

From: [DCF BWF Work Programs Help Desk](#)
To: [DCF DL DFES BWF W-2 Agency CARES Coordinators](#); [DCF DL DFES BWF W-2 Agency Directors](#); [DCF DL DFES BWF TJ TMJ](#)
Cc: [DCF DL DFES BWF W-2 REGIONAL STAFF](#); [DCF DL DFES BWF Supervisors](#); [DCF DL DFES PTT W-2 Staff](#)
Subject: COVID-19 Safer At Home
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Attachments: [BWF Contractor Communication - Safer at Home 03-25-2020 .pdf](#)

Dear Colleagues,

The Bureau of Working Families is providing the attached guidance to our partners who provide essential services to the residents of Wisconsin.

This email and document can be found on the BWF Work Programs Help Desk webpage:
<https://dcf.wisconsin.gov/w2/partners/toolbox/helpdesk>.

Thank you.

Jes Moss

Human Services Area Coordinator

Bureau of Working Families

Division of Family and Economic Security

Department of Children and Families

201 E Washington Ave, A200

Madison, WI 53703

T: 608.422.6311

F: 608.261.6376

E: Jessica.moss@wisconsin.gov

Emergency Order #12 Safer at Home Guidance
Division of Family and Economic Security
Bureau of Working Families

On March 24, 2020, Governor Evers directed Andrea Palm, Secretary-designee of the Wisconsin Department of Health Services, to issue the Safer at Home order. The order is in response to the COVID-19 public health crisis. The order is intended to save lives by reducing the spread of COVID-19 through social distancing.

The order requires that all individuals present within the State of Wisconsin stay at home or at their place of residence, except that persons may leave their homes or residences to operate Essential Businesses and Operations and to access essential services.

The Division of Family and Economic Support is providing the following guidance to our partners who provide essential services to the residents of Wisconsin.

Essential Businesses and Operations

Essential Businesses and Operations means Human Services Operations, Essential Governmental Functions, and Organizations that provide charitable and social services.

Human Services Operations includes, but is not limited to: field offices that provide and help to determine eligibility for basic needs including cash assistance; and businesses that provide social services, or other necessities of life for economically disadvantaged individuals, individuals with physical, intellectual, or developmental disabilities, or otherwise needy individuals.

DCF has determined that W-2 Contractors provide essential Human Services.

Essential Governmental Functions means all services provided by the State, tribal, or local governments needed to ensure the continuing operation of the government body and provide and support the health, safety, and welfare of the public.

DCF has determined that Child Support Agencies provide essential government functions.

Organizations that provide charitable and social services include Businesses and religious and secular nonprofit organizations, including prevocational group supportive employment, food banks and food pantries, when providing food, shelter, and social services, and other necessities of life for economically disadvantaged or otherwise needy individuals, individuals who need assistance as a result of this public health emergency, and people with disabilities.

DCF has determined that Community Service Block Grant funded organizations, Transform Milwaukee and Transitional Jobs Agencies providing subsidized

employment services and organizations providing refugee program services are essential organizations.

Contractor Requirements

DCF is requiring Child Support Agencies, W-2 Contractors, Transform Milwaukee and Transitional Jobs Agencies, Community Action Agencies, and Refugee Services Provider to:

1. Use technology to avoid meeting in person, including virtual meetings, teleconference, and remote work (i.e., work from home), whenever possible.
2. Comply with Social Distancing Requirements; in doing so, to the greatest extent possible, ensure that both employees and members of the public are maintaining six-foot social distancing, including but not limited to when any customers are standing in line. For purposes of this Order, Social Distancing Requirements includes maintaining social distancing of six (6) feet between people; washing hands with soap and water for at least 20 seconds as frequently as possible or using hand sanitizer; covering coughs or sneezes (into the sleeve or elbow, not hands); regularly cleaning high-touch surfaces; not shaking hands; and following all other public health recommendations issued by DHS and the U.S. Centers for Disease Control.
3. Comply with DHS guidelines for businesses located here:
<https://www.dhs.wisconsin.gov/covid-19/employers.htm>.

Agency Operations

The order allows Individuals to leave their home or residence to perform work at Essential Businesses or Operations

Any travel related to the provision of or access to Human Services Operations, Essential Governmental Functions, or Essential Businesses and Operations, is allowable. Individuals engaged in any Essential Travel must comply with Social Distancing Requirements to the extent possible.

If one or more of an agency's offices are closed, agencies should make information available on how participants can access services. (phone, online)

Participants

The order also allows individuals to leave their residence to obtain services at any state, institutional, or community-based setting providing essential services to the public.

Taxis, transportation network providers (such as Uber and Lyft), paratransit, and other public transportation will continue to be available.