



Dannel P. Malloy  
Governor

State of Connecticut  
Department of Developmental Services



Jordan A. Scheff  
Acting Commissioner

**Operations Center Memo 2017-11**

**TO:** Private Providers of Residential and Day Services

**FROM:** Peter Mason, Operations Center Director

**CC:** Jordan Scheff, Acting Commissioner, Cres Secchiaroli, Finance Administrator, M.J. McCarthy, Legal Director, Regional Directors, Assistant Regional Directors, Resource Administrators, Resource Managers, Mary Fuller, CFO, Pat Dillon, Operations Manager, Jim Ritchey, Program Manager, Dan Micari, Quality Management Services Director, CT Community Non-profit Alliance, ARC/CT

**DATE:** March 31, 2017

**SUBJECT:** Essential Staff

DDS has been asked to clarify who is considered an essential staff when the state issues a travel ban. In answer to the question of who is an essential employee, the Office of the Governor stated that the general rule utilized is if an employee is necessary to maintain health and safety then that employee is essential. In the case of an individual who is institutionalized, hospitalized or otherwise unable to care for themselves without assistance, the staff that provides services to maintain a safe environment would be considered essential within the confines of a declared travel ban. It is up to the individual employer to determine which employees are essential.