



Corrections and Community Supervision

ANDREW M. CUOMO
Governor

ANTHONY J. ANNUCCI
Acting Commissioner

MEMORANDUM

To: All Superintendents
All Regional Directors

From: James A. O’Gorman, Deputy Commissioner for Correctional Facilities

Date: March 12, 2020

Subject: COVID-19-Immediate Notification Required

A handwritten signature in black ink, appearing to read "J. O'Gorman", located to the right of the "From:" line.

Facility Superintendents and Regional Directors will notify the Communications Control Center (CCC) at 518-473-5691 **immediately** if any staff member, inmate or parolee is tested and/or tests positive for COVID-19. The following supplemental information will also be provided to the CCC Captain. The Command Center will make all additional notifications to executive team members.

STAFF

- Name of employee and contact information, including phone number and address.
- Manner in which positive result was confirmed.
- Whether the employee recently traveled internationally, and location.
- Possible point of exposure, if known.
- Whether the employee was quarantined, prior to positive result.

INMATE

- Name and DIN of inmate, whether positive or quarantined.
- Housing location.
- Possible point of exposure, if known.

Questions regarding this matter may be addressed to your assigned Assistant Commissioner.