

3/21/20

To all DDDC staff,

Governor Murphy signed an executive order today mandating that residents of New Jersey “Stay at Home” beginning tonight, Saturday 3/21, at 9:00 pm. As a result, beginning, Monday, March 23, 2020, we will begin conducting all DDDC operations remotely.

Thank you to the senior staff who reported to the center today to ensure they have the materials and access necessary to support our school aged children and adult clients remotely in the upcoming weeks. A big thank you to Eric and Mike for the support they provided! Eric and Mike will be available again tomorrow morning between 10:00 am and 12:00 pm to provide senior staff with support to ensure remote access to the DDDC server, the IPP system, etc. The executive order signed today permits travel related to educational purposes. For that reason, all senior staff who did not report to the center today to retrieve materials and ensure remote access should feel comfortable reporting to the center and are encouraged to do so tomorrow morning.

Because all of our staff will be telecommuting starting on Monday, we ask that you all complete a telecommuting agreement (<https://discover-uhr.rutgers.edu/docs/covid-19-telecommuting-plan-acknowledgment>) and send it to your supervisor by Friday, March 27. We also ask that you review the Rutgers/DDDC policy on telecommuting (see previous communication). While working remotely, all staff are asked to keep a general log of their work tasks, however, if you work in our business or support office, or if you are a Classroom Assistant, Lead Instructor, Team Leader, Program Coordinator, or any other employee with a fixed work week, you are required to complete a detailed timesheet (<https://discover-uhr.rutgers.edu/docs/ne-telecommuting-timesheet>) daily and share it with your supervisor each week.

We understand that some of you, particularly direct service staff, are anxious about the potential fluctuations in workload during this period of telecommuting. We are committed to providing everyone with work to remain engaged. We encourage you to work with your supervisor to identify projects you can work on remotely that will benefit the individuals with whom we work.

We have received clarification on the use of COVID Paid Leave (CPL). This paid leave is available to staff who meet the eligibility criteria (see previous communications). Currently, CPL applies only to employees who are unable to work at all. Staff members who are working with their supervisors to develop a flexible or modified schedule to remain at home with their children while also ensuring the continuity of school operations should not apply for this leave. Please discuss your individual circumstances with the administrator who oversees your team.

Beginning Monday 3/23/20, any working staff member who is reporting an absence from the center should do so by e-mailing their supervisor and copying Nadine Byczkowski at [nadineb@dddc.rutgers.edu](mailto:nadineb@dddc.rutgers.edu). The telephone absence line will not be in use during this period of telecommuting.

Our goal for the beginning of next week will be to put together our final plans to provide remote support to our school aged children and adult clients. All staff should communicate with their supervisor to determine how they can contribute to this effort. We will begin providing remote support to families on Thursday, March 26.

This will be a new experience for all of us. I have all the confidence in the world that we can rise to the challenge! Please don't hesitate to reach out to me with any questions.

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