Memorandum

To: All DCF Staff

From: Commissioner Vannessa Dorantes

Date: 5/16/2021

Re: Update on Department Operations & Commissioner's Video

We have had a lot of information come our way this week - The consistent theme in our ongoing messaging is ... *We've Got You Covered*

**Important dates to keep in mind:**

* **By 5/20/21**, we will have resumed all in-person agency functions-- Unless with management approval documented, the expectation is that our work standard is in person. Virtual platforms such as TEAMs and ZOOM are tools like the telephone and may be used to supplement/enhance contacts. Virtual is no longer *substituted* when in-person engagement is best practice.
* **As of 6/1/21,** all public-facing state agencies will be re-opened to the public. While appointment scheduling is still allowed; so are walk-ins. Our responsiveness to the public is also an essential function of DCF.
* **And by July 1st 2021,** state employees are to have resumed pre-pandemic practice. Eligible members of our workforce will be permitted to telework up to **50%** of the workweek upon a managerially approved schedule.

WHO IS ELIGIBLE TO CONTINUE  AFTER JUNE 30th**???**

We have learned so much about the way certain facets of our work can be conducted over this past year. Many of those lessons were shared, by you, in the two DCF Telework surveys conducted. While that information reflects the "DCF-story", final decisions on a statewide Telework policy, that covers all state agencies, will ultimately be negotiated by the Office of Labor Relations (OLR) and (SEBAC) State Employee Bargaining Agent Coalition.

***Telework*** *is a voluntary arrangement whereby an employee is permitted to work from home, or other approved location,*

*on a pre-approved basis for part of his or her workweek. Telework facilitates efficiency and productivity.*

*It does not change the nature of the work a state employee is expected to perform,*

*the hours the employee is expected to be working, the employee's official duty station or*

*the employee's obligation to comply with laws, regulations and state and Agency policies.*

To answer this as well as other burning questions, read the 2019 Interim Telework Guidelines which can be found on the Dept of Administrative Services (DAS) website by clicking here =>  <https://portal.ct.gov/DAS/Statewide-HR/Telework-Program/Documents> to learn what you need to do.

We are now in this space of figuring out the balance of our lives, the balance of our work and the balance of all our responsibilities.

At the same time, the citizens of CT, we are charged to serve, are recuperating from the pandemic's stronghold.  Circumstances and recovery will be different for everyone. At DCF, we create bridges to The BETTER - Because back to *normal* isn’t good enough for all.  That is who we are and what we are here for!

**Watch this** [**Commissioner's Bi-weekly Video 5-16-21**](https://youtu.be/7tYIBGc6hgQ) **for updates on:**

* Efforts the Department is undertaking to fully reEnter our workspaces
* Why we need to *come back* at all?
* What we know about CDC and state guidelines on office protocols
* What have we asked of our providers?
* Contact Tracing stats

Transmission rates and hospitalizations are on steady decline, vaccination percentages are still rising and the more information we learn from studying our patterns and that of the virus all give us confidence as we move into this next important step towards The BETTER.

Information related to answering the most common questions about the COVID 19 vaccine click here: [file:///C:/temp/chromedownloads/FAQ-Content-Brief-4.29.21.pdf](file:///C:\temp\chromedownloads\FAQ-Content-Brief-4.29.21.pdf)

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*" I do my best because I'm*counting on *YOU counting on me…"*

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