



State of New Jersey

DEPARTMENT OF CHILDREN AND FAMILIES

PHIL MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

CHRISTINE NORBUT BEYER, MSW
Commissioner

**TO: DCF staff
Security Personnel working at DCF worksites**

**FROM: Christine Norbut Beyer, MSW
Commissioner**

DATE: March 16, 2020

**RE: Limitations on visits to DCF worksites
Screening procedures for all visitors to DCF worksites**

Effective immediately the following directives apply to all DCF worksites:

1. All meetings involving stakeholders external to the Department of Children and Families should be held by conference call, rather than in-person.
2. All clients and DCF vendors (e.g. CPSAI, nurses, DV liaisons, cleaning crews, etc) seeking access to DCF worksites must be screened by security personnel as part of the sign-in process.
3. No visitors other than DCF clients or vendors are to be admitted to the worksite. This includes friends, spouses or children of staff.

Security personnel must ask the following questions:

- 1) In the last 14 days, have you or has anyone in your household traveled outside of the United States to a country for which the CDC has issued a restricted travel designation? The list of countries is available at and updated routinely by the CDC at: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>
- 2) Have you or has anyone in your household come into contact with any person known to be under investigation (PUI) for exposure to the COVID-19 Coronavirus (high-risk and medium-risk under [the NJ Department of Health guidelines](#)), or anyone with COVID-19?
- 3) Do you have any symptoms of a respiratory infection (e.g. cough, sore throat, fever or shortness of breath)?

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Upon screening, if the client or vendor answers “Yes” to any of the three questions above:

- Please politely instruct them not to visit the facility, program or office until the situation can be further assessed.
- Direct them to their medical provider and their local Department of Health for further direction.
- Ask them to leave the premises at the direction of DCF and the State of NJ. Any questions or concerns can be directed to the DCF email: AskDCF@dcf.nj.gov.
 - Local management must be advised immediately.

If you have any questions as to how to adhere to this policy, please email askdcf@dcf.nj.gov.