### GeoSTATE OF WASHINGTON

## **DEPARTMENT OF SOCIAL AND HEALTH SERVICES**

## Developmental Disabilities Administration \* P.O. Box 45310 \* Olympia, WA 98504-5310

**DDA MANAGEMENT BULLETIN**

**D20-017 – Procedure**

**March 25, 2020**

|  |  |
| --- | --- |
| **TO:** | Regional Administrators  Field Services Administrators  Case Management Supervisors  Case Resource Managers  Social Workers  Social Service Specialists |
| **FROM:** | Debbie Roberts, Deputy Assistant Secretary  Developmental Disabilities Administration |
| **SUBJECT:** | Essential Workers According to Governor’s “Stay Home, Stay Healthy” Proclamation |
| **Purpose:** | To clarify that services provided through Developmental Disabilities Administration (DDA) are considered essential critical infrastructure sectors and as such, contracted providers of DSHS and DDA are considered essential workforce under Governor Inslee’s proclamation 20-25 |
| **Background:** | On March 23, 2020, Governor Inslee issued a proclamation directing all residents to immediately heed current State public health directives to stay home, except as needed to maintain continuity of operations of essential critical infrastructure sectors and additional sectors designated by the State Public Health Officer as critical to protect health and well-being of all Washingtonians. |
| **What’s new, changed, or Clarified:** | Below is a brief list of essential workers. For the complete list, see attached *List of Essential Workers*.   1. Workers who provide support to vulnerable populations to ensure their health and well-being including family care providers; 2. Healthcare providers and caregivers; 3. Workers in other medical facilities; 4. Professional staff who work in direct support of people with developmental disabilities in ‘essential worker’ positions; 5. Workers who support food, shelter, and social services, and other necessities of life for economically disadvantaged or otherwise needy individuals, such as those residing in shelters; 6. Workers essential for assistance programs and government payments; 7. State and county workers responsible for determining eligibility for safety net benefits; and 8. Workers who provide or determine eligibility for food, shelter, in-home supportive services, child welfare, adult protective services and social services, and other necessities of life for economically disadvantaged or otherwise needy individuals (including family members and individuals experiencing homelessness). |
| **ACTION:** | Immediately begin following the Governor’s directive.  If employees receive questions from providers, direct them to this management bulletin. If providers are asked about whether their work is essential they may reference or show this management bulletin or the attached proclamation. |
| **Related REFERENCES:** | [DDA Coronavirus Information](https://www.dshs.wa.gov/dda/consumers-and-families/dda-coronavirus-information) website  [ALTSA COVID-19](https://www.dshs.wa.gov/altsa/information-providers-and-long-term-care-professionals) website |
| **ATTACHMENTS:** |  |
| **CONTACT:** | If you have questions, contact your immediate supervisor. |