

COVID-19 Responsible Protocols FOR GETTING OHIO BACK TO WORK

Ohio.gov

GUIDING PRINCIPLES

1

Protect the health of employees, customers and their families

2

Support community efforts to control the spread of the virus

3

Lead in responsibly getting Ohio back to work

5 PROTOCOLS FOR ALL BUSINESSES:

1



Require face coverings for employees and recommend them for clients/customers at all times.

2



Conduct daily health assessments by employers and employees (self-evaluation) to determine if "fit for duty."

3



Maintain good hygiene at all times – hand washing and social distancing.

4



Clean and sanitize workplaces throughout workday and at the close of business or between shifts.

5



Limit capacity to meet **social distancing** guidelines.

- Establish maximum capacity at 50% of fire code.
- **And**, use appointment setting where possible to limit congestion.

Find industry-specific required criteria at Coronavirus.Ohio.Gov/ResponsibleRestartOhio



TAKE THE FOLLOWING ACTIONS WHEN A COVID-19 INFECTION IS IDENTIFIED:

- ✓ **Immediately report** employee or customer infections to the local health district.
- ✓ Work with local health department to identify potentially exposed individuals to help facilitate appropriate communication/**contact tracing**.
- ✓ **Shutdown** shop/floor for deep sanitation if possible.
- ✓ **Professionally clean and sanitize site/location**.
- ✓ **Reopen in consultation with the local health department**.

Questions? Visit: Coronavirus.Ohio.Gov/ResponsibleRestartOhio

Responsible RestartOhio

General Office Environments



Mandatory

Employees & Guests

- **Ensure minimum 6 ft between people, if not possible, install barriers**
 - Personnel should work from home whenever possible and feasible with business operations
 - Face coverings are required while employers and employees are on the job, unless any one of the following apply:
 - An employee in a particular position is prohibited by a law or regulation from wearing a face covering while on the job
 - A face covering is not advisable for health purposes
 - Wearing a face covering on the job is against documented industry best practices
 - Wearing a face covering violates a company's safety policies
 - There is a practical reason a face covering cannot be worn
 - An employee is sitting alone in an enclosed work-space.
- (If any of these exceptions apply to your business, or one of your employees, written justification must be provided upon request.)*
- Employees must perform daily symptom assessment*
 - Require employees to stay home if symptomatic
 - Require regular handwashing
 - Place hand sanitizers in high-contact locations
 - Clean high-touch items after each use (e.g. carts, baskets)

Recommended Best Practices

- **Ensure seating distance of 6 ft or more**
- Customers and guests should wear a face covering. They are not required to wear a face covering.
- Enable natural workplace ventilation
- Health questionnaire for symptoms at entry
- Temperature taking protocol

Physical Spaces / Workstations

- Frequent disinfection of desks, workstations, and high-contact surfaces
- Daily disinfection of common areas
- Cancel/postpone in person events when social distancing guidelines cannot be met
- No buffet in cafeteria
- Utilize disposable tableware and other materials
- Establish maximum capacity (e.g. 50% of fire code)

- **Redesign/space workstations for 6 ft or more of distance**
- Close cafeteria and gathering spaces if possible, or conduct regular cleanings
- Limit congregation in office spaces
- Divide essential staff into groups and establishing rotating shift
- Availability of at least 3 weeks of cleaning supplies

Confirmed Cases

- Immediately isolate and seek medical care for any individual who develops symptoms while at work
- Contact the local health district about suspected cases or exposures
- Shutdown shop/floor for deep sanitation if possible

- Work with local health department to identify potentially infected or exposed individuals to help facilitate effective contact tracing/notifications
- Once testing is readily available, test all suspected infections or exposures
- Following testing, contact local health department to initiate appropriate care and tracing