

From: DDDC Announcements <announcements@dddc.rutgers.edu>
Sent: Friday, March 20, 2020 5:18 PM
To: Catriona Francis <catb@dddc.rutgers.edu>
Subject: DDDC Staff Information

A message from DOUGLASS DEVELOPMENTAL DISABILITIES CENTER OF RUTGERS UNIVERSITY

To our DDDC staff,

Thank you for your patience through this trying time. This is truly an unprecedented situation that we are all learning to navigate as we go. As a result of that, we expect that any plans we make may need to be adjusted along the way. We are so appreciative of your flexibility.

Your health and safety is of the utmost importance to us and is a huge factor in our plans moving forward. Although we have suspended in-person services at our center, another important factor is our ethical obligation to support our students and adult clients, as well as their families, through this challenging time. In the case of the school program, we have a legal and contractual obligation to continue to provide instruction remotely. For our adult program, we plan to provide a similar support structure for clients and their families during this time.

Moving forward and until we determine that there is no longer a need to do so, we are encouraging those of you who can perform their work duties remotely to telecommute for as much of their work schedule as possible. To do so, you must complete the university's telecommuting agreement (<https://discover-uhr.rutgers.edu/docs/covid-19-telecommuting-plan-acknowledgment>) and have it signed by your supervisor. We expect that all staff who telecommute must be accessible to others on their team and to their supervisor by phone and e-mail throughout the agreed upon work hours. Your ability to telecommute for your entire work week will depend on your access to materials and equipment necessary to perform your job duties. Please see the attached DDDC telecommuting guidelines.

We are aware that those of you who provide direct service to our school aged and adult clients have increased anxiety about whether there is sufficient work for you as a result of our suspension of services. We are committed to continuing to provide work for those of you in this position. Because your job responsibilities are not as easily completed through telecommuting, there may be some job duties that require that you be present on campus for access to required materials and equipment necessary to complete them. Buildings on campus remain open to staff, however, we are going to work closely with you to limit the amount of time you need to be present at a DDDC building. Any aspect of your job that can be completed remotely should be done that way. We are also developing a DDDC building plan to limit the number of people in our buildings at one time and begin practices ensuring as safe a working environment as possible for all.

University guidance was recently released regarding absence related to COVID-19. Individuals who can show documentation that they have been diagnosed with COVID-19, have been told to self-isolate related to exposure to COVID-19, or are caring for someone who meets the above criteria will be eligible for COVID-19 paid leave.

Staff who must care for children at home because of a school closure related to COVID-19 are also eligible for this type of leave. However, staff in this category whose work duties are essential to the continuity of school operations are asked to talk to your supervisor about how those critical functions can be performed through a flexible or modified schedule. Given our contractual agreement with schools to provide a school program for the students who typically attend our center, if you are a Teacher, Lead Instructor, SLP, or Behavior Analyst, you will be asked to work with us to ensure we meet our contractual obligations.

Our journey together to navigate the current challenges will begin on Monday 3/23/20. On Monday, we will begin to put together the framework for how to provide support to our DDDC families. Only the following people are required to report on Monday either in person or through telecommuting: Office staff, IT staff, Teachers, Lead Instructors, SLPs, and Behavior Analysts as well as DAP Program Coordinator and Team Leaders. Please fill out the attached telecommuting agreement if you plan to work remotely. Additional information will be sent to this group of staff regarding the work arrangement on Monday.

All other staff should be prepared to report to work on Tuesday 3/24/20, either remotely or in person if needed. You will be receiving more detail about your work arrangements for Tuesday from your supervisor. ALL staff should monitor their e-mail during the day on Monday in case our plans need to be modified.

We are aware that many of you will have questions or concerns with the information above. Please don't hesitate to reach out to your supervisor or to me with those concerns.

Thank you,

Cat

File attachments:

[DDDC Telecommuting Agreements-COVID-19.docx](#)

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