority** will be for persons who are currently experiencing one or more of these symptoms:

Fever of 100 degrees or higher;

New cough within last 14 days;

Shortness of breath

Second priority will be for persons with one or more of the following risk factors:

Exposure to or contact with someone with a confirmed case of COVID-19 in the last 14 days, or presumed positive as determined by a medical provider within the last 14 days;

Immunosuppressed;

Pregnant

If you are an employee who has worked in or are currently working in one of our open courthouses or offices at some point since the crisis began, and you require a COVID-19 test, please follow these procedures:

1. If you work for the Superior Court Operations Division, please contact Maria Kewer at maria.kewer@jud.ct.gov.
2. If you work for the Court Support Services Division, please contact Dean Dello Iacono at dean.delloiacono@jud.ct.gov.
3. If you work for the Administrative Services Division, please contact Libby Graham at elizabeth.graham@jud.ct.gov

4. If you work for the Appellate system, please contact Paul Hartan at paul.hartan@paul.hartan@connapp.jud.ct.gov,
5. If you work for the Information Technology Division, please contact Don Turnbull at donald.turnbull@jud.ct.gov.
6. If you work for the External Affairs Division, please contact Melissa Farley at melissa.farley@jud.ct.gov.

If you are approved to be tested, a representative of the External Affairs Division will contact you with the date and time of the scheduled test. Please report to the CVS test location at the designated time, where an official at the registration tent will greet you. You will need to produce personal ID and your Judicial Branch Identification Card or work identification credentials (e.g. job specific badge/shield). Further instructions will follow after check-in.

Please note that access to the testing site is by vehicle only. Employees must remain in their vehicle at all times. No vehicle may be larger than a passenger SUV. It is recommended that each vehicle contain only one person. In any event, there may be no more than two people in each vehicle. Each individual should be wearing a mask.

As soon as possible, please report your test results to your immediate supervisor and/or divisional Human Resource Unit representative or to the Branch's Human Resource Management Unit.

The Emergency Operations Center has advised that employees who wish to make their own appointment through the CVS website may do so.