



MEMORANDUM

TO: DCF All Staff
FROM: CT DCF Commissioner Vanessa Dorantes
DATE: April 1, 2020
SUBJECT: Guidance for Managing and Supervising in a Virtual Environment

Due to the nature and rapid spread of COVID-19, we as a Department found ourselves thrust into a virtual work system long before we were fully prepared. As of today, almost 80% of our employees are teleworking from their home location and because of the risk of the virus, that's a good thing.

Unfortunately, we were not able to provide training and support for Supervisors, Managers, Division Leads, Superintendents and Directors in the Department on "how to" provide supervision virtually. Included in this message are three helpful tools to use which provide skill development and guidance.

The Department of Administrative Services has issued a Training Manual for Managers and Supervisors when Teleworking that can be accessed here:

[Interim Telework Training Manual for Managers and Supervisors](#)

Also, the two YouTube videos below are from the Federal Office of Personnel Management and they are excellent trainings for Managers and Supervisors on teleworking:

<https://youtu.be/GcSyFvBhoOY>

<https://youtu.be/1izjqyorGCg>

I strongly urge all of you to read and watch these training materials and discuss them with your chain of command and management teams.

We will continue to provide you helpful guidance and materials as our work in this fashion continues to evolve.