

Practice social distancing.
DCF Safe Work

Playbook



A Message from Commissioner Beyer

Dear DCF Colleagues,

I understand that these times have been unprecedented, and that the Coronavirus Disease (COVID-19) pandemic has undoubtedly presented you and your family with unique challenges.

I want to assure you, as part of our Department of Children and Families (DCF) family, that while COVID-19 has changed the way we operate, our health, safety and well-being remain our highest priority.

DCF Safe Work Playbook

The DCF Safe Work Playbook is your guide to working safely as we continue to serve the children and families of New Jersey throughout the COVID-19 pandemic. It provides a framework to support work continuity and promotes a consistent collective agency response.

The COVID-19 pandemic has influenced so many aspects of our lives and our organization. This playbook was designed with the help of multiple division disciplines. The goal is for this book to act as a “go to” repository for DCF COVID-19 pandemic preparedness and response guidance. With staff receiving so much information from various sources we hope that this effort will support staff in having access to all related DCF policies, protocols, expectations and resources.

This playbook includes in-depth guidelines for health and safety procedures, cross-functional teamwork, structured operations and training. It also includes links to a streamlined set of checklists and practical recommendations based on guidelines from the Centers for Disease Control and Prevention (CDC), the NJ Department of Health (NJ DOH), as well as the NJ Civil Service Commission (CSC). The playbook covers a wide range of topics, including:

- Installation of hand sanitizing dispensers and frequent cleaning of high touch surfaces and common areas
- Managing a staggered shift process, as well as staggered lunch breaks, to ensure thorough disinfecting of common areas and to promote social distancing
- Placing signage throughout buildings to remind everyone of proper preventative measures
- On-site health screening and protocols
- State vehicle and DCF School transportation vehicles cleaning procedures
- Providing information and training regarding social distancing, personal hygiene and self-health assessments
- Adhering to the guidelines provided by the CDC, NJ DOH, as well as orders and directives regarding business operations issued by local governments and the NJ CSC
- Mental and emotional well-being and support
- Policies and Guidance on Personal Protective Equipment (PPE), Field Protocols, Remote Work Guidance and Policy

As we all navigate these uncharted waters, the most important thing is that we do it together. We will come out of this stronger than before. We have a passionate and dedicated team, that we know will respond to these changes with a renewed optimism for the future. We can't do this as individuals—we must do this as a team. And, as always, support one another, treat one another with respect, and know that at the end of each day our staff and the children and families we work with, are what matter most.

Sincerely,

Christine Beyer
DCF Commissioner

“As we all navigate these uncharted waters, the most important thing is that we do it together. We will come out of this stronger than before.”

- DCF Commissioner Beyer



Acknowledgment

Thank you to the committed staff who contributed to the development of this playbook and served on the Work-Continuity Sub-Group under the COVID-19 Operations Red Team.

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Special thank you to the COVID-19 Operations Red Team for your support, review, advice and guidance in the development of the playbook.

Table of Contents

Part 1



COVID-19 Pandemic: What Happened?

- Timeline of Pandemic Response – State Government
- Timeline of Pandemic Response – DCF
- Communication
- Highlighted Critical Functions

Part 2



Safe: Commitment to Staff Safety

- Safe Field Work Guidance
- Preparing for Building Opening
- Protocols for Moving Around the Building
- Visitor and Staff Screening

Part 3



Healthy: Staff & Client Health & Well-Being

- Self-Screening
- Health Benefits Information
- Staff and Client Physical Health & Emotional Well-Being
- Office of Staff Health and Wellness
- Contact Tracing

Part 4



Connected: Work from Home/Remote Work

- Ongoing Feedback from Staff, Families, Partners
- Office of Emergency Management
- Work from Home/Remote Work Resources
 - Policy
 - Technology
 - Staff/Management Resources

Stay Home

Be Safe

KEEP YOUR DISTANCE

Don't go out!

Part 1

COVID-19 Pandemic: What Happened?

- Timeline of Pandemic Response – State Government
- Timeline of Pandemic Response – DCF
- Communication
- Highlighted Critical Functions



2020 Timeline of Pandemic Events

Timeline of Pandemic Response – State Government

MARCH

Executive Order 103
State of Emergency

Executive Order 104
Aggressive Social Distance Measures

Executive Order 107
Stay at Home Order

Executive Order 109
Suspension of Elective Surgeries

Court Orders

APRIL

Executive Order 110
Closure of Child Care Centers

Executive Order 117
Waive of Student Assessment Requirements

Executive Order 118
Closure of State & County Parks

Executive Order 124
Temp. Reprieve of Certain at-risk Inmates

Executive Order 125
Mitigation Requirements on NJ Transit, Carriers & Restaurants

MAY

Executive Order 142
Resumption of Non-Essential Construction & Retail Curbside Pickup

Executive Order 143
Beaches open with Social Distancing Measures

Executive Order 147
Extend Public Health Emergency

JUNE

Executive Order 150
Dining Protocols

Executive Order 152
Lift Limits on Indoor & Outdoor Gatherings

Executive Order 153
Opening of Pools

Court Orders

Executive Order 2020-16

JULY

Court Orders

Executive Order 155
Allow if Limited In-Person Instructions

Executive Order 157
Rules of Indoor Dining

Executive Order 168
Resumption of some Organized Sports

Executive Order 175
Open NJ Schools for In-Person Instruction

AUGUST

Executive Order 173
Decrease Indoor Gathering Capacity

2021 Timeline of Pandemic Events

Timeline of Pandemic Response – State Government

MAY

Executive Orders: 238, 239, 240, 242, and 243

Executive Order 241 Eliminating Mask Requirement in Outdoor Public Spaces

The State of New Jersey rescinded its Travel Advisory

Governor Murphy announced - “Your Voice, Your Shot” Video Contest

Department of Health hosted a COVID-19 vaccine pop-up event in Trenton

Updated Mask Mandate and Recommendations

JUNE

COVID-19 Mitigation Requirements: Masking and Social Distancing in State Workplaces

Statement from Governor Murphy, Senate President Sweeney, and Assembly Speaker Coughlin on the Passage of Legislation Enabling the End of the COVID-19 Public Health Emergency

Governor Murphy Signs Legislation and Executive Order Ending COVID-19 Public Health Emergency

AUGUST

Governor Murphy’s COVID-19 briefing on state worker vaccination protocol and mandatory COVID testing if unvaccinated. Return to office postponed to October 18.

SEPTEMBER

Executive Order 264

DECEMBER

Phase 2: Return to hybrid remote work for two weeks

Governor Murphy extends Phase 2 hybrid remote work plan for an additional week, until January 18

2022 Timeline of Pandemic Events

Timeline of Pandemic Response – State Government

JANUARY

Governor Murphy Reinstates Public Health Emergency to Respond to Omicron Variant of COVID-19

Phase 2 hybrid remote work plan extended for an additional week, until January 31.

