

ODJFS Employees,

Earlier this afternoon, Governor DeWine held a press conference announcing that additional aggressive measures will be taken to prevent the further spread of the coronavirus (COVID-19) in Ohio. The first measure was to issue an Executive Order prohibiting “mass gatherings.” These are defined as any events or convenings that bring together more than 100 people in the same space at the same time.

In addition, the Governor announced that he has directed all state agency leaders to begin a phased process of releasing state employees to work remotely from home. Employees will continue to receive regular compensation as we transition to this remote model. Before employees are released to work from home, they will be required to provide current contact information (phone number and personal email) to their supervisor.

You will soon receive more specific information from your Deputy Director. Until then, continue to appear for work, and prepare for the following plan to be implemented:

**Phase One:** Deputy Directors will soon begin releasing employees who are immediately able to work from home because they either: (1) presently have the technology needed to work from home, or (2) perform functions that are not critical and can be substituted with work activities that we will eventually assign over time. Periodically, employees may be called upon to return to their work location to receive assignments or updates.

**Phase Two:** Employees who require specific technical hardware, software, and applications to perform their work remotely should continue to report to their work locations. As technical requirements are addressed, Deputy Directors will confirm when an employee is released to work from home. We anticipate the process of releasing employees in this phase to commence next week. Additionally, we are undertaking an analysis with OIS to identify any technology gaps and will work with DAS to procure additional resources as necessary.

**Phase Three:** Mission-critical employees will be notified of their status and will be asked to remain at their work locations until further notice.

Team - We are taking unprecedented measures and navigating uncharted territory. I am asking for your patience and engagement. I know there will be many follow-up questions. It is my goal to be as transparent as possible and communicate frequently. An initial set of Q&As are posted below my email, and we will keep it updated. I welcome your questions, ideas and suggestions throughout this process, and please share them with your Deputy Director.

Finally, please remember that for the latest information about the virus, you can visit the Ohio Department of Health website [coronavirus.ohio.gov](https://coronavirus.ohio.gov) or call their hotline: 1-833-4-ASK-ODH.

Kind regards,

Kimberly Hall, Director  
Ohio Department of Job and Family Services

## QUESTIONS AND ANSWERS

Q) How do I fill out my timesheet if I am working remotely?

A) As usual, log in to [myohio.gov](https://myohio.gov) to fill out your timesheet.

Q) What if my office has a new employee starting soon?

A) Please ask the employee if they are able to delay their start date. If the new hire is not able to delay their start date, they will begin their employment with ODJFS by working remotely for the time being. Please contact Cynthia Orr or Tiffany Bryant in these instances.

Q) How can I access my state email from home?

A) Please see the attached document.