



MEMORANDUM

TO: Senior Administrators and Office Directors
FROM: Commissioner Dorantes
DATE: March 6, 2020
SUBJECT: Update on Planning for the COVID-19 (coronavirus)

Connecticut is actively planning for the COVID-19 virus to be transmitted into and within our state. It is important we maintain consistent communication regarding mitigation planning and the provision of supports being offered.

As leaders, it is our responsibility to support each other during these times and remain open to answering questions and collaboratively working towards solutions. Our efforts may prove to be a delicate balance of supporting families and protecting children concurrently with addressing staff well-being during this time of impending health crisis.

Earlier this week, Governor Lamont provided a memorandum to all state employees outlining basic precautions which can be taken to reduce the risk of obtaining and transmitting the virus. We ask that you reinforce these key points to your staff, on multiple occasions and in different forms of messaging, leading to the creation of a healthier work environment:

- Wash hands often with soap and water for at least 20 seconds. If soap and water are not available, use alcohol-based hand sanitizer.
- Avoid shaking hands as a greeting. A simple head nod achieves the same goal.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.

To further assist our efforts, the Department has purchased supplies for the area offices and facilities which should be delivered in the next couple of days. They are intended to be utilized within the work locations with particular items identified for each state vehicle such as a package of antiseptic wipes, a hand sanitizer and a Kleenex box, consolidated in a clear bag.

Questions have been raised regarding the type of cleaning products which are allowed to be utilized in the state buildings. The Department of Administrative Services has issued the following guidelines for the use of cleaning products: [DAS Cleaning Supply Guidance](#).

Signs have also been created to advise staff and the general public about precautionary measures to be taken. They also will be delivered in the near future and we ask that you quickly hang them for display.

The events surrounding COVID-19 should serve as a reminder that each office and facility must have an updated Continuity of Operations Plan (COOP) outlining emergency procedures in the event the work location is compromised. Furthermore, we ask that each of these plans be reviewed with key personnel leading to successful implementation if required.

Lastly, if you wish to receive news updates from the Governor's Office, directly you can subscribe to the mailing list here: <https://portal.ct.gov/Office-of-the-Governor/News/Sign-Up-for-News-Updates>.

We plan to provide you consistent updates on efforts within the state to plan and respond to the COVID-19 virus.