Department of Health Updated [Quarantine and Isolation Guidance](#) - DOH flyer

[Department of Treasury COVID-19 cleaning protocols](#)

[Vaccination/Booster verification](#)

FEBRUARY

Governor Murphy Signs Executive Order Extending Public Health Emergency in New Jersey [288](#)

MARCH

Governor Murphy Signs Executive Order Lifting COVID-19 Public Health Emergency [292](#)

APRIL

Governor Murphy Signs Executive Order Clarifying COVID-19 Vaccine Requirements for Workers in Health Care and Congregate Settings [294](#)

NJ Civil Service Commission Establishes Model Telework Pilot Program

AUGUST

Governor Murphy Signs Executive Order Lifting Routine COVID-19 Testing Requirements for School Districts, Child Care Settings, and State Contractors [302](#)

NOVEMBER

Governor Murphy announced the [independent COVID-19 response review](#)

2023 Timeline of Pandemic Events

Timeline of Pandemic Response – State Government

APRIL

Governor Murphy Signs Executive Order to Lift COVID-19 Testing Requirements in Congregate Care and Health Care Settings

MAY

COVID-19 Public Health Emergency (PHE) ends on May 11, 2023

JUNE

Governor Murphy Signs Executive Order Lifting COVID-19 Vaccination Requirement for Employees in Health Care Settings

Civil Service Commission voted to extend the duration of the Model Telework Pilot Program for one year through June 30, 2024



2024 Timeline of Pandemic Events

Timeline of Pandemic Response – State Government

MARCH

Independent
Review of New
Jersey's Response
to the COVID-19
Pandemic



2020 Timeline of Pandemic Events

Timeline of Pandemic Response - DCF

MARCH

Travel/Meeting Limitations

Limitation on visits to DCF Worksites

Remote work from Home

Temporary operational adjustments to DCP&P

Work from Home Policy

Executive Order 103
State of Emergency

Issue of Visitor Screening Procedures

Interim Guidance for DCF Area Response Teams on the Use of PPE

COVID-19 DCF Rule Waiver Modification or Suspension

COVID-19 Licensed Childcare Guidance

APRIL

Suspended Visits

Email Updates on Various DCF guidance/protocols

Reissue of Administrative Order 13

Close/Casual Contact notification Protocols Guidance

Leave time and staffing guidance

Closure of all Local Offices

Updated Version of Civil Service FAQs for Staff

Updated Civil Service Commission Guidelines for Staff

Executive Order 110
Closure of Child Care Centers

Guidance for Cleaning and Disinfecting

DCF DOW ACP Rule Modification

MAY

Work from Home Survey Posted

Updates to Work from Home Policy and COVID-19 Response Teams

Executive Order 149 - Resumption of Child Care Services

Commissioner Friday Meetings for All Staff on Teams began

DCF Work from Home Resource Page Available

Cloth Face Covering Instructions .Com

DCF CSOC Congregate Care Provider Rule Suspension

JUNE

Mandatory Staff Furlough Start

Work from Home Survey Results Available

Safe and Healthy Diapering Procedures

DCF CSOC Regulatory Waiver

JULY

Return to Field Work Guidelines for CP&P Staff

Supporting Visitation Guidance

Health & Safety Guidance

End of Mandatory Staff Furlough

Resume use of Staff Vehicles

Reopened 25 of 46 Local Offices

Building Entry Protocol - Updated continually

AUGUST

DCF Flextime Announced

SEPTEMBER

Update of Close/Casual Contact Notification Guidance

NJ Department of Health Executive Directive on COVID-19 Childcare Standards - September 18

OCTOBER

Child Care - Notice of Rule Waiver

NOVEMBER

Opened 14 offices for visitation

DECEMBER

Remote Work and Related Policies

Vaccine Registration

Vaccination Phases and Eligibility

DCF CP&P Rule Suspension and Modification

DCF CP&P Field Work Guidance

2021 Timeline of Pandemic Events

Timeline of Pandemic Response - DCF

JANUARY

Expiration of Federal Emergency Paid Sick Leave or Emergency Family and Medical Leave Expansion Act (FFCRA)

Sick leave related to COVID

FEBRUARY

DCF Remote Work Policy

MARCH

Remote Work Policy Updated 2-26-21

APRIL

Emails were sent to DCF staff identified as 1A to advise of vaccination opportunities

HR Emails: Vaccination Opportunities for DCF staff at multiple locations throughout the state for anyone eligible based on New Jersey criteria

Updated COVID cleaning protocols

MAY

DCF Direct Services Provider Survey Brief

Updated Mask Mandate and Recommendations
DCF email update: *The Civil Service Commission has indicated that ALL state agencies must continue to follow the masking and social distancing rules outlined in Executive Order 192, regardless of whether they are open or closed to members of the public.*

NJ DCF COVID-19 Standards for Child Care Centers

DOH Executive Directive No. 21-004: COVID-19 Child Care Standards

NJ Department of Health COVID-19 Guidance for Reopening Childcare Centers

JUNE

DCF COVID-19 Mitigation Requirements: Masking, Social Distancing in State Workplaces, Fieldwork, Transportation and Traveling

JULY

Building entry protocol update

COVID Staff Self Screening Questionnaire

AUGUST

COVID notification protocol update

Governor Murphy's COVID-19 briefing on state worker vaccination protocol and mandatory COVID testing if unvaccinated.
Return to office postponed to October 18.

Return to office guidance

SEPTEMBER

Return to office FAQs

Vaccine Survey

Executive Order 264

Letter to Providers Regarding Executive Order 264

OCTOBER

Conference Room Occupancy

Vaccine Verification Link

Change to Core Hours

RTO guidelines updated

Building entry protocol update

COVID Staff Self Screening Questionnaire update

COVID notification protocol update

DCF Vault Presentation

Appt Schedule

DECEMBER

Remote work policy update issued

Updated HR Contact Information for COVID Inquiries

Phase 2: Return to hybrid remote work for two weeks

Governor Murphy extends Phase 2 hybrid remote work plan for an additional week, until January 18

New RTO FAQs

2022 Timeline of Pandemic Events

Timeline of Pandemic Response - DCF

JANUARY

Governor Murphy Reinstates Public Health Emergency to Respond to Omicron Variant of COVID-19

Phase 2 hybrid remote work plan extended for an additional week, until January 31.

RTO guidelines updated

COVID notification protocol updated

DCF Office of Human Resources updated contact information for COVID Inquiries

FEBRUARY

COVID-19 Tip-Sheet for Managers

DCF Flextime Policy for remote work, under certain circumstances.

MARCH

RTO guidelines updated

RTO FAQs updated

COVID notification protocol updated

JUNE

DCF Telework Policy Issued

2023 Timeline of Pandemic Events

Timeline of Pandemic Response - DCF

JANUARY

DCF notice to staff and external providers about the expiration of SNAP benefits effective March 1, 2023

FEBRUARY

DCF Updated Cleaning Protocol

JUNE

Civil Service Commission voted to extend the duration of the Model Telework Pilot Program for one year through June 30, 2024

