



March 19, 2020

Dear ESCLEW Team:

**Governing Board**

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As we continue to work through these difficult times, please know that your hard work and dedication is appreciated. I know you all are trying to do your best and that is all any one of us can ask of you. Keep your spirits up, take care of yourself and stay connected. You are an awesome team.

While Ohio is under a state of emergency due to the Coronavirus Disease 2019 ("COVID-19"), many of you will be working from home on a regular basis. While you are working from home, there are a few guidelines that all staff members should follow.

**ESCLEW Guidelines:**

**Work Hours and Expectations.** Though you are working from home, you are expected to maintain a comprehensive work schedule that meets the needs of our districts, our programs, families, and students. Work closely with your supervisor concerning specific program expectations, how to document your work activities, and any questions you may have about expectations. It is imperative that we all communicate frequently throughout this process, so the ESCLEW can continue to provide high quality services to our districts and families.

**Workspace Safety & Equipment.** The space you use at your home to complete work activities should be safe. If you are or will be using equipment belonging to the ESCLEW while you are working from home, you are responsible for securing such equipment so as to prevent damage, theft, loss, and unapproved access to and use of this equipment. As a reminder, you are responsible for damage occurring to ESCLEW equipment while it is in your possession.

**Security.** To limit opportunities for breaches of electronic and other ESCLEW data, you must use ESCLEW equipment solely for ESCLEW purposes and according to existing ESCLEW guidelines. Use of unsecured, public Wi-Fi to access ESCLEW systems and information is **not** authorized by the ESCLEW. In addition to securing ESCLEW equipment, you must also secure ESCLEW documents and materials when you are not using them.

**Communication.** Be advised that regardless of where you are when sending work-related communications, these communications are official ESCLEW documents and should be sent using only your ESCLEW email account. Remember to keep all communications professional since they are a public record.

If you have questions about working from home, please contact your supervisor or the Office of Human Resources.

Sincerely,

Superintendent Sandra C. Frisch and the  
ESCLEW Administrative Team