

Officer Covid Testing at Women's Facility GM Building Procedure

For Officers reporting to work who are symptomatic and officers on duty who experience flu-type symptoms.

Testing Procedures During regular business hours: M-F, 8:00 am to 3:00 p.m.

Officers are to notify their Facility Shift Commander/designee who will Contact Allison Szewczyk at 462-1620 to schedule an appointment for a Rapid Test at the Dix Building. No walk-ins. Call first.

After-hours, holidays, and weekends:

Rapid tests will be available at the Women's Facility GM Building. The Brass at the sending facility **MUST** call WF Operations Desk at 462-2300 prior to sending an officer for testing. **Absolutely NO WALK-INS!** Facility operations must take precedence over testing.

At the scheduled time, the Officer reporting for testing will come to the WF front door and remain in the vestibule area (and not enter the reception area). At a minimum, the Brass who is facilitating the testing will wear a KN-95 mask and gloves. The staff requesting the test will be provided with a test kit with their name and phone # clearly written on it. They will swab their nose and place the swab in the test kit. The officer being tested will be instructed to return to their vehicle to await their results via phone. For the safety of all staff, persons awaiting results will not remain in the vestibule longer than necessary.

Once the test results are in, the WF Brass will notify the staff member of their results by phone – positive or negative. If negative, they will be told to report back to their facility. As previously noted, if they do not feel that they can report back to work, they must contact their facility brass and call in sick, using their own sick leave.

If the test results are positive, the WF Brass will give the Officer Allison's phone # 462-1620 and e-mail: Allison.Szewczyk.CTR@doc.ri.gov to set up a PCR and Day-5 Rapid Test as follow-up. Allison is handling a high volume of activity; e-mail is the most efficient way to ensure she receives messages. For after hours and weekend 5-day testing for return to work call the Women's Facility @ 462-2300.

WF Brass will notify the Officer's Facility Brass of either positive or negative results. A follow up e-mail will be sent to the facility with a "cc" to Allison.

WF Brass will maintain a daily testing tracking sheet that will be sent to Allison daily.

This addresses the testing procedure available at Women's Facility after-hours and provides general information. It is not intended to override or contradict any related directives /instructions issued by ADIO Diniz or Dr. Berk, RIDOC Medical Director.

The after-hours testing at Women's Facility is a temporary protocol. RIDOC is working on an alternative which will be conveyed to all when available.