



Commissioners  
Steven A. Davis  
Jeffrey M. Fix  
David L. Levacy

County Administrator  
Carri L. Brown

Clerk  
Rachel A. Elsea

**To: Fairfield County Residents, Employees, and Supervisors**  
**From: The Fairfield County Commissioners**  
**Date: March 16, 2020**  
**Subject: Actions taken for county-owned building usage from *March 18 – April 8***

Thank you for your calm and patient demeanor as we manage this challenging time. As you know, Governor DeWine has declared a state of emergency in Ohio, and the Director of the Ohio Department of Health is limiting gatherings to prevent the spread of COVID-19. Governor DeWine has taken other actions and has requested that we take decisions that are not only in our own best interest but are also in the best interest of our community.

It is in that spirit that we are taking actions to limit gathering and physical contact while continuing services of the government in a reasonable way. Action relating to the use of county-owned buildings (or in some cases leased buildings) are listed below. ***These actions are effective March 18 – April 8.***

Telephone contact information for each service area of the county government is attached. This contact information can be used to schedule necessary appointments.



**Administrative, Historical Courthouse – 210 E. Main St., Lancaster**  
**This building is closed except for scheduled appointments.**

- Employees are continuing to work and provide services using technology.
- Members of the public should schedule appointments for necessary physical access to the Auditor, Treasurer, Recorder, Regional Planning, and Commissioners Offices. If physical access can be postponed, please do so. Many business activities can be conducted using technology.
- When appointments are needed, we are asking for everyone to use social distancing practices.
- A staff member will provide access to the building at the Main St. entrance on the first floor for scheduled appointments.
- Alternate work schedules are in place, allowing for some appointments to be made at hours beyond regular hours of 8 am – 4 pm.
- Payments for property taxes or child support can be made at the Chestnut St. drive-thru payment center, M-F, 8 am – 4 pm.
- Documents can also be dropped off at the Chestnut St. drive-thru, and staff will deliver them to the appropriate office.

**Consistent with an opinion of the Ohio Attorney General, County Commission and Regional Planning Commission meetings will be streamed live on the Internet but not physically open to the public from March 18 – April 8.**



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Here is the current meeting schedule with links for accessing the meetings:

*County Commission Meetings: March 24, 31, and April 7 at 9 am*

*RPC Meeting: April 7 at 5:30 pm*

### Links for streaming live:

<https://boxcast.tv/view/county-commission-meeting-march-24-2020-527102>

<https://boxcast.tv/view/county-commission-meeting-march-31-2020-691717>

<https://boxcast.tv/view/county-commission-meeting-april-7-2020-567765>

<https://boxcast.tv/view/regional-planning-commission-meeting-april-7-2020-557492>

The links will be accessible five minutes before the meeting starts, and will be available live. You will be able to replay at the links for 30 days following the meeting.

County Commission meeting minutes will continue to be posted on the county website, [co.fairfield.oh.us](http://co.fairfield.oh.us).



### Hall of Justice - 224 E. Main St., Lancaster

**This building is closed except for scheduled court activity and appointments.**

- Employees are continuing to work and provide services using technology.
- There are no jury trials through April 6.
- We are reducing the number of in-person appointments, hearings, and trials as much as reasonably possible and encouraging work by telephone, email, and videoconference.
- Please use technology to communicate as much as possible.
- A lot of business for the courts can be conducted on-line or by fax, and we prefer those options at this time. Again, contact information is attached to this letter.
- If in-person appearance is necessary and scheduled, please keep in mind social distancing will be used.

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#### **Government Services Center – 239 W. Main St., Lancaster**

**This building is closed to the public, except for scheduled appointments.**

- Employees are continuing to work at the office and to provide services using technology.
- Most public interaction in this building is for Job and Family Services. Most JFS services can be conducted by telephone.
- For more information about accessing JFS services, *please see the attached flier.*
- The Chestnut St. drive-thru payment center is open M-F, 8 am – 4 pm, for the collection of child support payments (and property tax payments).
- In-person meetings with the Prosecutor's office are by appointment only.



#### **Sheriff's Office and The Fairfield County Jail – 345 Lincoln Ave., Lancaster**

**The Sheriff's Office is open for necessary law enforcement activity.**

- Employees are continuing to work and provide services.
- Visitation at the jail is conducted on-line.
- The Sheriff has implemented safe practices to limit contact.
- We are requesting that people come to the office only if necessary.



#### **County Engineer's Office – 3026 W. Fair Ave., Lancaster**

**This building is closed to the public, except for scheduled appointments.**

- Employees are continuing to work in open spaces, at the office, and by using technology.
- Meeting activity can be scheduled with social distancing in mind.

