

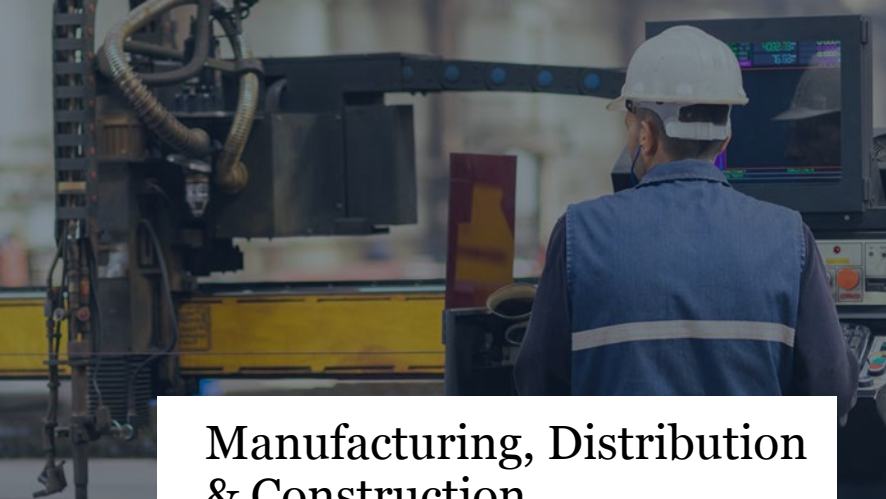


Responsible **RestartOhio**



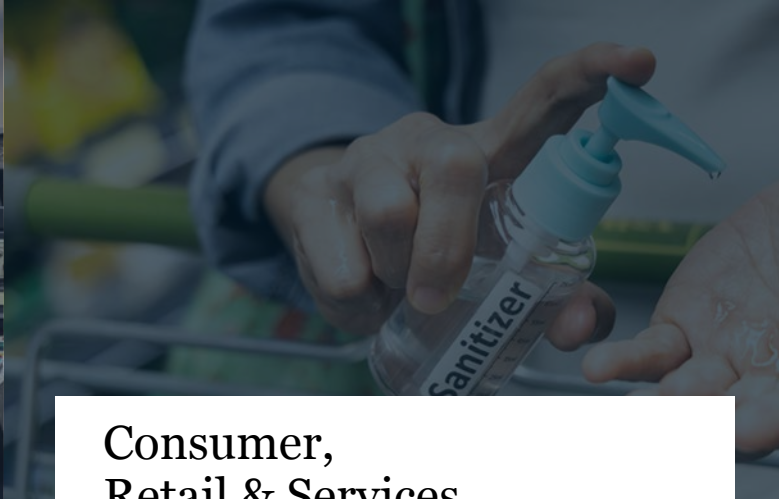
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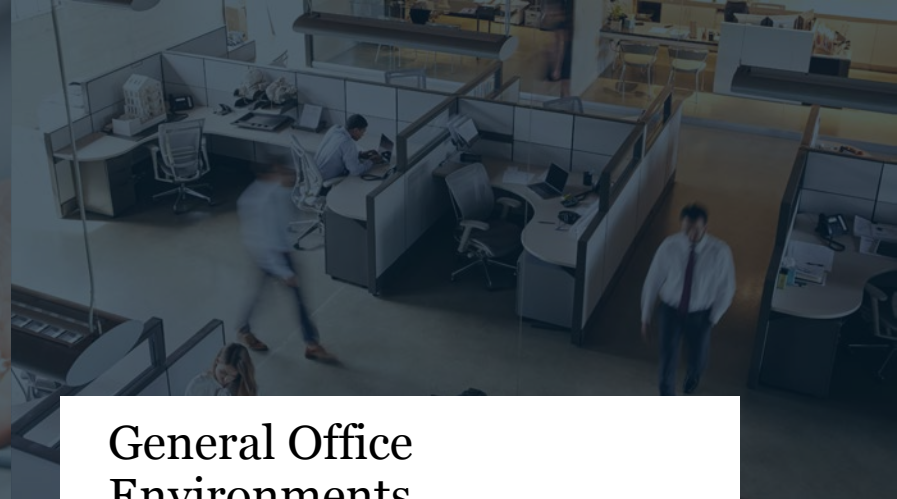
Manufacturing, Distribution & Construction

