

All,

The ESC cares about the health and safety of each of our employees, the students we serve, and all of our extended family. This week we have met with public health officials to review processes, procedures, and protocols related to the Coronavirus (COVID-19). The number of cases in the U.S. and the immediate health risk from COVID-19 remains relatively low at this time. There are no confirmed cases in Ohio today. There are a growing number of cases worldwide so there is the possibility of the virus continuing to spread and eventually impacting our schools and communities. We will continue to monitor the situation and plan accordingly. We receive regular updates from Franklin County Public Health, who are continually receiving information from the Center for Disease Control and Prevention.

We are in the process of securing additional hand sanitizer and disinfectant wipes to distribute in our work sites. Additional cleaning will also be done by our staff on solid surfaces. Due to the potential of the virus continuing to spread, caution should be taken when planning and booking travel over the next few months. The list of countries who are closed to travel is increasing and even within the United States there is an increasing number of states with health emergencies being declared. Some of these actions may impact your ability to travel and may necessitate your stay being extended. If you are on business-approved travel, our agency will approve additional expenditures if you are unable to return due to state or health department actions.

If you have questions about leave as it pertains to COVID-19, please contact our human resources staff. We will continue to share information and do our best to keep you informed about our actions in regards to the virus.

The best defense against the virus is prevention and planning. The following recommendations are actions you can take:

- Avoid close contact with people who are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Avoid touching your eyes, nose, and mouth.
- Clean and disinfect frequently touched objects and surfaces.
- Stay home when you are sick, except to get medical care.
- Wash your hands often with soap and water for at least 20 seconds.

Source: [www.cdc.gov/COVID19](http://www.cdc.gov/COVID19)

Thank you.

Tom Goodney and David Varda