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**Fairfield County Utilities – 6670 Lockville Rd. NW, Carroll**  
**This building is closed to the public, except for scheduled appointments.**

- Employees are continuing to work in open spaces, at the office, and by using technology.
- Meeting activity can be scheduled with social distancing in mind.
- Payments can be made by mail, at any Park National Bank, and at the drive-thru at 6670 Lockville Rd, Carroll.
- Payment plans are available if there is a special need resulting from the pandemic.



**Fairfield County Agriculture Center – 831 College Ave., Lancaster**  
**This building is closed to the public, except for scheduled appointments.**

- Employees are continuing to work at the office, in open spaces, and by using technology.
- Meeting activity can be scheduled with social distancing in mind.



**Dog Adoption Center and Shelter – 1715 Granville Pike, Lancaster**  
**This building is open to the public by appointment.**

- Employees are continuing to work in open spaces, at the office, and by using technology.
- The Fair Ave. Annex in Lancaster is also available only by appointment.
- The Shelter can care for all dogs at the Shelter with its current capacity.



**Airport – 3430 Old Columbus Rd., Lancaster**  
**All operations are scheduled. Buildings are closed to the public, except for scheduled appointments.**

- Contractors and board members are continuing to work in open spaces, at the office, and using technology.
- There are no meetings scheduled from March 18 – April 8.

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#### **Liberty Center – 951 Liberty Drive, Lancaster**

**This building is generally closed to the public, except for Board of Elections activity.**

- Employees are continuing to work at the office and by using technology.
- The public is encouraged to only visit the Board of Elections if necessary.
- Education Services Center evaluations and screenings are suspended through April 6.



#### **Supervised Visitation Center – 227 E. Main St., Lancaster**

**This building is closed.**

- Employees are continuing to work at the office and by using technology.
- No appointments are scheduled at this time.



#### **Fairfield County One-Stop/Title Office – 982 Liberty Dr., Lancaster**



#### **Pickerington Title Office – 485 Hill Rd., Pickerington,**

**These buildings are closed to the public.**

- Employees are continuing to work at the office.
- Staff is maintaining appropriate social distancing strategies.

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**Tussing Road Government Services Center – 11050 Tussing Rd., Pickerington**  
Services provided at this building are by appointment only on a regular basis.



**Decorative Arts Center, 145 E. Main St., Lancaster**  
This building is closed to the public.

- DACO employees are continuing to work at the office and by using technology.
- Meeting activity can be scheduled with social distancing in mind.



**Chestnut St. Drive-Thru Payment Center – 141 W. Chestnut St., Lancaster**

The drive-thru payment center is open M-F, 8 am – 4 pm, for the collection of tax payments and child support payments. You can also drop off documents here for other county offices.



**Fairfield County Health Department, 1550 Sheridan Dr., Lancaster**  
This building is closed to the public, except for scheduled appointments.

- Employees are continuing to work in open spaces, at the office, and by using technology.
- Meeting activity can be scheduled with social distancing in mind.
- The general public may call the ODH Coronavirus Call Center at 1-833-427-5634.

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**Fairfield County Emergency and Facilities Management Complex – 240 Baldwin Dr., Lancaster**  
**This building is closed to the public, except for scheduled appointments.**

- Employees are continuing to work in open spaces, at the office, and by using technology.
- Meeting activity can be scheduled with social distancing in mind.



**Records Center – 138 W. Chestnut St., Lancaster.**  
**This building is closed to the public.**

- Employees are continuing to work at the office and by using technology.
- No appointments or meetings are scheduled at this time.

**General Information**

- We are aware that there are no public meetings scheduled during this time for the DD Board and Veteran Services Board. If there are ADAMH public meetings scheduled, they will be accessible by the Internet. All of these offices are practicing social distancing, as well.
- The Fairfield County Municipal Court has also issued guidance on how they are taking proactive measures.
- This memorandum will be placed on the county website and in social media, along with many other posts at the departmental levels.
- The cleaning of county buildings continues as planned, and there are adequate supplies for this.
- Also, please see the enclosed guidance for employees and supervisors. These documents were emailed on March 13. Please review them again. Here are some highlights:
  1. **Supervisors should continue to promote good hygiene.** Reinforce key messages with employees regarding hygiene practices. Encourage employees to stay home when sick. Remind employees of the proper coughing and sneezing etiquette. Educate employees regarding the importance of handwashing. Frequently perform enhanced environmental cleaning of commonly touched surfaces. Remove candy dishes, community food and limit the sharing of pens and workplace equipment.



