

Subj: Staff Update

Date: 6.11.2020

Good afternoon, staff,

I wanted to touch base as the state moves to Stage 4 of [the governor's back on track plan](#) on Friday. I know these changes can be stressful, so I want to make sure we are supporting you and your staff every way we can as we make the transition. As a reminder, weekly in-person parenting time begins June 15. Monthly face-to-face visits will also resume (Note: If you did a virtual visit in June, that counts as your requirement).

I recognize our new normal requires us to address some barriers to providing the best service possible. Your leadership team wants to work with you throughout this process. Please reach out to your supervisor with any immediate concerns.

Regarding visitors, these guidelines have been provided by the state:

- Visitors to any state office site should remain by appointment only. An employee who schedules a meeting must share the self-screening questions before the meeting occurs and must meet the visitor at the public entrance to their building.
- All worksites should ensure the public-facing sign is posted on all entrances.
- Before entering the building, each visitor should read the public-facing sign asking visitors to self-screen for symptoms before entering. ([English](#), [Spanish](#))
 - o If a visitor is experiencing symptoms, state employees should help visitors understand alternative ways to obtain the service needed.

As you assess your staff's needs, please review our [back on track plan](#), which will serve as a helpful guide. The plan includes information on social distancing, sanitation, PPE and more. I look forward to working with you to show Hoosier families and children DCS is here for them, no matter the circumstances.

Thank you,
Sarah Sailors, MSW
Deputy director of field operations