NEW

CHILD



Communication



Ongoing
Email messages sent



15
Press releases issued



Recurring
Teams calls with staff



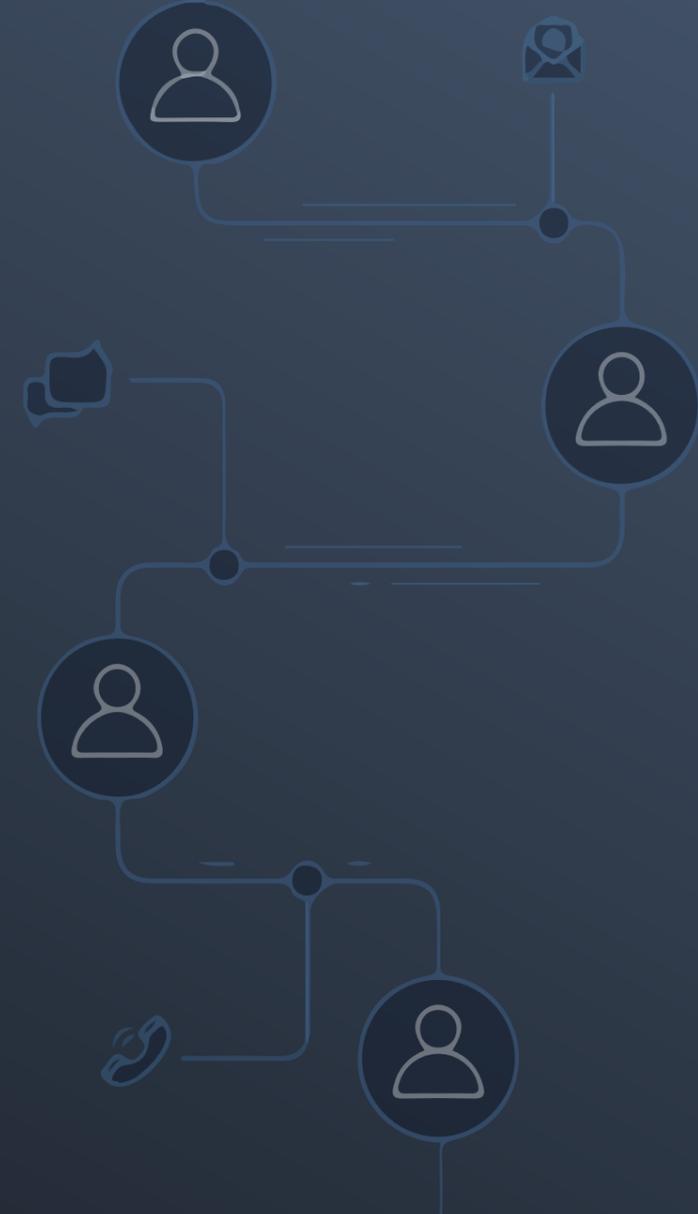
Regularly Updated
and added new
website content



Regularly Updated
Social media posts



7
Webpages created and updated to share information about COVID 19 disaster relief and the Department's response.



“ We need to keep communicating. ”

- DCF Commissioner Christine Beyer

Highlighted Critical Functions

As we continue to navigate the COVID-19 pandemic and its impact, it is even more important to remember the each of us has a role to play in ensuring the health and safety of our own families, our co-workers, our agency and the children and families we work with every day.

Although every division within DCF has been required to encourage safety, health and connectedness in their own respective offices, there have been a few divisions that have served as the foundation for our agency to develop policies and processes that have allowed us to sustain our mission and support our staff in doing so.

In recognition of some of those DCF divisions that have been engaged since this crisis began, we raise them up here.

S A F E

Office of Facilities and Support Services (OFSS)

At the start of this pandemic, our facilities staff, in conjunction with our DCF fiscal team, as well as our Office of Emergency Management, began placing orders for personal protective equipment (PPE). During the pandemic, the OFSS has continued to contract with vendors to clean offices and state vehicles, when a presumptive or confirmed case of COVID-19 posed a risk to others. OFSS has worked with relocating staff, obtaining thermal scanners for building entry, tracking all PPE so prompt request and delivery to respective offices could be obtained and maintained.

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HEALTHY

Executive Management

DCF's executive management team has worked tirelessly since the onset of the COVID-19 pandemic to ensure the physical and emotional health and well-being of all staff is cared for and addressed. This unprecedented event was new to everyone and as executive management, they were tasked with creating an agency-wide plan to address every facet of the Department's operations. That was no small task; however, by meeting daily, since March 2020, they have continued to put staff and our mission at the forefront. In addition, executive management worked with various divisions to develop processes, policies, assessments, to name a few, to provide all staff with what they need to operate in a time that has triggered much anxiety and fear.

Office of Human Resources (OHR)

The coronavirus pandemic has caused tremendous disruption in lives and in our agency, and DCF's Office of Human Resources (OHR) has been key in supporting a forward-thinking strategy where they assess the overall processes and, in turn, facilitate conversations that help ensure that all aspects of office operations are addressed. OHR has communicated consistently even prior to the Governor's signing of the Executive Order on March 13, 2020. To date, there have been approximately 30 notifications to all DCF staff from OHR, such as emergency notifications, payroll information, ePAR and eCATS reminders, DCF Work from Home Policy, DCF COVID-19 Notification Protocols, DCF Flextime Policy, Building Entry Protocols, Leave Benefits information, accompanied by several more notifications and policy updates, that will be demonstrated further on in this Playbook.

CONNECTED

Office of Information Technology (OIT)

DCF's Office of Information Technology (OIT) has ensured that staff working from home, have the required technology to maintain our connections with our co-workers, leadership, and the children and families we work with every day. In this ever-changing time, we have required different needs, to work from home/remotely, depending on the roles we have in the Department. As a result, OIT has continued to support the information technology (IT) needs of the DCF workforce and IT systems. OIT ongoingly supports and maintains numerous critical software applications, including NJ SPIRIT and "Go to my PC." A small team of OIT staff have been on-site to assist all staff in maintaining connections through these technological applications. Following the Governor's directive to implement a work from home policy, OIT deployed hundreds of personal computers, laptops and monitors. DCF also continuously encourages the use of Microsoft Teams, a cloud-based team collaboration software. This software has allowed for business messaging, calling, video meetings and file sharing - essential in keeping staff connected to the ever-evolving world we are living in.



Part 2

Safe: Commitment to Staff Safety

- Safe Field Work Guidance
- Preparing for Building Opening
- Protocols for Moving Around the Building
- Visitor and Staff Screening



S A F E

Safe Field Work Guidance

Staff will follow return to the workplace procedures when visiting with and transporting clients, so that they take the necessary precautions to prevent transmission of illness. They will utilize the proper PPE, wash hands regularly, and only bring necessary items with them when visiting homes. Staff will ask health screening questions and follow safe practice protocols during every face-to-face contact. Staff shall utilize testing facilities as indicated by the CDC. Staff will self-quarantine, as directed by the Office of Human Resources & CDC guidelines, to prevent spread of illness.

What each of us will do

▪ **Face-to Face Contact**

- Staff will ask clients the COVID-19 screening questions as indicated in the guidance.
- Staff/clients will wear appropriate PPE based on the type of contact.
- Staff will avoid touching their face and eyes and avoid physical contact with the client.
- Staff will maintain a 6-foot distance from clients, when possible and utilize outdoor space if available.
- Staff will only bring necessary items with them on visits/interviews.

▪ **Transportation of Clients**

- State vehicles shall be cleaned/sanitized prior to and after each use.
- All passengers and the staff member driving shall wear a face mask the entire time, with the exception of children under 2 years of age, as indicated by CDC guidelines. If the passenger does not have a face covering the staff member will provide them with one.
- If feasible, passengers shall be seated in the back of the vehicle, as far away from driver as possible.
- Windows shall be slightly open during the transportation.

