

Responsible Restart Ohio

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Responsible Protocols for Getting Ohio Back to Work

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. No mask, no work, no service, no exception. Require face coverings for employees and 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, sanitizing 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.
 - o Establish maximum capacity at 50% of fire code.
 - o And, use appointment setting where possible to limit congestion.

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.

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Manufacturing, Distribution & Construction Employees, Distributors, & Guests

Mandatory

- **Ensure minimum 6 ft between people, if not possible, install barriers**
- Employees must perform daily symptom assessment. Daily symptom assessments should include taking your temperature with a thermometer and monitoring for fever. Also watch for coughing or trouble breathing.
- Require employees to stay home if symptomatic
- Face coverings must be worn at all times
- Require regular handwashing
- Stagger or limit arrivals of employees and guests
- Personnel should work from home if possible

Recommended Best Practices

- Provide stipend to employees for private transportation

Shift Pattern

Mandatory

- **Daily disinfection of desks and workstations**
- Change shift patterns (e.g. fewer shifts)
- Stagger lunch and break times

Recommended Best Practices

- Split into sub-teams, limit contact across sub-teams
- Reduce pace tallow less FTEs per line

Physical Spaces / Workstations

Mandatory

- **Ensure minimum 6 ft between people, if not possible, install barriers**
- **Daily deep disinfection of high-contact surfaces**
- Space factory floor tallow for distancing
- Regulate max number of people in cafeterias/common spaces
- Establish maximum capacity (e.g. 50% of fire code)

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Recommended Best Practices

- Close cafeteria and gathering spaces if possible, or conduct regular cleanings
- **Daily deep disinfection of entire facility**

Confirmed Cases

Mandatory

- 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

Recommended Best Practices

- 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

Consumer, Retail & Services

Employees

Mandatory

- **Ensure min 6 ft between people, if not possible, install barriers**
- Daily symptom assessments should include taking your temperature with a thermometer and monitoring for fever. Also watch for coughing or trouble breathing.
- Require employees to stay home if symptomatic
- Face coverings must be worn at all times
- Require regular handwashing
- Place hand sanitizers in high-contact locations
- **Clean high-touch items after each use (e.g. carts, baskets)**

Recommended Best Practices

- Group employees by shift to reduce exposure

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Customers & Guests

Mandatory

- **Ensure minimum 6 ft between people**
- Specify hours for at-risk populations (e.g. elderly)
- Place hand sanitizers in high-contact locations
- Ask customers and guests not to enter if symptomatic
- Face coverings to be worn while shopping or visiting
- Stagger entry of customers and guest

Recommended Best Practices

- Health questionnaire for symptoms at entry point
- Provide face coverings upon entry
- Where possible, accept customers by appointment only
- Increase availability for curbside pickup
- Consider suspending return policies

Physical Spaces

Mandatory

- **Ensure minimum 6 ft between people, if not possible, install barriers**
- Post social distancing signage & disinfect high-contact surfaces hourly
- **Clean merchandise before stocking if possible**
- Establish maximum capacity (e.g. 50% of fire code)
- Discontinue self-service food stations, product samples
- Food courts remain closed

Recommended Best Practices

- **Close once a week for deep cleaning**
- Maximize available checkout space to promote social distancing (e.g., space customer lines with floor markers, use alternate registers)
- Use contact-less payments where possible
- Increase capacity for delivery and curbside pickup

Confirmed Cases

Mandatory

- Immediately isolate and seek medical care for any individual who develops symptoms while at work

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- Contact the local health district about suspected cases or exposures
- Shutdown shop/floor for deep sanitation if possible

Recommended Best Practices

- 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

General Office Environments

Employees & Guests

Mandatory

- **Ensure minimum 6 ft between people, if not possible, install barriers**
- Personnel should work from home when possible
- Daily symptom assessments should include taking your temperature with a thermometer and monitoring for fever. Also watch for coughing or trouble breathing.
- Require employees to stay home if symptomatic
- Face coverings must be worn at all times while working
- 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

- **Enable natural workplace ventilation**
- Ensure seating distance of 6 ft or more
- Health questionnaire for symptoms at entry
- Temperature taking protocol

Physical Spaces / Workstations

Mandatory

- **Frequent disinfection of desks, workstations, and high-contact surfaces**
- **Daily disinfection of common areas**

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- 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)

Recommended Best Practices

- **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

Mandatory

- 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**

Recommended Best Practices

- 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