

Board of Health:  
Keith Woolum, President  
Kevin O'Day, Vice President



Board Members:  
Marvin Payne   Tony Castina  
Douglas Jones, DO

# **Jackson County Health Department**

Kevin Edward Aston, MPH, Health Commissioner • Gregory P. Hawker, MD, Medical Director

**Here is a summary of the guidance for businesses to follow from the Stay Safe Ohio Order:**

## **Lobby or Waiting Areas:**

- Post the number of individuals permitted in waiting area
- Reduce the number of seats available to provide 6 foot distancing
- Post signage on health safety guidelines in common areas
- Advise others to wait in their vehicles to eliminate grouping outside the door
- Wipe down lobby area every hour with an approved sanitizing solution
- Eliminate magazines and other items in waiting area that may be touched

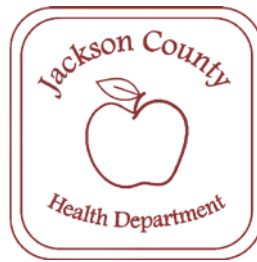
## **Providing Services:**

- Ask customers to do as much as possible online (i.e. online ordering, online banking)
- Businesses should post online if they are open and how best to reach the business
- Recommend customers and visitors wear a mask or face covering
- Stagger arrival of all employees and guests
- Establish maximum capacity

## **Protecting Employees and Customers:**

- Strongly encourage as many employees as possible to work from home by implementing policies in areas such as teleworking and video conferencing
- Require employees to stay home if symptomatic. Actively encourage sick employees to stay home until they are free of fever (without the use of medication) for at least 72 hours (three full days) AND symptoms have improved for at least 72 hours AND at least seven days have passed since symptoms first began. Do not require a healthcare provider's note to validate the illness or return to work of employees who are sick with acute respiratory illness
- Ensure your sick leave policies are up to date, flexible, and non-punitive to allow sick employees to stay home to care for themselves, children, or other family members

Board of Health:  
Keith Woolum, President  
Kevin O'Day, Vice President



Board Members:  
Marvin Payne    Tony Castina  
Douglas Jones, DO

# **Jackson County Health Department**

Kevin Edward Aston, MPH, Health Commissioner • Gregory P. Hawker, MD, Medical Director

## **Protecting Employees and Customers (continued):**

- Screen employees for temperature and/or any symptoms before shifts start. Watch for cough or trouble breathing. If an employee has a temperature of 100.4 degrees or higher, send them home
- Separate employees who appear to have acute respiratory illness symptoms from other employees and send them home immediately. Restrict their access to the business until they have recovered
- Frequently perform enhanced environmental cleaning of commonly touched surfaces, such as workstations, countertops, railings, door handles, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label. Provide disposable wipes so that commonly used surfaces can be wiped down by employees before each use
- Be prepared to change business practices if needed to maintain critical operations (e.g. identify alternative suppliers, prioritize customers, or temporarily suspend some of your operations)
- Comply with all applicable guidance from the U.S. Centers for Disease Control and Prevention and the Ohio Department of Health regarding social distancing
- Ensure minimum 6 feet between employees. If not possible, install barriers
- Emphasize hand hygiene. Provide hand sanitizer for customers and employees
- Install barriers to limit contact with customers (i.e. plexiglass)
- Sanitize facility between shifts and throughout each shift
- Reduce sharing of work materials. Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use
- Require employees to wear a cloth mask or face covering. Customers are also recommended to
- Limit work travel to what is only necessary to maintain business operations
- If you have a cafeteria, there should be no buffet. Utilize disposable tableware and other materials
- Contact the Health Department about suspected cases or exposures



# Responsible RestartOhio

## General Office Environments



### Employees & Guests

#### Mandatory

- **Ensure minimum 6 ft between people, if not possible, install barriers**
- Face coverings are required for all employees, unless not advisable by a healthcare professional, against documented industry best practices, or not permitted by federal or state laws/regulations. A face covering is not required if an employee is working alone in an enclosed office space
- Personnel should work from home whenever possible and feasible with business operations
- Employees must perform daily symptom assessment\*
- Require employees to stay home if symptomatic
- Require regular handwashing
- Reduce sharing of work materials
- Limit travel as much as possible
- Stagger arrival of all employees and guests
- Post signage on health safety guidelines in common areas

#### Recommended Best Practices

- **Ensure seating distance of 6 ft or more**
- Face coverings are recommended for all customers and guests
- 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.

# 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](https://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](https://Coronavirus.Ohio.Gov/ResponsibleRestartOhio)