▪ **Child/Sibling Visits**

- Staff shall continue coordinating child/sibling visitation according to [A Guide for CP&P Staff and DCF-Contracted Visitation Providers](#)

What DCF has put in Place

- Provide staff with updated screening questions as it relates to COVID-19.
- Ensure proper signage is posted in every building, including OOE facilities. [Building Entry Protocol](#)
- Provide staff with face masks to distribute to clients who may not have one.



Cleaning and Sanitation Inventory and Management of Buildings and Vehicles

We all play an important role in reducing the spread of COVID-19, by ensuring a clean and sanitized environment for all people who utilize our facilities and state issued vehicles. It is essential that we identify common areas that need to be cleaned and sanitized and when that cleaning should occur and by whom. Additionally, it is important to have a location for storing all cleaning/sanitizing supplies and to have an identified staff member to coordinate the same. These general cleaning and sanitation measures should be followed in all DCF office buildings and state issued vehicles.

Note: For Education Facilities or Schools operated by the Department's Office of Education, the Office of Education [Office] shall be read in place of the Department's Office of Facilities Management.

What each of us will do

- **Clean Vehicles as Needed Between Transports:** If the vehicle is used to provide multiple transports during the day without returning to the office for sanitation and disinfecting, assigned driver will use disinfectant provided with the "go bag" to spray down all touch points within the vehicle between transports.
- **Remove Trash Generated During Transport:** Each assigned driver is responsible to remove and dispose of any trash generated during the dispatch and transport.

What DCF has put in Place

Identify Cleaning Service

- The DCF Office of Facilities and Support Services will identify a cleaning service or staff for the cleaning/sanitizing of all DCF offices
- The identified cleaning service will conduct deep cleanings when an employee has been either identified as being COVID-19 positive or presumed positive and has been in the office within (1) to (3) calendar days. If the employee has utilized a state vehicle or OOE vehicle within that time period, the vehicle will be taken out of rotation until the vehicle has been deep cleaned.
- The cleaning service will be provided to staff to ensure that all common areas, included but not limited to meeting rooms, bathrooms, common touch points and state issued vehicles are maintained in a clean and sanitary condition.
- Cleaning service staff will coordinate with each office to establish a local protocol for identifying areas and vehicles that need to be cleaned after each use.

What DCF has put in Place

Establish PPE/Cleaning & Sanitizing Supplies Management Processes

- Cleaning and sanitizing supplies will be kept in a locked, designated area in each office.
- Inventory of Cleaning & Sanitizing Supplies will be maintained by PPE/Cleaning & Sanitizing Supplies Coordinator and overseen by office Manager or designee.

Establish the Cleaning & Sanitizing Supplies Coordinator Role

Cleaning & Sanitizing Supplies Coordinators oversee the:

- Distribution of cleaning and sanitizing supplies to office staff.
- Ordering replenishment of cleaning and sanitizing supplies via PPE/Sanitizing Supplies Database.
- Monitoring usage of cleaning and sanitizing supplies through PPE database.
- Procedures needed to ensure that State vehicles and receptionist areas are supplied with cleaning/sanitizing supplies.
- Communication with the NJSPIRIT Helpdesk to be added to the PPE database (if applicable), as the PPE/Cleaning and Sanitizing Supplies Coordinator for your office.
- [Cleaning and Disinfecting Your Facility](#)

Contract with a Porter Services to Clean Offices

- During the COVID-19 Pandemic all open DCF offices will have a contracted Porter Service from 9:00 AM to 5:00 PM.
- Sanitation and disinfecting will be done prior to any dispatch of a State vehicle.
- Sanitation and disinfecting will be done when a State vehicle is returned to the office after a field visit, sanitation will include all surfaces, such as steering wheels, door handles, seating, radios, shift sticks, cup holders, dashboards, car seats etc.
- Sanitation and disinfecting of a State vehicle will occur the following morning if the vehicle was returned after 5:00 PM.
- Porter Services vendor will monitor all CDC regulations regarding changes to cleaning, disinfecting and sanitizing requirements.

Establish DCF Vehicle Dispatcher Responsibilities

- Upon vehicle dispatch a “go bag” that includes PPE and disinfectant will be issued to each assigned driver.

- Porter Services will be provided with a daily list of vehicles returned after 5 PM so they can be sanitized and disinfected and returned to the fleet rotation.
- During shift hours (9:00 AM to 5:00 PM) ensure Porter Service is notified when a vehicle is returned so it can be sanitized and disinfected.

Established Office of Facilities Responsibilities to Support Pandemic Cleaning and Sanitation Inventory and Management

- Contracting a cleaning service
- Coordinating cleaning services for each office
- Coordinating deep cleanings and assessing for office closures/staff relocations, to accommodate deep cleaning.
- Replenishing cleaning and sanitizing supplies as requested, through PPE database or by alternate means, if database is not available

Additional Resource

[Health and Safety Guidance for New Jersey Child Protection and Permanency \(CP&P\) and Institutional Abuse Investigation Unit \(IAIU\) Staff during the COVID-19 Pandemic](#)

Protocols for Moving Around the Building

Social Distancing Management

DCF is committed to ensuring the health and safety of employees when working in an office. The agency will implement recognized best practices to establish protocols for the safe mobility of employees within DCF office/work locations.

We will work to enhance and broaden the physical and social distancing practices currently implemented in DCF offices to create a safe work environment for employees. We will develop department-wide practices and strategies to ensure employees are effectively practicing physical or social distancing within DCF offices and work locations to limit close contact with other people and to prevent the transmission of COVID-19 or other health emergencies (infectious diseases) in the workplace.

What each of us will do

- Follow Social Distancing Guidelines:
 - Staff are expected to maintain at least six (6) feet away from others to the maximum extent possible.
 - Staff are strongly encouraged to eliminate contact with others, such as handshakes or embracing coworkers, visitors or friends.
 - Avoid touching surfaces touched by others, to the extent feasible.
 - Avoid and distance yourself from anyone who is coughing, sneezing, or appears to be sick.
 - Managers should work with their teams to implement staggered start times, which could help ease potential crowding in the buildings' elevators and lobbies. Pending that approval, management will implement staggered schedules within the current core hours of 7:00 AM to 7:00 PM.

What DCF has put in Place

Establish DCF wide guidance to maintain social distancing in seating requirements

- Cost Center Manager in consultation with the Office of Facilities and Support Services will determine appropriate office/seating capacity to limit number of employees in one location of the building.
- Staff are limited to only work at assigned workstation/office and prohibited from using empty offices/conference areas.
- Staff are encouraged to keep office/workstation clean.
- If necessary, the Cost Center Manager will reassign employees to different workstations to maintain social distancing.

What each of us will do

- **Maintain Clean Hands before Entering Meeting Rooms.** Wash hands regularly with soap/water for at least 20 seconds.
- **Limit In-Person Meeting and Follow Meeting Planning Protocols.**
 - To extent possible, schedule virtual instead of in-person meetings.
 - Managers and supervisors will provide guidance to staff about conducting virtual meetings/teleconferences.
 - Meeting rooms must be scheduled and approved in advance to be utilized.
 - Required face-to-face meetings should be limited in duration, attendees, and agenda items and if social distancing is maintained.

