

Good morning,

As health officials currently work through the process of vaccine distribution, we are finally able to see some light at the end of the pandemic tunnel. The vaccine distribution and administration will take some time so we must remain patient and understand that state and local health officials are doing their best to provide relief as quickly as possible. However, due to the continued spread of COVID-19 through the state and region, we will remain on a remote work schedule through January 22nd.

As a reminder, staff are expected to continue supporting districts and schools as they normally would and also review the *Expectations and Responsibilities While Off-Site* from the ESC administrative guideline (see below). It addresses confidentiality of communications, recording time worked, timely communications, and more.

We are still permitting staff to schedule a restricted amount of time to visit office locations when absolutely necessary. Requests can be made through your supervisor and scheduled through Deputy Superintendent Mike Trego. Please be reminded that any visit will require responsible protocols such as face coverings, hand washing, sanitizing, staggered visits, social distancing, and continued use of [Quickscreen](#). And of course, if you are ill and/or have a fever, please stay home and take care of yourself.

In regards to vaccines, [Phase 1B](#) is set to be rolled out in Ohio on or around February 1, 2021. The Phase 1B group includes educators. For the ESC this will include all employees, including substitutes.

At this time, we are unaware of the process and length of time it will take to complete this rollout as the number of available vaccine doses Ohio will receive is unknown.

Currently, vaccines are planned to be administered at 72 sites throughout Columbus and Franklin County. These will include [Franklin County Public Health \(FCPH\)](#) and [Columbus Public Health \(CPH\)](#) vaccination sites, hospital sites, and Kroger and Giant Eagle pharmacies. All sites will require registration in advance to receive the vaccine and there will be multiple methods for registration once vaccines are available and the sites are ready for the Phase 1B group. Vaccination sites will be listed on the [Ohio Department of Health website](#).

For more information regarding the vaccine, CPH has posted an [FAQ video](#). Both [FCPH](#) and [CPH](#) have provided much information on their websites as well. We encourage you to review the information posted.

Additional information will be shared as it becomes available.

Thank you for all you do and take care.

***Expectations and Responsibilities While Off-Site (from AG1435/AG4435)***

*Employees who work off site are required to take all necessary steps to protect the confidentiality of their working materials. Supervisors who submit a request for an employee to work off-site should indicate in their written request how they intend to maintain the confidentiality of their work.*

*Employees working off-site are required to record their time worked. The ESC trusts that employees will honestly report time worked while off-site. Failure to accurately report time worked will be grounds for discipline, up to and including termination.*

*One drawback to off-site work is that communication with supervisors and co-workers can become more difficult. As such, employees who work off-site for more than one week are required to correspond at least weekly with their supervisor to discuss tasks completed and any other pertinent matters. Employees are also expected make themselves available for communication with other employees during all regular working hours. If an off-site employee will not be available, s/he needs to communicate the fact to his/her supervisor, including how long and why s/he will not be available. Employees are expected to make themselves available at all times for emergencies, or otherwise will be expected to use paid leave to cover the absence.*

*Employees who work off-site are expected to be as productive as if they were working on-site. Employees whose quality or quantity of work declines while working off-site will be required to conduct all work responsibilities at work, and may be subject to discipline.*

*The Superintendent (or Treasurer/CFO, in the case of fiscal employees) retains the right to direct the work of employees at all times, regardless of the location they conduct their work. The Superintendent (or Treasurer/CFO) always maintains the right to direct an employee to return to his/her regular premises to conduct work, with or without cause.*