



STATE OF CONNECTICUT
DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
A Healthcare Service Agency

NED LAMONT
GOVERNOR

MIRIAM E. DELPHIN-RITTMON, Ph.D.
COMMISSIONER

MEMORANDUM

To: DMHAS Staff
From: Miriam E. Delphin-Rittmon, Ph.D.
Date: March 23, 2020
Subject: DMHAS COVID-19 Staff Update #6

This evening at 8:00PM, Governor Ned Lamont’s directive to “Stay Safe, Stay Home” goes into effect asking non-essential workers statewide to work from home. During this time, it’s important that we all do what we can to physically distance ourselves to prevent the spread of COVID-19.

Continuing our efforts to slow the spread and promote social distancing, we will be designating each staff member as either Level 1 (essential) or Level 2 (non-essential). These levels will enable agency operations to continue, but will work differently than they have during past emergencies, such as storm responses. Employees will receive notice from DMHAS Human Resources related to their designation for the COVID-19 response. Designations are fluid and may be changed by Human Resources over the course of the pandemic response. The levels will be divided into the categories below:

Level 1	Constant	Essential	Employees must physically report to work (i.e. <u>work outside of their home</u>) to perform job functions.
Level 1	Intermittent	Essential	Intermittent or Per Diem - Employees must physically report to work (i.e. <u>work outside of their home</u>) to perform job functions.
			<i>Either a fixed schedule will be provided or such employees may be directed/called in to report to work to ensure continuity of critical services for the agency. Employee specific grid by job spec will be created by each agency.</i>
Level 2	Constant	Essential and Non-Essential	Employees with job duties that can be performed via telework (incl employees with existing approved standard telework arrangements) & equipped with State issued laptop/equipment. <u>Not required to work outside of their home.</u>
Level 2	Constant	Essential and Non-Essential	Employees with job duties that can be performed via telework, who have a suitable personal device, and are provided remote access to their work computer may telework. <u>Not required to work outside their home.</u>
Level 2	Constant	Non-Essential	Employees not in the above categories. Employees unable to telework due to nature of job duties, lack of equipment, nature of job, etc. <u>Job Duties do not require working outside their home.</u>

Each DMHAS staff person provides vital services to the behavioral health community. I know many of you continue to work in vital direct care functions. Various employees, some of whom will be teleworking, will be staying home to help slow the spread of the virus. All of these roles are a service to the people of the state, but most importantly, to those who are older or have compromised immune systems making exposure to the virus so dangerous.

While our lives are taking on a “new normal” for the next few weeks, we also know that life still happens. In addition to COVID-19, influenza and colds are also possible, as well as injuries and other medical concerns. To protect yourself and others, before going to your primary care physician or walk-in clinic with a medical issue, it is important to call ahead of time. For state employees who have health coverage through the State of Connecticut, you can also call to speak with a nurse about your symptoms or to get help finding the right care. If you are having a non-life threatening medical concern, I encourage you to take advantage of the nurse lines below:

- Anthem Customers: 1-800-711-5947
- UnitedHealthcare Oxford: 800-201-4911 and press option 4

I continue to be thankful for all of the work the DMHAS team is doing to keep clients and each other safe. I want to remind you that the best way to receive DMHAS updates is to regularly check the DMHAS COVID-19 webpage at <https://portal.ct.gov/DMHAS-COVID-19>.

To quote Helen Keller “Alone we can do so little; together we can do so much.”