




# Office of Children and Family Services

ANDREW M. CUOMO  
Governor

SHEILA J. POOLE  
Commissioner

## Memo

**To:** DJJOY Facility Directors and Assistant Directors

**From:** Felicia A. B. Reid, Acting Deputy Commissioner   
Dr. Joseph Tomassone, Acting Associate Commissioner  
Dr. James Horne, Medical Director

**Date:** August 31, 2020

**Re:** BHS COVID-19 Q&A Mailbox for Facility Questions Related to Youth

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As we continue to manage our response to the COVID-19 pandemic, DJJOY remains committed to working to ensure the safety and well-being of all staff and youth. We are also committed to providing information to assist staff in their work with youth. To that end, DJJOY has created a process for facilities to submit COVID-19-related questions connected to work with and care of youth in facilities.

Staff may submit questions related to youth and COVID-19 to the Facility Director, who, **by noon of each Wednesday**, should submit the collection of questions to BHS email inbox: [ocfs.sm.bhscovid@ocfs.ny.gov](mailto:ocfs.sm.bhscovid@ocfs.ny.gov). DJJOY Medical Director, Dr. Horne, will answer the submitted questions and post the responses to the DJJOY SharePoint <https://nysemail.sharepoint.com/sites/OCFS/DJJOY/DepCom/BHS COVID QA/Forms/AllItems.aspx> by close of business the **following Wednesday**. Staff can access the responses directly by this link; Directors can download and post hard copies in facility locations and/or discuss the answers during pre-shift briefings. Each Wednesday's posted responses will remain on the SharePoint for review of past responses before posing new questions.

*Parameters:*

- Questions must be both COVID-19- and youth-related.
- Questions can only relate to our work with youth in DJJOY programs.
- Questions that are not both COVID and DJJOY work-related will not be answered via this process.

For questions beyond these parameters, staff are advised to contact their local DOH, NYS DOH and CDC public health guidance, and/or their personal healthcare provider. Facilities should continue to direct any questions regarding COVID-19 and DJJOY staff that relate to parameters on-the-job to OCFS Human Resources, copying their Facility Manager.

To begin this process, answers to questions submitted by noon Wednesday, September 2 will be posted to the DJJOY SharePoint by close of business Wednesday, September 9.

As always, thank you for your hard work and commitment.

cc: C. Hernandez  
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