

March 13, 2020

ODJFS Management,

In light of the agency's direction to begin working remotely, please read the following guidance before releasing any employees.

- Essential state government operations should continue uninterrupted.
 - Please consider this factor when determining when to release staff, Phase 1, 2, or 3.
 - For those staff that will continue to report to work, the facilities will continue to be cleaned on a frequent basis.
- Employees released to work remotely must sign individual teleworking agreements.
- Employees must provide personal contact information to their supervisor before being released to work remotely.
- Calendars should be updated to transition in-person meetings to conference calls for the time being.
- Staff with state-issued cell phones should forward their desk phones to their state cell phones.
- All State employees working remotely should update their desk phone message to state:
 - Hello, you have reached FIRST NAME, LAST NAME, at the Ohio Dept. of Job and Family Services, Office of _____. Because we are currently working remotely, I will be happy to address the purpose of your call via email. I can be emailed at (work email address). Thank you for your call.
- Management should speak with their staff at a minimum of twice a week, up to daily conference calls. These calls should be documented. You may request staff to email you a list of tasks completed daily. Phone calls may address:
 - Work to be completed daily
 - Plans for the next day/week
 - Leave that employees are requesting
 - Schedule adjustments
 - A reminder to enter time into Timekeep daily
- In addition to typical daily duties, examples of work that can be planned and completed remotely include, but is not limited to
 - Taking trainings through OhioLearn (both mandatory and refresher trainings)
 - Catching up on emails and organizing email folders
 - Reviewing/retaining electronic files/documents in accordance with record retention policies
 - Updating policies and manuals
 - Revamping presentations and training materials
 - Planning and completing online trainings

- Drafting and reviewing reports
 - Holding and/or participating in meetings via skype or conference calls
 - Preparing guidance documents related to processes and procedures
 - Strategic planning including developing professional development plans
 - Other creative things that are beneficial to ODJFS or the customers we serve
- Here is a list of O365 and MyOhio apps that do not require VPN to access as they are web-enabled from any computer:
 - Microsoft Office 365, including OneDrive
 - Outlook email, Word, Excel, Powerpoint
 - Timkeep
 - OAKS
 - myPay
 - myBenefits
 - myTravel
 - myInfo
 - Employee Development Funds
 - Careers Website
 - ePerformance
 - Learning OnDemand
 - OhioLearn
 - State Library Catalog
 - And many other apps, such as OAKS FIN and OhioBuys (eProcurement)
- Governor DeWine's briefings regarding COVID-19 are currently scheduled for 2pm each day.
- Information websites: www.coronavirus.ohio.gov; <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- Practice social distancing personally and please avoid mass gatherings or large crowds.

Our state is taking aggressive action to “flatten the curve” of this pandemic to increase the safety of all Ohioans including those most at risk, and to lessen the related impacts on our health care system. Please remember that ODJFS' mission critical functions must continue. We understand that this is quite an adjustment for everyone, and we are certainly attempting to make this transition as seamless as possible. Should you have any questions, don't hesitate to contact your office Deputy Director.

Thank you!