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2. **Encourage social distancing.** Maintain about three feet or more of personal space as much as possible.
  3. **Understand that any issue brought to you by an employee regarding possible health risks associated with working with a co-worker needs to be brought to the attention of Human Resources.** Human Resources will evaluate and give actionable guidance.
  4. **Promote using teleworking, alternative work locations, or alternative work schedules.** Employers should also consider avoiding non-essential activities where employees might come into close contact with individuals who are ill.
  5. **Limit all travel to in-state mission critical travel.** All unnecessary travel should be cancelled or postponed during a pandemic. Use videoconferencing when possible.
- Employees and/or supervisors should report any positive testing or exposure of COVID-19 (relating to a county employee) to Human Resources. (That is #3 above.)
  - Thermometers have been ordered in case they are needed on an operational basis.
  - *As we learn more, there will be additional announcements. With this situation, things are changing rapidly. For example, we understand there is a possibility of additional leave in connection with the pandemic, possibly to be approved by legislators. We will provide more information as soon as we are aware of it.*

We appreciate your understanding as we strive to maintain the highest level of customer service possible during this challenging time.

We hope that by implementing these measures, we are doing our part to help you stay safe and healthy.

If you have any questions, please contact Carri Brown, County Administrator, [carri.brown@fairfieldcountyohio.gov](mailto:carri.brown@fairfieldcountyohio.gov)

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# Access Our Services FROM HOME

## Access Our Website at [fcjfs.org](http://fcjfs.org)

This is the easiest way to find out information for Child Support, Public Assistance, Workforce, and Protective Services programs.

## Drop Off Documents

Documents for all programs can be placed in the **agency drop box**, which is located off the Main Street entrance. Please do not leave cash or checks in this box.

## Child Support

[fcjfs.org/services/child\\_support/contact\\_us](http://fcjfs.org/services/child_support/contact_us)

The above link allows you to access the direct phone lines and email addresses for case managers, as well as the link to the state web portal. The web portal provides online access to report changes and view/print case and payment information.

## Public Assistance Programs [benefits.ohio.gov](http://benefits.ohio.gov)

The above link allows you to apply, renew, or make changes for cash, food, or medical assistance. **You can also call 1-844-640-6446** to apply, renew, or make changes for cash, food, or medical assistance. You can drop off documents to the drop box located off of the Main Street entrance (please do not leave cash or checks in this box) or email them to [case23@jfs.ohio.gov](mailto:case23@jfs.ohio.gov). For case questions, you can call our call center at 740-652-7889.

## Protective Services

Protective Services staff will remain accessible during normal business hours, Monday-Friday, 8 a.m.-4 p.m., and will continue to provide emergent on-call coverage 24 hours a day, seven days a week. We are evaluating the ability to safely provide parenting time and other contact services to assure the safety of staff and customers at all times.

## Workforce and OhioMeansJobs Services

**If you have internet access you can utilize [ohiomeansjobs.com](http://ohiomeansjobs.com)**

You can also reach any member of the Workforce team at [fcjfs.org/services/jobs/faq\\_contact\\_us](http://fcjfs.org/services/jobs/faq_contact_us)



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HOW TO CONTACT US

County Administrator  
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Fairfield County Website

<https://www.co.fairfield.oh.us>

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ELECTED OFFICIALS

PRINCIPAL APPOINTED OFFICIALS  
AND DEPARTMENT HEADS

**Board of Commissioners**

Steven A. Davis..... (740) 652-7090  
Jeff Fix ..... (740) 652-7090  
David Levacy..... (740) 652-7090

**Auditor**

Jon A. Slater, Jr. .... (740) 652-7020

**Clerk of Courts**

Branden Meyer ..... (740) 652-7358

**Coroner**

Dr. L. Brian Varney ..... (740) 652-2865

**Engineer**

Jeremiah Upp ..... (740) 652-2300

**Prosecutor**

R. Kyle Witt ..... (740) 652-7560

**Recorder**

Gene Wood ..... (740) 652-7100

**Sheriff**

Dave Phalen ..... (740) 652-7900

**Treasurer**

James N. Bahnsen. .... (740) 652-7140

**Court of Common Pleas:**

**General**

Judge Richard Berens..... (740) 652-7428  
Judge David A. Trimmer ..... (740) 652-7429