What DCF has put in Place

Provide guidance to limit staff movement in the Buildings

- Restrict access to certain areas within each office.
- Staff are encouraged to limit “non-essential” travel within the office (e.g., visit a friend on another floor)
- Cost Center Manager to identify a percentage of employees that can be in the building at one time.

Cleaning of office and meeting rooms – Office of Facilities and Support Services will continue to oversee the daily cleaning of offices performed by the contracted vendor during normal business hours and after hours.

Visitor and Staff Screening

On-Site Health Screening and Building Entry

Personal safety is a priority above any other activity performed at DCF. On site health screenings are essential to preventing the spread of COVID-19 in all DCF offices. Building entry will be conducted in line with local health guidance, regulations and CDC guidelines.

In an effort to reduce the risk of infection screening protocols will be in place for all individuals visiting any DCF offices. Designated entrances will be identified in all buildings. In addition, a series of screening questions will be posted at entry, to ascertain a visitor's potential for spreading infection. Upon entry to the building, face masks shall be worn as indicated and social distancing regulations shall be practiced.

What each of us will do

- **Wear a face mask when inside any DCF building and in common areas.** All staff, clients and visitors will be required to wear a face mask when inside the building and throughout common areas. Face masks may be removed when actively eating or drinking or located in a room alone.
- **Ask for a face mask if you do not have one.** If any staff or visitor does not have the required face mask, they should ask a DCF security officer, and they will be provided with a face mask.
- **Practice social distancing.** All staff and visitors will practice social distancing, by maintaining at least 6-foot distance to the extent possible.
- **Do not overcrowd elevators.** No more than 4 individuals will be allowed in an elevator at any one time.
- **Wear a face mask when engaged in face-to-face contact with clients.** Staff are required to wear face masks when having face-to-face contact with clients.
- [Health and Safety Guidance for New Jersey Child Protection and Permanency \(CP&P\) and Institutional Abuse Investigation Unit \(IAIU\) Staff during the COVID-19 Pandemic.](#)

What DCF has put in Place

Established health screening protocols and prepared key staff to carry out specific roles and ensure that DCF has the equipment needed to implement the protocols.

- Security personnel or designee will be located at each building entrance where health screening questions, as outlined in screening procedures will be posted.
- Office management will put protocols in place, for visitors who are denied entry by security personnel or designee.
- DCF employees denied entry must notify the DCF Office of Human Resources at DCF.HumanResources@dcf.nj.gov or by calling 609-480-1061 Monday – Friday between 8 am and 4 pm.



PLEASE BE ADVISED THAT EFFECTIVE JULY 6, 2021 THE FOLLOWING IMPORTANT HEALTH AND SAFETY MEASURES ARE IN PLACE AT ALL DCF WORKSITES.

BY ENTERING, YOU ARE CONFIRMING THAT:

- 1 You are not experiencing any symptoms of COVID-19, as identified by The Centers for Disease Control & Prevention (CDC) at www.CDC.gov, including:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea

- 2 You have not been in contact with someone with suspected or confirmed COVID-19 symptoms, for over 14 days or without completing a 14-day quarantine.

- 3 You are not under any quarantine orders.

If you cannot confirm all the above, you cannot enter the building.

Any DCF employee denied entry must notify the DCF Office of Human Resources at DCF.HumanResources@dcf.nj.gov or by calling 609-480-1061 Monday – Friday between 8 am and 4 pm.

LET'S HELP TO KEEP EACH OTHER SAFE, HEALTHY AND CONNECTED



Additional Resources and Related Information:

- [Division of Child Protection & Permanency Return to Fieldwork Staff Guidelines for Phase 2 of New Jersey's "The Road Back" Plan](#)
- [Building Entry Protocol](#)
- Risk Exposure Categories for Asymptomatic Individuals with Possible Exposure to COVID-19
- Screening procedures for all visitors to DCF worksites.
- [COVID-19 Notification Protocol](#)

Part 3

Healthy: Staff and Client Health and Well-Being

- Self-Screening
- Health Benefits Information
- Staff and Client Physical Health & Emotional Well-Being
- Office of Staff Health and Wellness
- Contact Tracing

HEALTHY

Self-Screening

In the interest of ensuring a safe and healthy work environment, all staff shall self-screen each day prior to reporting to any DCF work location or job assignment. DCF will continue to monitor the development of COVID-19.

What each of us will do

Reflect: Ask yourself the following questions before leaving home:

1. Have you had physical exposure to a person with a confirmed laboratory positive test or anyone with symptoms of COVID-19?
2. Do you currently have any of the following symptoms?
 - a. Fever
 - b. Cough
 - c. Shortness of breath or difficulty breathing
 - d. Fatigue

If the answer is **YES** to either of the above elements, you may have symptoms of COVID-19. We ask that you please seek medical attention and contact your Human Resources COVID-19 team.

[Covid-19 Staff Self Screening Questionnaire](#)

Fever

Cough

Shortness of breath

Fatigue



Resources

- [CDC Self Screening](#)
- The federal [Centers for Disease Control and Prevention](#) and [NJ Department of Health](#) are providing ongoing guidance and direction regarding necessary precautions and action plans. The experts agree that Coronavirus prevention strategies are similar to the prevention of the flu:
 - Wash your hands in soap and water, regularly
 - Cover your coughs and sneezes with a tissue or your elbow
 - Avoid touching your face, mouth and eyes
 - If you are feeling unwell, stay home and rest

Health Benefits Information

The Office of Human Resources (OHR) is responsible for providing information to staff about available leaves and benefits relating to COVID-19. OHR will ensure that communication between the OHR and all DCF operations is conducted in a manner that fosters a responsible and customer friendly relationship. Key resources are provided below, staff should contact Human Resources directly for additional information that is needed.

HUMAN RESOURCES

TOPICS	KEY RESOURCES
Leave of Absence Packages	<ul style="list-style-type: none">Staff impacted by COVID-19, will first be directed to reach out to the OHR COVID-19 Team for direction. If the employee is out of work 10 or more days, they will be referred to the leave unit and will be advised to complete a Department of Children and Families Office of Human Resources Leave of Absence Package with supporting medical documentation.Upon receiving the Office Manager's signature, individual leave of absence application packages will be sent to the OHR leave unit for review and determination.
Emergency Paid Sick Leave Act (EPSLA)	<ul style="list-style-type: none">On March 18, 2020, the federal Families First Coronavirus Response Act (FFCRA), P.L. 116-127 was enacted and created two new emergency paid leave entitlements in response to the COVID-19 pandemic.The Emergency Paid Sick Leave Act (EPSLA) entitles certain employees to take up to two weeks of paid sick leave.Emergency Family and Medical Leave Expansion Act (EFMLEA) amends the Family and Medical Leave Act to permit certain employees to take up to twelve weeks of expanded family and medical leave, ten of which are paid, for purposes related to COVID-19. Both are temporary measures, effective April 1, 2020 and due to expire on December 31, 2020. The State, as an employer, is subject to both the EPSLA and EFMLEA.Temporary rule relaxations and modifications concerning sick leave in response to COVID-19 effective January 1, 2021.Guidelines
Temporary Disability Insurance Application	<ul style="list-style-type: none">Staff impacted by COVID-19 can apply for Temporary Disability Insurance Application if they are not being paid under EPSLA or using their earned time.By law, staff must file a claim within 30 days after the start of their disability. If staff file later, benefits may be denied or reduced.

