



MEMORANDUM

To: All Staff

From: Commissioner Vanessa Dorantes

Date: 3/26/20

Re: Guidelines Leading to a Healthy Work Environment

We have shown great strength and commitment to serve the children and families in Connecticut despite the adverse circumstances which have confronted us. As we now have over 1,900 employees utilizing telework, our ability to maintain social distancing is greatly enhanced.

It is recognized that in particular situations, a visit to your work location may be required. In this event, please adhere to the following guidelines:

- An employee must **not** report to work if s/he is not feeling well and/or if s/he a fever over 100.3.
- Employees must immediately notify the Department if they are ordered to quarantine and/or be tested for COVID-19, and must immediately report the test results.
- If an employee notifies his/her supervisor that s/he is on a self-monitoring or self-quarantine status, the supervisor must immediately notify the Human Resources and provide their name and contact information. In the alternative, an employee may contact their Agency Labor Relations designee directly during regular business hours or Jeanette Perez, Human Resources Administrator or Erin Ryan, Assistant Human Resources Administrator, after hours.
- In the interest of preserving employee confidentiality, *supervisors may not engage in any questioning of the employee* about their medical status. Human Resources will contact employees directly to gather necessary information that serves to assist in meeting our obligation to notify others and to decide appropriate next steps.
- Staff should refrain from discussing the personal medical information of others. There are specific guidelines on what can be disclosed and under what particular circumstances.

Furthermore, although some components of our work do involve direct physical contact with other employees, clients, or youth, staff must refrain from unnecessary physical contact, such as hugging other employees or holding another employee's cell phone. These actions will dramatically reduce the possibility of virus transmission.

The following is the Human Resources contact information:

Jeanette Perez, Human Resources Administrator
jeanette.perez@ct.gov
 860-550-6491 – Office
 860-965-5163 – Cell

Eryn Ryan, Assistant Human Resources Administrator
erin.ryan@ct.gov
 860-550-6464 - Office
 860-805-5339 - Cell

Agency Labor Liaisons	Location
Chris Bellamy; CHRIS.BELLAMY@ct.gov	Central Office Wilderness School
Erin Ryan; erin.ryan@ct.gov	Solnit North / South
Christina Pettway; CHRISTINA.PETTWAY@ct.gov	Region 1
Lykia Kendall; LYKIA.KENDALL@ct.gov	Region 2
Chris Bellamy; CHRIS.BELLAMY@ct.gov	Region 3
Gitana Rodriguez; GITANA.RODRIGUEZ@ct.gov	Region 4
Jennifer Napiello; JENNIFER.NAPIELLO@ct.gov	Region 5
Victoria Brothers; VICTORIA.BROTHERS@ct.gov	Region 6

As we continue to move our work forward, we will maintain our transparency in those precautions we take to keep our families and workforce safe and healthy.