Responsible RestartOhio

General Office Environments

	Mandatory	**Recommended Best Practices**

Employees & Guests	• **Ensure minimum 6 ft between people, if not possible, install barriers**
	• 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)
		• **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

*Daily symptom assessments should include taking your temperature with a thermometer and monitoring for fever. Also watch for coughing or trouble breathing.   Revised 4/29

Responsible RestartOhio

Manufacturing, Distribution & Construction

	Mandatory	**Recommended Best Practices**

Employees, Distributors, & Guests	• **Ensure minimum 6 ft between people, if not possible, install barriers**
	• 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
	• Stagger or limit arrivals of employees and guests
	• Personnel should work from home if possible
		• Customers and guests should wear a face covering. They are not required to wear a face covering.
		• Provide stipend to employees for transportation

Shift Pattern	• Daily disinfection of desks and workstations • Change shift patterns (e.g. fewer shifts) • Stagger lunch and break times	• Split into sub-teams, limit contact across sub-teams • Reduce pace to allow less FTEs per line
Physical Spaces / Workstations	• **Ensure minimum 6 ft between people, if not possible, install barriers** • Daily deep disinfection of high-contact surfaces • Space factory floor to allow for distancing • Regulate max number of people in cafeterias/common spaces • Establish maximum capacity (e.g. 50% of fire code)	• Close cafeteria and gathering spaces if possible, or conduct regular cleanings • Daily deep disinfection of entire facility
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

Daily symptom assessments should include taking your temperature with a thermometer and monitoring for fever. Also watch for coughing or trouble breathing.   *Revised 4/29*

RICHLAND COUNTY BOARD OF COMMISSIONERS

RESPONSIBLE RESTART OHIO PROTOCOLS

In addition to the COVID-19-related measures currently in place for their departments, the Richland County Board of Commissioners adopts the State of Ohio's Responsible Restart Ohio Plan and the following protocols will take effect May 4, 2020:

I.   **FACE COVERINGS:**

    A. Face coverings are <u>required</u> for employees and must be worn while in the workplace. At a minimum, face coverings should be cloth / fabric and cover an individual's nose, mouth and chin.

    The only exceptions will be as follows:

1. If an employee in a particular position is prohibited by law or regulation from wearing a face covering while on the job;
2. A face covering is not advisable for health purposes;
3. Wearing a face covering on the job is against documented industry best practices;
4. Wearing a face covering violates a company's safety policies;
5. There is a practical reason a face covering cannot be worn;
6. An employee is sitting alone in an enclosed work space

    If any of these exceptions apply, a written request and necessary documentation must be submitted to the Employer to justify the request. This request must be approved by the Employer prior to the employee not wearing a face covering.

    Failure to wear a required-face covering without an approved exception will be subject to disciplinary action.

    B. Face coverings are recommended for non-employees when they are in departments under the authority of the Richland County Board of Commissioners but are not required.

II.   **CONDUCT DAILY SELF-EVALUATION HEALTH ASSESSMENT:**

    A. Employees are required to take their temperature daily before reporting to work to ensure that it is below 100.4

B. Employees are required to assess if they are exhibiting other symptoms of COVID-19 as defined in the State's most recent guidance

Employees experiencing a fever of 100.4 or greater or other symptoms of COVID-19 are prohibited from reporting to work. Employees reporting to work are certifying that they have completed the required assessment and are not exhibiting these symptoms.

Employees are still required to follow the call off procedures for their department.

III. MAINTAIN GOOD HYGIENE:

A. Continue regular hand-washing practices

B. Continue social distancing protocols

IV. CLEAN AND SANITIZE WORK AREAS:

A. Employees are to sanitize their personal work space throughout the day

B. High touch / traffic areas are to be sanitized during the day

C. High touch items are to be sanitized after each use

D. Entire work area is to be cleaned / sanitized at the close of business daily

V. LIMIT CAPACITY TO MEET SOCIAL DISTANCING GUIDELINES:

A. Establish maximum capacity at 50% fire code

B. Use appointment setting where possible to limit congestion