

All,

To support your efforts to work remotely, the ESC's technology office has put together the following information for your reference:

- All voicemail messages are being automatically forwarded to your email. **Please remember to continuously check your email.**
- The main ESC phone line will ask callers to leave a voicemail while also letting them know the system will send an email to the staff member for response. If you would like your individual office phone number forwarded to a personal phone line, please submit a request to the [Help Desk](#) and include your office number and personal number.
- For assistance with [Zoom](#) video communications, please contact [Lori Dray](#).

This information also will be available [here](#) on the ESC's staff page with other coronavirus updates and information.

PLEASE NOTE: If you need any Technology assistance during this time period, please email the help desk at [help.desk@escoco.org](mailto:help.desk@escoco.org) or call 614-542-4159. The Help Desk will be open.

Regarding building access and deliveries, please see the following:

**Building access:** If ESC employees need to come into the building during this time, please enter and exit through the side doors. When exiting the building, double check the door that was exited to ensure it is locked. If it fails to lock, please call NAI Ohio Equities Maintenance line at 614-224-0353.

**Deliveries:** If you have deliveries that you are expecting, please make contact with the company the order is coming from to either reroute to your home, if it is a personal order, or delay delivery for ESC orders.

Finally, HelpNet has provided a couple of additional resources, including one focused on tips for working remotely.

- [Tips for Working Remotely](#)
- [Keep Calm and Carry On](#)

Thank you and be well. And check your email!