



Date: March 17, 2020

To: All Employees

From: Kenneth N. Wilson, County Administrator

Subject: Emergency Telework Policy COVID-19

With events and circumstances changing daily, it is important that we adopt and respond as quickly as possible. An area of immediate concern is flexible work schedules and teleworking. What we put out to employees may change just a few days later. Attached you will find an Emergency Telework Policy for the COVID-19 crisis.

Each agency should identify positions that must be performed in-person.

- The ability to telework should be widely utilized for those positions that do not require in-person attendance to perform their duties. Understanding there are some technological challenges to this, we must do our best to have employees who can work from home, work from home.

Every effort should be made to protect our employees who must perform work in person. The following should be considered:

- Offer different shifts to reduce the number of employees in the workplace at once.
- Change work stations so that employees are at least six feet apart.
- Limit the number of customers inside our buildings at a time.
Customers can line up outside to wait to receive service.

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