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Consumer, Retail & Services

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General Office Environments

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- 16** Confirmed Cases



Manufacturing, Distribution & Construction

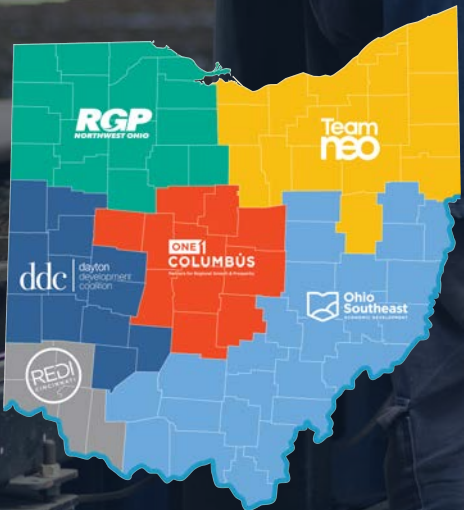
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EMPLOYEES, DISTRIBUTORS, & GUESTS

Mandatory

- **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.
- 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

(If any of these exceptions apply to your business, or one of your employees, written justification must be provided upon request.)

Recommended Best Practices

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

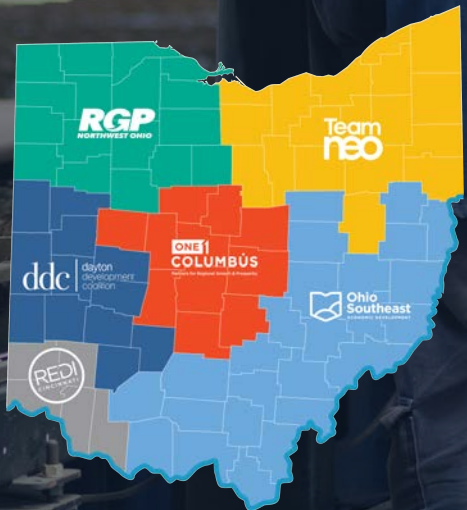


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*Daily symptom assessments should include taking your temperature with a thermometer and monitoring for fever. Also watch for coughing or trouble breathing.

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SHIFT PATTERN

Mandatory

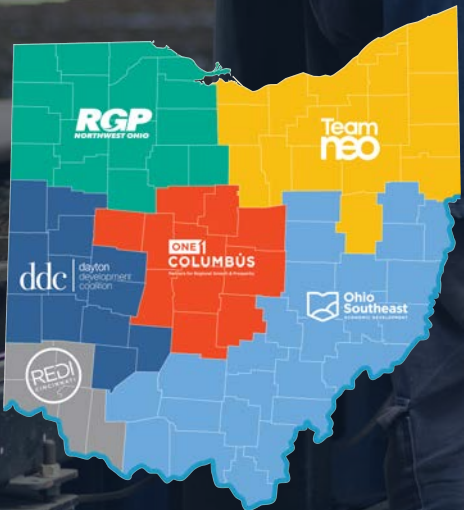
- Daily disinfection of desks and workstations
- Change shift patterns (e.g. fewer shifts)
- Stagger lunch and break times

Recommended Best Practices

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

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PHYSICAL SPACES / WORKSTATIONS

