



Mercer County Head Start
 585 E. Livingston Street Celina, Ohio 45822
 419-268-0301 Fax 419-268-0017

March 18, 2020

To: Celina City Schools Board of Education
 Mercer County Head Start

From: Amy Esser, Executive Director

RE: Mercer County Head Start COVID 19 Plan of Action

Governor Mike DeWine has issued numerous orders that have directly impacted Mercer County Head Start and the course of normal business operations. Recently, a plan of action was submitted to our Program Specialist in the Chicago office. That plan of action is attached to this report.

Operational decisions are left to individual grantees. I have been in contact with numerous Head Start Directors throughout the state as well as out state association. The Office of Head Start has provided abundant guidance through email blasts and webinars. The direction from the Office of Head Start is to continue to provide services as reasonable as possible within the parameters that are provided. With that guidance, attached is the current plan in place. When and if Governor DeWine places more restrictions on the work environment, Mercer County Head Start will alter the plan. Initially, the plan would consider flexible hours that allowed for smaller groups of people to work at given times. Administration and direct service staff are brainstorming different opportunities for remote learning.

As a result, the overarching plan consists of the following:

- Currently, staff onsite prepping educational materials, food to be distributed, delivery of food and at-home activities, cleaning, and closing of classroom environments. Social service staff are connecting with families through telecommunications.
- Next steps include modified work schedules, remote professional development opportunities, continued connections with families through telecommunications, food delivery if possible, planning for work at home situations
- All staff have been informed that if they are ill, they are to remain at home. All staff have been informed if they have unique situations because of the Pandemic they are to speak directly with their supervisor.

The Office of Head Start has guaranteed salary and benefits until April 30, 2020. They will be revisiting this as the Pandemic situation progresses.

This plan requires approval from both entities of shared governance.



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March 13, 2020

Mr. Michael Butler
Office of Head Start
Regional Office
Chicago, Illinois

RE: COVID - 19

Grantee Number: 05CH011273
Grantee Name: Celina City Schools / Mercer Head Start
Program Closure: On March 12, 2020 Governor DeWine announced that all K-12 schools would be closed from March 17th, 2020 through April 3rd, 2020. Our grantee is the Celina City Schools. Due to the unique relationship and embedding of services between Mercer County Head Start and Celina City Schools, as well as the shared union relationship, Mercer County Head Start will remain closed along with the school district.
This closure impacts all sites in Mercer County, 6 classrooms located in the Education Complex in Celina, Ohio and 1 classroom located in Rockford, Ohio. Currently, until further notice and directive from either the Governor or our local Superintendent, staff are to report to work on Tuesday, March 17th. The administrative team will develop a plan to provide services that are within the guidance and parameters of the directive provided by the Governor's office.

Number of HS slots: 158
Number of EHS slots: Not applicable
Additional Notes: When and if the Governor lifts the restriction for school services, Head Start will resume services as directed and within given parameters. Currently, Mercer County Head Start administrative and educational teams are investigating the possibility of recording "lessons" for families to view either via website or YouTube. Likewise, the program will be providing at-home activities and supplies to support parents as their child's first and primary teacher. Social Services staff will remain in contact with families via telecommunications to ensure family needs are being met. Governor DeWine has frequent press conferences and briefings as the situation is fluid and ever evolving.

Respectfully submitted,

Amy Esser
Executive Director
Mercer County Head Start