

Subject	THANK YOU! Admissions - Ron Jackson State Juvenile Correctional Complex
From	Lou Serrano
To	Juvenile Probation Counties
Sent	Monday, March 16, 2020 1:37 PM
Attachments	

Good Afternoon –

First, I wanted to thank all of you for working with us last week as the Railroad Commission completed their work of removing a natural gas tank at the Ron Jackson State Juvenile Correctional Complex.

We have resumed operations, however, with the ongoing spread of the coronavirus (COVID-19), you know there have been some changes to our normal operations. I do want to remind the probation field of the following:

- Executive Director Camille Cain released to agency staff and our probation field a new screening process at the gatehouses of our facilities. This process includes the following “every person, including staff, will be screened before entering each secure facility. This will involve running through a short screening questionnaire (attached) that asks you if you have a new cough or shortness of breath that you don’t know the reason for and your temperature will be taken in a non-invasive way.” We understand that this may cause some delays, especially at first, but please remember it is for the health and safety of everyone. Please be mindful of this new process if you enter our facilities.
- Uniform Health Screening (401 GEN) – It is **very important** that you take a little extra time in completing this form and providing all relevant information regarding the health of the child. Please do not assume that this information will be in other locations in the child’s case file and do everything you can to make sure this information is updated prior to admission.

Please be sure to review this information with any transport staff. It will be so important that we work together to keep all of us healthy and safe.

Again, thank you so much for working with us last week. If you have any questions or concerns, please do not hesitate in contacting me.

Louis Serrano
Deputy Executive Director for Probation Services

Prevent COVID-19: Facility Screening Checklist

Name _____

Date _____

Screening Checklist

ALL individuals entering the facility should be asked the following questions:

1. Has this individual washed their hands or used TJJJ approved sanitizer on entry?

- Yes
- No – please ask them to do so.

2. Ask the individual (check if yes):

- Have you had contact with anyone with confirmed COVID-19 in the last 14 days?
 - ✓ If yes instruct employee to go home and according to the CDC suggest you call your doctor **AND** someone from administration or central office will contact you

3. Ask the person if they have any of the following symptoms (check if yes):

- Fever (100.4 or above)
- New onset of cough and/or difficulty breathing (within the last week and not associated with known medical issue)
 - ✓ If yes to either or both instruct employee to go home and according to the CDC suggest you call your doctor **AND** someone from administration or central office will contact you

_____ Temperature Recorded

Employee Signature _____

Name of Screener _____