



## MEMORANDUM

**To:** All House Members & Staff  
**From:** Speaker Larry Householder  
**Date:** April 23, 2020  
**Re:** Work From Home Notification

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The current Work From Home (WFH) protocol expires May 1.

The Ohio House of Representatives will replace it with the following protocol beginning start of day Monday, May 4.

In order to maintain responsible social distancing, only one half of the members' staff will be in the Riffe Center at one time. We will achieve this by dividing the staff and every other office being in Riffe every other day. On the work days which staff will not be reporting to their members' Riffe offices, they will work from home.

Staff start times will be staggered to reduce congestion in the elevators. Staff's temperature will be checked upon entering the building and those with a temperature of 100 degrees or above will be sent home to WFH.

Additionally, as we move into our next phase, employees who are ill should not report and will be required to continue to WFH; those who are over the age of 60 or who have underlying health issues that might make exposure to COVID-19 more complicated may continue to WFH with prior approval.

Employees may wear masks and must maintain adherence to strict social distancing as recommended by the Centers for Disease Control. Also, in-person meetings in the Riffe and Statehouse are to be limited.

Continued use of distance meeting technology should be utilized as much as possible.

The House offices and work areas will have stepped up cleaning and disinfection of surfaces throughout the day.

Further details will be forthcoming from the Administrative office.