As you are probably aware, Governor DeWine declared a stay at home order effective Monday, March 23 at 11:59 p.m.

As you are engaged in essential work, or you support those providing essential work, our focus now shifts.

Maintenance

Effective Monday, Maintenance personnel will be solely fire staff therefore, maintenance services (brush pick up, dead street repairs, storm water work, etc.) will be suspended unless absolutely necessary or are asked to provide those services. Personnel will begin working 12 hour shifts mirroring our Police schedule, with one of two shifts beginning at 6:00 a.m. and ending at 6:00 p.m.  or beginning at 6:00 p.m. and end at 6:00 a.m. Chief Wallace will assign personnel to the fire shifts.

Administration

In order to work remotely, employees on Monday, March 24, will take with them necessary documents to work from home. Each Admin employee has been equipped to work remotely with the exception of Administrative Assistant Carolyn Wallis. Trips to the office should be minimized but work must be coordinated among our staff to continue the work of the Village. Zoom is a helpful tool for us to hold a virtual meeting and stay connected.

Police

Police personnel will continue their work as planned.

Payroll

For payroll, Admin personnel will need to email their time sheets to Kathy Harcourt. A folder has been set up on the shared drive “Admin Timesheets”. Each of you can save your time sheet there so that Kathy can access them.  Maintenance time sheets are already provided via email to Kathy. Police payroll will have to scan theirs to Kathy’s email.  If all timesheets are accessible, Kathy will be able to complete payroll processing remotely and send it to the bank.  Our first test will be Monday, March 30.

I’d like to remind employees, to keep us all safe, you should be taking your temperature before beginning work. Anyone with a temperature of 100.4 or higher should self-quarantine with members of your household. If you have a fever, please do not come to work. This is being done to protect you and your fellow workers and keep them healthy as we deal with this threat.

In addition, please continue the following healthy practices:

Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.

If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.

Avoid touching your eyes, nose, and mouth with unwashed hands.

Practice good personal hygiene habits, including coughing into a tissue or elbow, then throw the tissue in the trash.

Stay away from people who are ill, especially if you are 60 and older or have underlying health conditions such as diabetes, heart disease, lung disease, or a weakened immune system.

Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.

Scot F. Lahrmer

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