

Good Morning,

As we get closer to the start of the 2020-2021 school year, I want to update you on the ESC's upcoming process for staff returning to work at all office sites. Please read this message thoroughly and continue to review details provided on the [Reopening Guidance webpage](#). The health and safety of all staff is our priority as we work through these challenges and prepare to return to all sites for work. *(Note: Additional separate guidance is being developed for student programs such as Ventures Academy, Ventures II, Mosaic, and Campus-Based Transition programs.)*

Members of our administrative team have provided feedback on these plans and we encourage you to keep an open dialogue with your direct supervisor throughout this process. I also encourage you to provide any feedback and concerns through communications@escoco.org. Your input and suggestions will be essential as we assess procedures throughout the reopening process.

The reopening plan for all office sites will be a three phase process.

- **Phase 1 (Weeks of July 13 & July 20)** | During this two week phase, we will continue operating as we currently are with requests to work onsite being made to your direct supervisor who will work with Deputy Superintendent Mike Trego to determine a scheduled time for entering an office site. Supervisors will begin reaching out to staff during this phase to develop a schedule for Phase 2.
- **Phase 2 (Weeks of July 27 & August 3)** | Based on schedules developed by supervisors during Phase 1, staff will begin returning to all sites to work half days onsite and half days remote. Staff will be staggered so that 50 percent of staff will be onsite at a time during these half days. All staff are expected to work full 7.5 workdays with half of the day onsite and half of the day remote, based on the schedule developed with their supervisor.
- **Phase 3 (Begins August 10)** | All staff will be expected to return to full onsite workdays. With several districts' staff and students returning on this date, it is important that we are ready to support their needs.

All of this is subject to change at any point, if deemed necessary. We will be following the Ohio Department of Health's [Ohio Public Health Advisory System](#) and if Franklin County moves into a Level 4 Public Emergency (purple), we will return to a remote work environment.

As you begin returning to worksites July 27th, please continue to review the [Reopening Guidance](#) and keep the following in mind:

- Each staff member should conduct a [daily health assessment](#) prior to coming to a work site. If you have a body temperature of 100 degrees or greater, please do not report to work.
- Staff are expected to wear face coverings, wash and sanitize hands frequently, and maintain social distance from other staff members.
- All staff and visitors must enter through the main entrance of the Central Office location and exit through the side doors. When entering vestibule for assessment, please be sure face covering is positioned on tip of nose and also note that lighter colored face coverings may work better than darker coverings. Support staff will be on hand to assist if there are issues.
- Allow additional time to enter the building as it may be a slow process, especially in the beginning.

- Please bring with you any food or drinks as all vending, water fountains, and ice machines will be unavailable for use.
- Upon entering Central Office for the first time, an agency-issued Personal Protective Equipment package will be provided to staff.
- Technology staff will be available to assist with computer and monitor set up, if needed.
- Workplace partitions are in place, health and safety signage has been posted, and hand sanitizer stations have been placed throughout all sites.
- For details regarding other work sites, please see [Reopening Guidance](#) and contact your direct supervisor.

If a staff member has issues with returning to a work site according to this schedule, we ask that they please contact our Human Resources Director Rick Bailey at Rick.Bailey@escoco.org.

As stated previously, I understand that each of us will feel some level of awkwardness in returning to work and that will vary depending on each of our own unique experiences and perspectives. Adding to this awkwardness will be the uncertainty of what the future may bring. It is important to remember that a critical part of moving through these difficult times is engaging in activities that were previously routine, including returning to work on a regular basis.

We look forward to helping all of our employees with that process. However, we are not insensitive to the uneasiness that doing so may cause for some of you - but we will get through this together and be a stronger organization for having gone through it – together.

Thank you for your commitment and looking forward to seeing each of you.

Tom