



DCF COVID-19 Daily Update

MARCH 19, 2020

DCF COVID-19: PROTECTING STAFF WHO PROTECT CHILDREN AND FAMILIES GUIDELINES FOR REQUESTING TELEWORK AND PAID LEAVE

The Department encourages staff who can telework to do so in order to contain the spread of the coronavirus and to support our capacity to meet essential agency functions.

For staff requesting to telework:

- Telework is available to staff when they have the capacity to conduct their work at home.
- Staff should consult with their chain of command to determine what work can be completed and how many days they are approved to telework.
- Approvals can be granted for the next two week period at which time it will be re-evaluated.
- Verbal approval can be granted by the chain of command with the form accessed via the link below to be provided to Human Resources at a later point.
- Home visits are expected to continue with a state car being utilized while staff telework, subject to an assessment of staff safety consistent with this guidance: [Guidance for In-Home Visitation and Screening of Youth and Visitors to Offices, Facilities and Programs](#)
- Logistical concerns about access to cars should be discussed with your chain of command.

For staff requesting paid leave due to school or daycare closures, eldercare or transportation disruptions:

- Staff are not required to provide extraordinary documentation regarding their circumstances.
- Your chain of command will decide if telework is an option and what work can be conducted if you cannot attend work due to one of the above-mentioned reasons.
- If telework is not possible, a decision will be made regarding the granting of paid leave within the next two week time period.
- Verbal approval can be granted by the chain of command. A form will need to be provided to Human Resources at a later point.

The guidance and forms mentioned above can be found here: [Temporary Telework Memo](#) & [Temporary Telework Instructions and Form](#)

If staff are not given permission to telework or to take leave, staff are expected to arrive to work as scheduled.

Requests for IT Service should be sent via email to: DCF.HELPDESK@CT.GOV

If you have special circumstances not addressed above, please discuss them with your chain of command or Human Resources Officer.

Employees who have been authorized to Telework through March 27th, use timesheet code **REGTC** in conjunction with override reason code **TCC19**.

Below please see the Human Resources contact(s) by location. All completed and signed Request for COVID Related Temporary Telework/Childcare Release forms must be sent to your designated HR liaison(s) as noted below.

Location	HR Labor Liaison	HR Business Partner
Central Office	Chris Bellamy CHRIS.BELLAMY@ct.gov 860 550-6324	Lorna Reid LORNA.REID@ct.gov 860-550-6504
Solnit North / South	Erin Ryan ERIN.RYAN@ct.gov 860 550-6464	Jennifer Bradley JENNIFER.BRADLEY@ct.gov 860-704-4388
Region 1	Christina Pettway CHRISTINA.PETTWAY@ct.gov 860-560-5061	Lena Romanelli LENA.ROMANELLI@ct.gov 203-384-5407
Region 2	Lykia Kendall LYKIA.KENDALL@ct.gov 860-550-6512	Edwin Castano EDWIN.CASTANO@ct.gov 203-786-2543
Region 3	Chris Bellamy CHRIS.BELLAMY@ct.gov 860 550-6324	Katherine Rivera KATHERINE.RIVERA@ct.gov 860-550-6594
Region 4	Gitana Rodriguez GITANA.RODRIGUEZ@ct.gov	Jasmyn Raymond JASMYN.RAYMOND@ct.gov 860-418-8276
Region 5	Jennifer Napiello JENNIFER.NAPIELLO@ct.gov 203-721-8707	Catherine Santiago CATHERINE.SANTIAGO@ct.gov 203-721-8723
Region 6	Victoria Brothers VICTORIA.BROTHERS@ct.gov 860-832-5103	Jasmine Rosado JASMINE.ROSADO@ct.gov 860-832-5274
Wilderness School	Chris Bellamy CHRIS.BELLAMY@ct.gov 860 550-6324	Jenny Nguyen JENNY.NGUYEN@ct.gov 860-550-6501