**Court of Common Pleas:**

**Probate and Juvenile**

Judge Terre L. Vandervoort ..... (740) 652-7460

**Court of Common Pleas:**

**Domestic Relations**

Judge Laura Smith..... (740) 652-7440

**County Administrator**

Carri Brown ..... (740) 652-7090

**Human Resources Director**

Jeff Porter ..... (740) 652-7895

**Board of Elections Director**

Jane Hanley ..... (740) 652-7000

**Facilities Operations Manager**

Dennis Keller ..... (740) 652-7940

**Dog Adoption Center and Shelter Warden**

Todd McCullough ..... (740) 652-7180

**Utilities Director**

Tony Vogel ..... (740) 652-7120

**Department of Job and Family Services  
Director**

Aundrea Cordle ..... (740) 652-7890

**Alcohol, Drug Addiction and  
Mental Health Board Director**

Rhonda Myers ..... (740) 654-0829

**Developmental Disabilities Board  
Superintendent**

John Pekar ..... (740) 652-7220

**Emergency Management Director**

Jon Kochis..... (740) 652-7960

**Economic Development Director**

Richard Szabrak ..... (740) 652-7162

**Information Technology Administrator**

Mark Conrad ..... (740) 652-7075

**Geographical Information Systems  
Administrator**

David Burgei..... (740) 652-7055

**Veteran Services Commission Director**

Park Russell..... (740) 652-7921

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To: Fairfield County Employees  
From: Fairfield County Commissioners  
Re: Frequently Asked Questions  
Date: March 13, 2020

This is a document for employees of Fairfield County to help answer questions regarding the impact of COVID 19, or the Coronavirus. This document is not intended to address every question, but it will provide guidance. If you have questions, please contact your supervisor, Human Resources, or the County Commissioners' Office.

In general, the existing Fairfield County Personnel Manual is drafted in a way that meets the current situation. There are some temporary changes to report, *in italics*.

**1) Are there any changes to the type of compensated absence leave available to me?**

There are no changes to the type of compensated absence leave available.

Employees have access to compensated absence leave including, but not limited to, sick leave, vacation leave, compensatory leave, personal leave and holiday leave as usual. Appointing Authorities may also approve administrative leave.

Procedures governing various leave options remain in effect. These are found in the Fairfield County Personnel Policy Manual.

*The one change that is in effect is that an Appointing Authority may waive the requirement for a physician's statement after three days of sick leave have been used. This is an option. A physician's statement might be required, as usual, based on operational needs or case circumstances.*

*We are suggesting leniency on the requirement for a physician's statement unless there has been a pattern of sick leave abuse or there is suspected sick leave abuse.*

An employee utilizing FMLA must comply with those procedures.

Please continue to follow normal leave notification procedures within the Fairfield County Personnel Manual. Including procedures for applying for FMLA.

Employees within a bargaining unit should refer to their negotiated agreement.



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**2) If I become ill, to whom should I report my illness?**

In addition to processes recommended by your doctor, you must promptly notify the supervisor or department head for any absence, as usual. Please follow departmental work rules for call-in procedures.

**3) If I am sick with the Coronavirus, can the sick time I used relating to this virus be waived as something that is counted in my wellness leave conversion calculation?**

Yes, sick time taken in connection with the Coronavirus will not count in the Wellness leave conversion calculation.

**4) What if a co-worker comes to work with flu symptoms?**

Employees concerned about possible health risks associated from working with a co-worker with a serious disease should make their concerns known to their supervisor, department head, and Human Resources.

**5) What options do I have to address personal circumstances when school or daycare facilities are closed?**

Available leave as noted in the personnel policy manual can be used.

In addition, the County will be adopting a temporary policy that will allow employees to have a negative vacation and sick leave balance, to make up later in the year, based on the impact of the Coronavirus.

Leave without pay or administrative leave may be approved by the Appointing Authority. In general, Commission departments will avoid using administrative leave to deal with the circumstance.

**6) Are there options to work from home?**

Check with your supervisor. Many departments for certain positions have this option. IT is working on a process which will increase those options. There will be more information about this in the coming days. We encourage working from home if this is possible based on operational need.



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**7) What should I do if the County closes to the public in response to the Coronavirus?**

It is important to remember that residents rely on the County, and we will make every effort to continue to function as usual.

If the County closes to the public, you may still be required to work.

*In the event nonessential services are ordered to work from home or to not report to work, employees will receive notification of their specific work status, what to expect and how to get up-to-date information.*

*Essential personnel will also receive instruction.* Your supervisor or department head will determine who is considered nonessential or essential.

Keep in mind that during this time, there may be communications made through the Fairfield Alert notification system.

**8) What if leadership closes an office or an agency, closing to the public and to employees?**

If an office or agency is closed to the public and to employees based on this pandemic, administrative leave will be appropriately authorized. This is similar to a weather emergency that results in a closing, and that same type of protocol would be used.

