



MEMORANDUM

TO: DCF All Staff
FROM: Commissioner Dorantes
DATE: March 19, 2020
SUBJECT: Directive - Telework Activities

We are directing all staff to immediately develop a telework plan, wherever possible, eliminating the need to conduct work activities in a regional office, central office or facility. During this crisis, we are relaxing the current telework standards so that staff can take advantage of these opportunities regardless of whether you have a tablet or VPN device. These times call for us to be creative and flexible in ways we have not previously experienced.

While we are asking all staff to engage in remote work, you are still required to be available via phone and e-mail as you conduct work in this fashion. Our children are not visible to others outside the home and are residing with caregivers who are without the consistency of supportive services. We want to do everything we can to ensure our workforce remains safe and healthy while balancing our mission of protecting the most vulnerable and oppressed children in society. Home visits and other interventions may still be required on a case by case basis, including staff being asked to return for short periods of time while on telework status.

Our critical work requires the Child Abuse and Neglect Careline to be appropriately staffed. The Careline is the central point in our system where reports of child abuse and neglect are received, and statewide activities are managed when the Regional Offices are closed. Essential employees at this work location will not be able to participate in telework opportunities.

The Solnit North and South campuses provide direct care to adolescents who are placed into their facilities. Staffing requirements must remain in place in order to provide therapeutic supports to these youth. The telework option is not available for essential staff at these locations.

We are asking everyone to immediately assess what work activities can be conducted remotely, document that plan in writing and present it to your chain of command for approval.

Final approval for telework activities and scheduling rests with the manager in your work location. The signed telework authorization form must be forwarded to Human Resources for placement into the employees' personnel file.

As a reminder to all staff, please ensure your cell phone number and the name of your supervisor are both on your voicemail in the event you are not present in your work location and a call is received.

These are trying and tense times for all of us. The Executive Team and I continue to look for ways in which we can support you, your families and the communities we serve.

Thank you.