



MEMORANDUM

TO: DCF All Staff
FROM: CT DCF Commissioner Vanessa Dorantes
DATE: March 31, 2020
SUBJECT: Southwestern Office Closures

As we continue efforts to keep our families, youth and staff safe and healthy during the COVID-19 pandemic, a decision has been made to temporarily close regional offices in the Southwest corner of the State.

This will impact the Danbury, Bridgeport, Norwalk, New Haven and Milford offices.

The target date for closure is 4/1/2020. Please use today to obtain personal items from the offices.

Guidelines for office closure are as follows:

- Office closure is not a business closure and staff are expected to continue teleworking.
- Only the Office Director should enter an office designated as closed.
- Vehicles will be dispersed as needed to Level 1 staff.
- Expiring passwords can be reset via OWA (ctmail.ct.gov) or by contacting the Help Desk.
- Notary and legal work will be conducted remotely.

Staff should ensure their cell phone number is provided on their voicemail message and e-mail signature.

Please let your Office Director know if you have any questions as soon as possible.

Your commitment and compassion shown for the children and families we serve, as well as each other, are both recognized and greatly appreciated.

We are strong and we are all in this together.