Responsible RestartOhio
<table>
<thead>
<tr>
<th>Environment Type</th>
<th>Employees, Distributors, &amp; Guests</th>
<th>Shift Pattern</th>
<th>Physical Spaces / Workstations</th>
<th>Confirmed Cases</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manufacturing, Distribution &amp; Construction</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>Consumer, Retail &amp; Services</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
</tr>
<tr>
<td>General Office Environments</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td></td>
</tr>
</tbody>
</table>
Manufacturing, Distribution & Construction

Responsible RestartOhio
Manufacturing, Distribution & Construction

EMPLOYEES, DISTRIBUTORS, & GUESTS

Mandatory

- Ensure minimum 6 ft between people, if not possible, install barriers
- 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

Recommended Best Practices

- Provide stipend to employees for private transportation
- Face coverings are recommended for all employees and visiting guests

*Daily symptom assessments should include taking your temperature with a thermometer and monitoring for fever. Also watch for coughing or trouble breathing.
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 to allow 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 to allow for distancing
- Regulate max number of people in cafeterias/common spaces
- Establish maximum capacity (e.g. 50% of fire code)

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
EMPLOYEES

Mandatory

- Ensure min 6 ft between people, if not possible, install barriers
- Employees must perform daily symptom assessment*
- 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
- Face coverings are recommended for all employees

*Daily symptom assessments should include taking your temperature with a thermometer and monitoring for fever. Also watch for coughing or trouble breathing.
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
- Stagger entry of customers and guest

Recommended Best Practices
- Health questionnaire for symptoms at entry point
- Face coverings are recommended while shopping or visiting
- Provide face coverings upon entry
- Where possible, accept customers by appointment only
- Increase availability for curb-side 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 curb-side pickup
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
General Office Environments

Responsible RestartOhio

Ohio safe. Ohio working.
EMPLOYEES & GUESTS

Mandatory

- Ensure minimum 6 ft between people, if not possible, install barriers
- Personnel should work from home when possible
- 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

Recommended Best Practices

- Post signage on health safety guidelines in common areas
- Ensure seating distance of 6 ft or more
- Face coverings are recommended for employees, distributors and guests
- Enable natural workplace ventilation
- Health questionnaire for symptoms at entry
- Temperature taking protocol

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

Mandatory

- 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)

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