**9) What should I do if I am not symptomatic (or suspected or confirmed) with COVID-19, but I have a spouse (or child or immediate family member) who is symptomatic (or suspected or confirmed) with COVID-19?**

If you have been exposed to the virus (or suspect you have been exposed), you should stay home. Sick leave is available for use as a type of compensated absence if you have been exposed to a contagious disease. Please notify your supervisor and then record the time as sick leave (or the type of leave that has been approved otherwise). If you have no leave balances available, contact your supervisor.

**10) What if I am not sick, but I do not want to come to work for fear of becoming ill?**

You should talk with your supervisor. Vacation or another type of leave may be available to you.



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**11) Can vacation leave that has been approved be rescinded?**

If an operational need warrants it, a supervisor may request you change vacation plans to meet that operational need.

**12) Are there options for alternate work schedules?**

You may be asked to work more hours or different hours than a normal schedule, especially if your position is considered essential. We will comply with employment laws. You may also request to work an alternate schedule, and that request will be evaluated in terms of operational need.

**13) Can a leave donation program be implemented?**

A leave donation program, where an employee can donate sick leave or vacation to another employee, is not being implemented at this time.

**14) Is there assistance available to help me cope with the impacts of the pandemic?**

Please contact Human Resources for more information about various employee assistance programs. HR will also be sending out communications about these resources. HR will also send out regular communications about health benefits.

For more information, see [www.coronavirus.ohio.gov](http://www.coronavirus.ohio.gov).

The general public may call the ODH Coronavirus Call Center at 1-833-427-5634.

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To: Supervisors & Department Heads  
From: Fairfield County Commissioners  
Re: General Guidance for Supervisors and Department Heads  
Date: March 13, 2020

1. **Supervisors should plan and prepare as much as possible.**
  - Review your Continuity of Operations Plan
  - Outline how you will continue to provide necessary services in the event of mass absences
  - Determine which employees are essential and non-essential
  - Essential employees should be advised of their status as such
  - Determine how you will update the public and employees
  - Supervisors should encourage sick employees to stay home until they are free of fever or other symptoms.
  
2. **Whenever there is a question about employment law, supervisors should contact their department head and/or HR for information. Questions about FLSA or FMLA may arise.**

Also, for ADA purposes, employees who have contracted the virus must be treated the same as non-infected employees, so long as the infected employees can perform their essential job functions without being a direct threat to the health and safety of others. If the employee poses a health or safety threat to the workforce, the County may place the employee on leave and/or require a medical examination. During a recognized pandemic, employers have greater latitude to ask questions of an employee.

The ADA protects employees with disabilities, but during a global health emergency, as recently declared by the World Health Organization (WHO), employees can be required to be medically examined to determine if they have contracted the disease when an employer has a reasonable belief that employees will pose a direct threat due to a medical condition. WHO has raised its risk assessment of COVID-19 to its highest-level.

Because COVID-19 poses a direct threat to employee health and safety, the presence of observable symptoms may provide objective evidence for a disability-related inquiry or medical examination.

3. **Supervisors should continue to promote good hygiene.** Reinforce key messages with employees regarding hygiene practices. Encourage employees to stay home when sick. Remind employees of the proper coughing and sneezing etiquette. Educate employees regarding the importance of handwashing. Frequently perform enhanced environmental cleaning of commonly touched surfaces. Remove candy dishes, community food and limit the sharing of pens and workplace equipment.



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4. **Encourage social distancing.** Maintain about three feet or more of personal space as much as possible.
5. **Understand that any issue brought to you by an employee regarding possible health risks associated with working with a co-worker needs to be brought to the attention of Human Resources.** Human Resources will evaluate and give actionable guidance.
6. **Promote using teleworking, alternative work locations, or alternative work schedules.** Employers should also consider avoiding non-essential activities where employees might come into close contact with individuals who are ill.
7. **Limit all travel to in-state mission critical travel.** All unnecessary travel should be cancelled or postponed during a pandemic. Use videoconferencing when possible.
8. **Cross-train personnel to perform essential functions,** so that the workplace can operate even if key staff members are absent.
9. **Pay close attention to operational need when approving a “true” vacation request not connected with the pandemic.** At this time, certain departments could become short-handed.
10. **When in doubt regarding the appropriate employment action related to the pandemic, please consult HR and/or the Prosecutor/legal counsel.**

For more information, see [www.coronavirus.ohio.gov](http://www.coronavirus.ohio.gov) .

The general public may call the ODH Coronavirus Call Center at 1-833-427-5634.

Call 911 for emergencies.

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