



STATE OF ALABAMA  
GOVERNOR KAY IVEY


STATE OF ALABAMA  
DEPARTMENT OF EARLY CHILDHOOD EDUCATION



JEANA ROSS  
SECRETARY

March 16, 2020

TO: Alabama Department of Early Childhood Education (ADECE) Employees

FROM: Jeana Ross, Secretary of Early Childhood Education 

RE: **ADECE Coronavirus Work Operations – Main Office**

This memorandum is to provide internal guidance on preparing to work remotely in response to public health emergencies, including issues related to COVID-19. We anticipate that some ADECE employees may be asked to work remotely in the future, either individually or as a group.

**Critical Personnel**

All ADECE employees are asked to remain prepared to work remotely, regardless of job responsibilities. Critical personnel may need to be physically present in the office even during emergency orders to remain home. To that end, you will be instructed directly by the Secretary. If you do not have connectivity at home, or you do not have a device you can use to work remotely, please notify your supervisor.

**Emergency Contact & Communications**

It is critical that your contact information be up to date with ADECE and with your supervisor. During the public health emergency, please be on the lookout for additional ADECE notifications, including during non-working hours. All ADECE employees have been notified to be prepared with their required work materials and equipment, including work-issued laptop and phone, to assume remote work as directed by the Secretary beginning on Monday, March 16, 2020.

**Preparing Remote Work Capabilities**

ADECE employees are asked to *shift as many in-person meetings as possible to videoconferences or teleconferences*, even between individuals physically present in the main office. This will help with “social distancing” that slows the spread of contagion. In-person meetings, especially with non-ADECE personnel, are strongly discouraged. All ADECE travel is postponed, effective immediately.

Beginning on Monday, March 16, 2020, you should test all the technologies and applications that you use in your daily duties. If you discover any issues during this time, you must see that those issues are resolved as soon as possible by contacting ADECE Tech Support immediately.

At a minimum, you must confirm that the following are working properly from your remote location:

1. Work cell phone, including voicemail and mobile hotspot capability.
2. Microsoft Office 365 access, including Outlook, OneDrive, SharePoint, and Teams.
3. Any VPN connections that you are assigned.

**Governor’s Directive**

Governor Ivey issued a COVID-19 Preparations Protocol to all state agencies and employees on March 10, 2020. Please see the attached document, especially with regard to personal hygiene and reporting issues to your supervisor.