TOPICS

KEY RESOURCES

Family Leave Insurance Application

- Employees can apply for benefits when time is needed to bond with a new addition or to care for a family member.
- More information can be found at [My Leave Benefits](#).

Americans Disability Act (ADA)

- The American Disabilities Act (ADA) in conjunction with the [New Jersey Law Against Discrimination \(NLAD\)](#) provides employees with medical restriction to apply for a reasonable accommodation to complete all the essential functions of their job.
- State policy permits an employee to only bring home a laptop, mouse, and keyboard to conduct official business.
- Staff who feel they must use other equipment (e.g., desk chair, adjustable table) to perform their essential duties, are advised to contact to the ADA Unit who will work with staff to determine if they are able to report to a worksite to use the equipment, as opposed to working from home.
- Visit the DCF-OHR link on the DCF Home Page for information regarding the [DCF ADA Unit page](#)
- [ADA Reasonable Accommodation Form](#)
- [ADA Health Information Release Form](#)

Workers Comp

- [Bill: A3999/S2380](#)
- If an essential worker contracts COVID-19 and there is belief the worker contracted COVID-19 during business hours, they may file for Workman’s Compensation. Risk Management will require proof of positive diagnosis and will ask questions pertaining to the contact tracing process. An RM2 will need to be completed and a claim number will be assigned.

Flex Time

- Voluntary program that allows employees the ability to organize their work hours around their personal/family obligations, as well as to provide services to families that are not available during regular DCF business hours.
- Subject to Cost Center Manager approval, an employee’s work hours must be established (“Flexed”) outside of DCF’s normal business hours provided the employee can meet the requirements of his/her position.
- [DCF Flextime Policy](#)

Payroll/Health Benefits Information

- Beginning on October 1, 2020, for the 2021 Open Enrollment, Businessolver will support online benefit enrollment services for all eligible State Biweekly employees and their eligible dependents. Employees will use the web or a mobile app to enroll, elect, or make changes to their health benefits. More information will be available later.
- [DCF Payroll](#)

TOPICS

KEY RESOURCES

eCATS

- Electronic Cost Accounting and Timekeeping System (e-CATS) is used for submitting bi-weekly timesheets and allows employees to document weekly work hours and absences for the purpose of generating bi-weekly payment for each employee. Timesheets must be completed by DCF employees by the designated submission days to receive timely wage payments.
- [DCF eCATS Support HelpDesk](#)
- [eCATS Access](#) through the NJ Portal page

ePARS

- ePARS Unit assists DCF employees with the processing of an employee's work performance assessment review (PAR).
- PARs are completed in accordance with a bi-annual rating period that consists of 2 rating cycles: Interim (September 1-February 28th-*29th Leap Year) and Final (March 1st-August 31st).
- Employees whose work performance is observed for 30 days or more during a rating cycle is entitled to receive an ePAR for the rating period.
- [ePAR Unit support page](#)
- [ePAR Access](#) through the NJ Portal page

ADDITIONAL RESOURCES

[Leaves](#)

[Temporary Disability and Family Leave Insurance](#)

[Flex Time](#)

[Health Benefits](#)

[CWA](#)

[IFPTE/AFSCME](#)

[Horizon Member Services 1-800-414-SHBP \(7427\)](#)

[OptumRx 1-844-368-8740](#)

EMAILS

[DCF eCATS Support](#)

[DCF Human Resource inquiries](#)

[DCF ADA](#)

[DCF Verifications of Employment](#)

[DCF Payroll Inquires](#)

[DCF ePARS Support](#)

Staff and Client Physical Health & Emotional Well-Being

Staff and client physical health and emotional well-being is a strategic priority for DCF. Throughout the pandemic response period, DCF has provided staff with resources and tips to support mindfulness, physical and mental health and wellness. We provide key resources below and additional resources can be found at [resource page](#).

EMOTIONAL HEALTH RESOURCES

TOPICS	KEY RESOURCES
Local Food Pantries	<p>A. Government Programs- State of NJ Resources:</p> <ul style="list-style-type: none">▪ NJ Supplemental Nutrition Assistance Program - Food Stamps▪ State Food Purchase Program (SFPP) – Food Bank▪ NJ Department of Agriculture Food Bank Listing
State of New Jersey Resources	<ul style="list-style-type: none">▪ On March 18, 2020, the federal Families First Coronavirus Response Act (FFCRA), P.L. 116-127 was enacted and created two new emergency paid leave entitlements in response to the COVID-19 pandemic.▪ The Emergency Paid Sick Leave Act (EPSLA) entitles certain employees to take up to two weeks of paid sick leave▪ Emergency Family and Medical Leave Expansion Act (EFMLEA) amends the Family and Medical Leave Act to permit certain employees to take up to twelve weeks of expanded family and medical leave, ten of which are paid, for purposes related to COVID-19. Both are temporary measures, effective April 1, 2020 and due to expire on December 31, 2020. The State, as an employer, is subject to both the EPSLA and EFMLEA.▪ Guidelines
DCF Flex Time Policy	<p>A. DCF has implemented its Flex Time Policy along with a Remote Work Policy to support the ongoing needs of our employees during the COVID-19 pandemic.</p>

TOPICS

KEY RESOURCES

Emotional Well Being Resource Page

- Refer to the [resource page](#) for additional information. On this page you will find a variety of tips on how to stay productive and healthy, both mentally and physically.

Access to information and Resources

- Employees working through the COVID-19 pandemic can expect to receive government updates and essential services via email correspondence, continual updates via the intranet and weekly TEAMS calls with our Commissioner

ADDITIONAL RESOURCES

[EAS](#)

[Worker2Worker](#)

[DCF Resource Page](#)

New Jersey Launched a [Job Portal](#) to Connect Out-of-Work Residents to Opportunities in Critical Industries

[Everything you need to know from the CDC](#)

Area food banks

- [Community Food Bank of New Jersey](#)
- Essex County Area- [United Way Pantry Partners – North Essex Food Pantries and Soup Kitchens](#)
- **Mercer County Area** - [City of Trenton - Food Bank Pantry Listing](#)
- Middlesex County Area- [Food Assistance](#)
- Pennsylvania – [Bucks County Opportunity Council](#)

School district resources - The New Jersey Department of Education has required all local board of education to have plans for the provision of school nutrition benefits or services for eligible students in while schools are closed due to COVID-19.

- New Jersey
 - [Camden City School District](#)
 - [Middlesex County](#) - Elijah's Promise
 - [Newark Public Schools Breakfast and Lunch Program Locations](#)
 - [Trenton Public Schools](#)
- Pennsylvania
 - [Bensalem Township School District](#)
 - [Bristol Borough School District](#)
 - [Bristol Township School District](#)
 - [Centennial School District](#)
 - [Central Buck School District](#)
 - [Council Rock School District](#)
 - [Morrisville School District](#)
 - [Neshaminy School District](#)

DCF Office of Staff Health & Wellness

Research shows that professionals in the social services field of work, experience a higher level of stress and vicarious trauma than most other professions. Not only does this impact workers' quality of life, but it compromises their ability to fully support the children and families in their care.

To support employee's health and well-being, DCF has created the Office of Staff Health and Wellness (OSHW).

