



**ILENE
SHAPIRO**
COUNTY EXECUTIVE

Dear Executive Team Members,

Today, March 22, 2020, Governor DeWine and the Ohio Department of Health ordered all non-essential businesses and retail stores to close effective March 23 at 11:59 p.m. until April 6. Additionally, Governor DeWine ordered residents who do not work for an essential business, retail store or government agency to stay home effective March 23 at 11:59 p.m. until April 6.

County Government Functions were specifically designated as essential in Governor DeWine's order. County employees who were designated as essential personnel last week are still required to report to work in their assigned location. Essential work from home personnel are still required to complete job duties at home. Those who are assigned to their position on-site must still respond to their office. As Summit County employees, we provide critical services to our residents. In this difficult time for our community, we are needed more than ever.

The acquisition and implementation of additional workstations for individuals to transition to working from home is ongoing and we will continue to explore avenues available to carry on this practice. Our directors who are able to do so, are already utilizing alternative shift scheduling. All of these staffing and processing decisions were determined using the very best data we have and with the input of union representation.

Per the Governor's order, those engaged in essential operations must take proactive measures to comply with physical distancing requirements when possible. For County employees still coming to an office, please maintain a six-foot distance between yourself and coworkers whenever possible and continue to practice good handwashing and sanitizing practices. Directors are aware that alternative accommodations must be made for those who work in common areas. As always, if you are sick, please stay home. As an essential employee, you are permitted to use your leave balances. We have acquired thermometers and will implement a plan to take temperatures of those individuals, including employees, entering our buildings. We will ask Summit County Public Health for guidance on this plan.

All personnel policies outlined previously this week still remain in place until further notice. We will continue to update you with important information as we receive it.

I am immensely proud of the resiliency you have all shown over the last two weeks. Because of the unprecedented nature of this process, we will surely have some unrest. Please reach out to your supervisor if you have concerns. My priority is the health and safety of every employee while maintaining the continuity of County services, as ordered by Governor DeWine.

Please continue to support one another through these trying times. I wish you good health as we march forward.

Sincerely,

Ilene