



State of Connecticut Department of Developmental Services

DDS

Ned Lamont
Governor

Jordan A. Scheff
Commissioner

Peter Mason
Deputy Commissioner

April 9, 2021

To: DDS Public Programs and Qualified Providers

Below please find the Department of Developmental Services (DDS) guidance regarding face-to-face employment and day programs. DDS is strongly encouraging that all individuals are provided the opportunity to access face-to-face employment and day supports. The requirements outlined below closely reflect Governor Lamont's current reopening plan for the state of Connecticut. As more people become vaccinated, the Department will continue to monitor and review the Governor's guidance and make recommended updates. The guidance as presented, is a starting point as move toward brighter days ahead.

- **Capacity limits** for Employment and Day settings are 100%, subject to social distancing (as defined below). This means if space is limited, 100% capacity may not be feasible. Providers should review their physical space and continue to be innovative with supporting as many individuals, face-to-face as possible within the guidelines. Creative solutions to supporting individuals may include:
 - Staggering start times
 - Extending hours open, allowing for evening support hours
 - Hybrid Model- alternating times for the individual to receive virtual and face-to-face supports
 - Working with your community neighbors to use additional program space
 - Portable Plexiglas barriers
 - Employment: To help reduce and limit opportunities for exposure, providers are encouraged to create and implement processes to help individuals expeditiously report to designated program sites. Providers may explore having staff report to specific areas and assist with meeting individuals upon arrival and departure and escorting to assigned location. This will help alleviate gatherings in common areas during drop off and pick up times.
- **Social Distance Requirements:**
 - Social distancing requirements should follow the Governor's guidance for business/organizations issued on March 19, 2021.
<https://portal.ct.gov/DECD/Content/Coronavirus-Business-Recovery/Sector-Rules-for-Reopen>
- **Masks** continue to be required in all Employment and Day settings unless a mask exemption form has been issued.
 - This includes individuals that may be fully vaccinated.
 - If people served are not able to wear a mask, arrange for an alternative time, space or setting.
- Providers may create agency specific guidelines pertaining to temperature checks and health questions before or upon arrival.

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- All providers must follow **CDC Cleaning and Disinfecting guidelines**.