- OSHW's Goal is to establish and maintain an atmosphere that encourages a healthy lifestyle
- Prioritize employee health and wellness programs that encourage the well-being through education and initiatives
- Emphasize employee's personal health and well-being through easy access to initiatives that promote safety culture

Visit DCF's [Mindfulness webpage](#) for resources and information.



OFFICE OF

**STAFF HEALTH
& WELLNESS**

Worker2Worker Program

Confidential peer support to help staff cope with stress, feel understood and improve the quality of your life and your work with the following free services:

- Peer Support Counseling
- Clinical assessments with a licensed professional
- Referrals to local resources for additional treatment and support
- Face to face resilience-building events
- Crisis intervention support

Visit DCF's [Worker2Worker webpage](#) for resources and information.





Employee Advisory Services (EAS)

- EAS is a program designed to help employees and their dependents with personal, family or work-related issues that may adversely impact their work performance.
- EAS provides confidential assessment, counseling and referral services and helps to restore the health and productivity of employees and the workplace.

Visit [Employee Advisory Services webpage](#) for resources and information.

Contact Tracing

- Throughout the course of the pandemic, DCF has continually monitored the spread of COVID-19 and the impact of the virus on the children and families we serve, our staff, and our community partners. In accordance with the ongoing guidance, we have received from the federal [Centers for Disease Control and Prevention \(CDC\)](#) and [New Jersey Department of Health \(NJ DOH\)](#), DCF has developed and implemented protocols to ensure the proper response to staff who are identified to be presumptively or positively diagnosed with COVID-19.

What each of us will do

▪ Possible Exposure to COVID-19

- Staff who have been directed to self-isolate or quarantine by a medical provider or local health department, should immediately contact the Office of Human Resources (OHR) at DCFhumres@dcf.nj.gov at (609) 888-7851 or (609) 888-7240
- If the test results are positive, staff will provide OHR with information relative to the contract tracing process, such as last date(s) he/she was in the office and the name of any person(s) they came in contact within the office.
- Staff who are advised by a medical provider to take a COVID-19 test, should notify the OHR upon receipt of the test results.

▪ Close Contact

- Staff will follow directions provided by OHR to stay home and self-isolate for a period of 10 days.
- Staff will monitor themselves for symptoms as per [NJ DOH](#) guidelines and to contact his/her health care provider if symptoms worsen over time.



- Staff who are test positive, should notify OHR as soon as possible and provide medical certification within 3 business days of diagnosis.
- If an employee tests negative, they are responsible to follow the instructions of his/her health care provider.
- **Monitoring Health & Self Quarantining**
 - Staff shall follow DCF guidelines if symptoms develop, as outlined in the [COVID-19 Contact Notification Protocol](#).
 - Staff are to take proper actions as indicated by their physician and HR if they develop or have been exposed to COVID-19.
 - Staff are to follow travel advisories as indicated in the [NJ COVID-19 information hub](#).
- **Testing**
 - DCF staff are encouraged to [get tested](#) for COVID19.
 - Testing locations are updated every Friday on [www.nj.gov](#)

What DCF has put in Place

- OHR may contact the local health department to obtain additional information and/or guidance should a possible exposure to COVID-19 be reported by staff.
- OHR will maintain the confidentiality of the person who tests positive and his/her medical information as required by law.
- OHR will notify any staff identified as being a close contact (defined as being within 6 feet from an infected person for a cumulative total of 15 minutes or more within a 24-hour period) of the staff who tests positive for COVID-19.
- OHR will protect the privacy of an employee's medical information as required by law.

Part 4

Connected: Work from Home/Remote Work

- Ongoing Feedback from Staff, Families and Partners
- Office of Emergency Management
- Work from Home/Remote Work Resources
 - Policy
 - Technology
 - Staff/Management Resources

C O N N E C T E D

Ongoing Feedback

Employee engagement is the heart of health and safety. To be successful, we must listen to the “Voice of the Employee,” thank them for sharing their views, acknowledge their ideas and respond to their concerns in a personal way.

Employee feedback helps the agency understand what to modify and improve in our locations. This feedback provides insight into the priorities of our agency and in turn, can shape decisions, policies and procedures.

What each of us will do

- **Participate in Commissioner Requested Feedback Opportunities.** Staff are expected to provide feedback as requested by the Commissioner to support two-way communication with DCF’s Executive Management Team.
- **Participate in staff surveys that are administered by DCF.** Staff are expected to take/participate in surveys that are administered from DCF Central Office to support statewide planning and work continuity.
- **Participate in Local Feedback Opportunities.** If a Local Emergency Management is deployed, DCF staff are expected to communicate local strengths and challenges to local team members to support real-time feedback with local and central office leadership that will guide implementation of emergency protocols.

What DCF has put in Place

DCF has initiated a statewide staff survey to assess staff well-being, strengths and concerns. In addition, DCF is committed to ongoing collection and analysis of staff feedback from additional well-being related surveys going forward. DCF also recognizes the importance of providing staff with access to survey results and to completing a feedback loop to ensure that staff members are aware of how their feedback has been used.



Office of Emergency Management

- Created in 2007
- Under the Office of Facilities and Support Services
- Available 24/7/365

Our Major Partners

- Federal Emergency Management Agency
- NJ State Police
- NJ Office of Homeland Security and Preparedness
- NJ Dept. of Human Services
- NJ Dept. of Health
- NJ Dept. of Education
- American Red Cross
- NJ Volunteers Active in Disasters

What Office of Emergency Management Does

- Disaster Preparedness Planning
- Continuity of Operations Planning.
- Preservation of DCF's ability to ensure continuation of services in the face of disaster.
- Service to NJ Office of Emergency Management as a contributing element of the State of NJ's Disaster Response Plan.
- Providing emergency notification to staff through various platforms
- Radio Testing/Maintenance
- Evacuation Planning for each local office
- Procurement of emergency related equipment/ resources
- Reunification of families
- Repatriation

Existing Plans/Teams

- DCF Disaster Plan
 - Provides emergency preparedness and response guidance, pre-incident training, incident response, and recovery procedures concerning all DCF offices.
- Continuity of Operations Plan (COOP)
 - Provides guidance to DCF staff that will ensure the execution of essential functions in the event of a crisis on any scale that disrupts operations.
- Emergency Action Plan
 - Provides emergency preparedness and response procedures concerning all DCF offices.
 - All Hazards Approach
- Evacuation Plan
 - Provides guidance on best evacuation route outside all DCF offices.
- Radio Communications Plan
- Emergency Action Teams
 - Support and assist first responders (Fire, Police, Emergency Medical Services, etc.) in Life Safety, Incident Stabilization and Property Protection.
- Floor Coordinators
 - Assist fellow employees in the event of a building evacuation.

Future Plans

- DCF Disaster Response Teams
 - Support and sustain mission critical functions during and immediately following a disaster.
 - Include all DCF units/divisions
 - To ensure a “whole community” approach and all units/divisions are included in disaster planning and response for DCF related activities.
- Monthly Emergency Management Bulletin
 - Provide DCF staff with updates on Office of Emergency Management activities regarding current/future events
- DCF Safety Teams
 - Expand to include additional divisions/units

COVID Policies and Protocols

DCF's response to COVID-19 has required the Department to adapt many of its standard operating procedures. As a result, DCF has developed new policies, protocols, informational documents and guidance to support staff during the pandemic response period. This sections provides key related policy offerings.

