



Office of Children and Family Services

ANDREW M. CUOMO
Governor

SHEILA J. POOLE
Commissioner

Division of Juvenile Justice and Opportunities for Youth Executive Directive **March 20, 2020**

The Governor has issued a stay home order for the entire state effective 3/22/20, in an effort to curtail the transmission of the COVID 19 Virus. In the spirit of the Governor's executive order, we are going to allow Teachers, Dentists, Dental Assistants, and CMSO Supervisors modifications to their work sites. Staff will still be considered essential; however, they will be able to work remotely at this time.

Given that the situation with COVID-19 is evolving daily we expect our essential staff to be on-call and ready to respond for any emergency while working remotely.

Please follow these procedures:

Teachers:

- Prior to their departure, teachers will prepare materials and plans for other staff to use during educational periods in the facility daily schedule.
- These may include worksheets, reading assignments, video instruction and the use of internet resources such as Khan Academy, etc.
- Education supervisors will approve the plans and materials to ensure that they are appropriate in scope and sufficient in quantity for the proposed two-week period.

Dentists and Dental Assistants:

- Dentists and dental assistants will review their current caseloads and assess them for acuity (ADA guidance attached).
- Emergency procedures will be scheduled and/or completed, and all other non-emergent procedures will be postponed.
- Prior to their departure, dentists and dental assistants may be required to perform duties in their dental suites including inventorying materials, paperwork and cleaning and "moth-balling" of equipment for the two-week period at the discretion of the Director of BHS.
- It is also understood that dentists and dental assistants are subject to immediate recall for an identified dental emergency during this period.

CMSO Supervisors:

- May work from home. You are required to conduct daily meetings with staff to discuss and trouble shoot any issues or concerns. In the event of an emergency you will be required to report to your office.

Classification and Movement:

- Staff will continue to operate the Central Communications Unit with one supervisor on site. Other essential staff must provide daily updates for their areas of responsibility.

Facility Managers:

- Will work remotely but report to facilities for emergencies and as needed.

Associate Commissioners:

- Will work remotely but report to facilities and community offices for emergencies and as needed.

In conclusion, essential staff may also be called upon to volunteer when the need arises. This directive will be reviewed daily as information is received. Staff will also be required to call in daily to check on their status and any changes in their workload requirements. Please call your facility/community supervisor or designee.

In this time of uncertainty, I thank you all for your patience and support as we work through this difficult period.

Thank you for your anticipated cooperation in this matter. If you have questions, please call your supervisors.