

## **MEMORANDUM** | Superintendent's Office

Date: March 26, 2020

Subject: Essential Employees

Ohio Governor Mike DeWine and Ohio Department of Health Director Amy Acton have ordered all Ohioans to stay home or at their place of residence, effective March 23, 2020, at 11:59pm. For this reason, this memo is intended to explain why certain ESC employees are considered essential staff and are permitted to work at ESC offices while also following guidelines for doing so safely as released by the state.

While the majority of staff are working remotely, consistent with agency administrative guidelines, a small number of staff members are continuing to work in ESC offices allowing for critical operations to continue such as payroll, accounts payable, human resources functions, agency leadership work, support for client school district and partner work with distance learning, and other school district and partner supports. These staff also allow the ESC to maximize its tech resources to support school district and partner needs remotely and minimize the creation of paperwork that would need to be handled by many individuals.

The ESC is following guidelines from the state as released here ([https://associationdatabase.com/aws/OLA/asset\\_manager/get\\_file/436327?ver=1](https://associationdatabase.com/aws/OLA/asset_manager/get_file/436327?ver=1)) to ensure the safety of staff including but not limited to actively encouraging sick employees to stay home, ensuring sick leave policies are up-to-date, following social distancing requirements, and providing protection supplies such as soap and water, hand sanitizers, tissues, and no-touch disposal receptacles.

For questions, please contact Deputy Superintendent Mike Trego at [Mike.Trego@escco.org](mailto:Mike.Trego@escco.org).