RELATED POLICY OFFERINGS

TOPICS	KEY RESOURCES
Work from Home Policy	<p>The State of New Jersey remains in the midst of a response to COVID-19. This situation is unique and is evolving daily. In accordance with DCF's Continuity of Operations Plan (COOP) for a pandemic, and as directed by the Governor's office, DCF implemented the work from home policy.</p> <p>Because of the extraordinary situation in the workplace caused by COVID-19, we understood that staff might not be able to perform all their job's essential functions during this temporary period because they were working remotely. DCF evaluated the ongoing need for staff to work from home and based on the continued state of emergency and direction from the Governor's Office, the Department followed the temporary work from home policy to ensure the continuous safety of DCF Staff. The work from home policy is no longer in effect as of January 31, 2022.</p>
CSC Guidelines for State Employee Leave Time and Staffing	<p>As provided in Executive Order 103, the protection of the health and well-being of New Jersey residents and the State's workforce is a primary concern. It is equally important to ensure the continuous delivery of essential State services during the rapidly evolving outbreak of the novel coronavirus, COVID-19. Therefore, government operations need flexibility to address staffing capabilities to ensure essential operational needs are met. Similarly, employees require greater latitude in applicable leave time procedures to prevent further spread of the virus and to prioritize their health and the health of their immediate family members.</p> <p>Thus, in accordance with Executive Order 103, which authorizes and empowers the NJ Civil Service Commission ("CSC") to promulgate rules and to waive, suspend, or modify any existing rule where its enforcement would be detrimental to the public welfare, and specifically authorizes the Commission to take appropriate steps to address the public health hazard of COVID-19, the CSC, with the approval of Governor Murphy, has issued guidelines that can be accessed through the link below.</p> <p>https://www.state.nj.us/csc/COVguidelines.FINAL.pdf</p>

TOPICS

KEY RESOURCES

Frequently Asked Questions (FAQs) for Employees, State Employees Leave Time, and Staffing During COVID-19

Please click the link below to review FAQs related to employee leave time and staffing related to COVID-19

<https://www.state.nj.us/csc/Coronavirus%20FAQs.FINAL.pdf>

DCF COVID-19 Response and Operational Plan

To ensure the Department is taking all appropriate steps to address the public health hazard of COVID-19, including protecting the health and well-being of its employees and clients while continuing to provide critical state services. To comply with the Executive Orders of Governor Murphy related to the current COVID-19 pandemic. To provide for flexibility in work rules to ensure that its employees can fully comply with all medically appropriate measures while continuing to perform their essential functions. To communicate modifications to operational standards that impact the delivery of services to the children and families served by DCF. To see the full policy, click the link below.
DCF Administrative Order 13 Policy link:

https://www.nj.gov/dcf/policy_manuals/AO-I-A-1-013_issuance.shtml

Technology for Remote Work

This section will provide employees with guidance and useful information on how to setup their work from home environment. It is important that everyone can effectively and efficiently use the available technologies and applications to be successful while working remotely. As employees go through the process of adjusting to their new work situation, there are a variety of resources available to ease the process. Staff are encouraged to work with their supervisors and DCF's Office of Information Technology (OIT) to explore and leverage new opportunities to utilize technology during these unprecedented times.

TOPICS	KEY RESOURCES
Secure Home Computing Devices	<ul style="list-style-type: none">▪ Employee should ensure they have an internet connection at home and that a personal or work computer is available at home with appropriate software (NJ SPIRIT requires Windows-enabled device with Internet Explorer).▪ Employees should ensure state-issued cell phone is updated and operational.▪ Retain and have available all device/application passwords to access computer.
Technology Resources	<ul style="list-style-type: none">▪ Most DCF preferred/licensed applications are available through MyNewJersey and Office365.▪ Remote Work Technology Guide▪ View online instructional resources (linked in Technology Guide).▪ NJ SPIRIT Newsletter provides updated policies and training opportunities.
Support/Technical Assistance	<ul style="list-style-type: none">▪ Contact NJ SPIRIT Helpdesk with for assistance with applications or hardware they are currently authorized to access and/or possess through one of these means:<ol style="list-style-type: none">i. Self-Service Portalii. NJSPIRIThelpdesk@dcf.nj.goviii. 866-733-2208▪ Any new requests for hardware/applications should be escalated to the attention of staff's supervisor.▪ In the event of an unexpected loss of internet connectivity (that cannot be immediately repaired), equipment failure, or power outage when an employee is working from home, the employee must immediately report the failure or outage to his/her supervisor and IT staff so that alternative arrangements can be made. See DCF Work From Home Policy

TOPICS

KEY RESOURCES

Access to information and Resources

- Employees shall abide by all [DCF OIT Policies](#) rules and regulations regarding privacy of information, protection of confidential information, security of data and passwords, and records retention.
- All electronic records, data, and files created in connection with the performance of an employee's job duties are the property of DCF and are subject to DCF's Administrative Order for [Confidentiality of Department Information of Records](#) and retention practices of the State of New Jersey, as well as all applicable federal rules and regulations.
- Employees working from home shall follow established directives regarding the use of DCF records, data, user IDs, and passwords. Employees are responsible for always protecting and securing sensitive and confidential data and records.
- Employees are to abide by all DCF, OIT, state and federal policies, rules, procedures and regulations that govern data access, data or information breaches, as well as all DCF and State Ethics Commission rules, regulations and statutes which govern employee conduct and ethics requirements.
- The loss, unauthorized release or other unpermitted disclosure of confidential information should immediately be disclosed to the DCF Privacy Officer pursuant to DCF's HIPAA policy.

ADDITIONAL RESOURCES

[Remote Work Technology Guide](#)

[DCF NJ SPIRIT Help Desk](#)

[MyNewJersey](#)

[O365](#)

HUMAN RESOURCES

Department of Children and Families Office of Human Resources Leave of Absence Package

<https://www.nj.gov/dcf/documents/about/employment/LeaveAbsence.pdf>

New Jersey – Temporary Disability Insurance Application

[https://www.nj.gov/labor/forms_pdfs/tdi/DS1%20with%20instructions%20\(r.%202-17\).pdf](https://www.nj.gov/labor/forms_pdfs/tdi/DS1%20with%20instructions%20(r.%202-17).pdf)

Employee Advisory Services (EAS)

Call: 1-866-327-9133

Email: EAS_Help@csc.nj.gov

STAFF/MANAGEMENT RESOURCES

Staff Development

[Supervisor Tip Sheet](#)

[Employee Tip Sheet](#)

[Staff Wellness and Mindfulness](#)

[Employee Home Environment - Self Reflection](#)

[20 Tips for Working from Home](#)

[8 Tips to Make Working From Home Work For You](#)

[7 Effective Ways to Work from Home During the Coronavirus Outbreak](#)

[5 Tips for Staying Productive and Mentally Healthy While You're Working from Home](#)

[Get More Done: 18 Tips for Telecommuters](#)

[9 Ways to Stay Productive When You Work from Home](#)

Team DCF Serving NJ Communities Thru the Pandemic



“ We have a passionate and dedicated team that we know will respond to these changes with a renewed optimism for the future.

- DCF Commissioner Beyer



Thank You Team DCF!