Mandatory

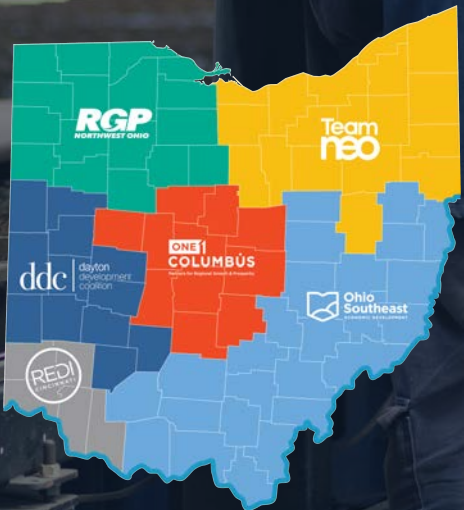
- **Ensure minimum 6 ft between people, if not possible, install barriers**
- Daily deep disinfection of high-contact surfaces
- Space factory floor to allow for distancing
- Regulate max number of people in cafeterias/common spaces
- Establish maximum capacity (e.g. 50% of fire code)

Recommended Best Practices

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

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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



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Consumer,
Retail &
Services

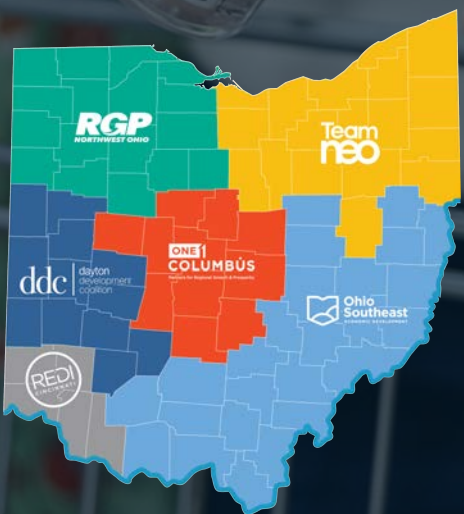
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EMPLOYEES

Mandatory

- **Ensure min 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.
- 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

- Customers and guests should wear a face covering. They are not required to wear a face covering.
- Group employees by shift to reduce exposure

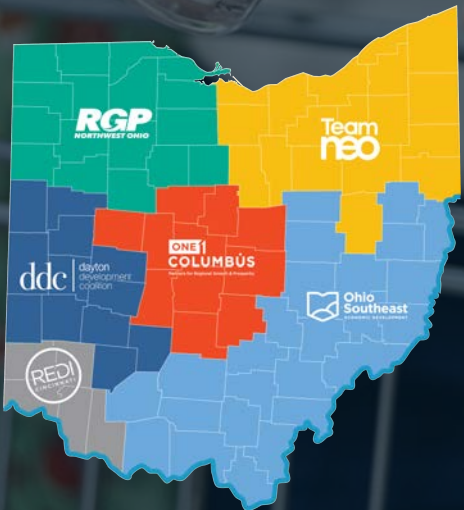
(If any of these exceptions apply to your business, or one of your employees, written justification must be provided upon request.)



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

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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
- Stagger entry of customers and guests

Recommended Best Practices

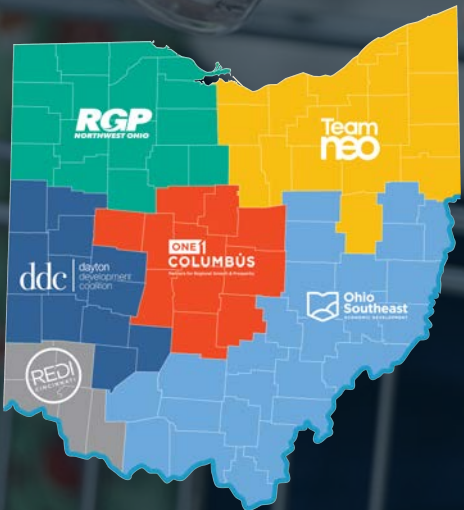
- Face coverings are recommended while shopping or visiting
- Health questionnaire for symptoms at entry point
- Provide face coverings upon entry
- Where possible, accept customers by appointment only
- Increase availability for curbside pickup
- Consider suspending return policies



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PHYSICAL SPACES

Mandatory

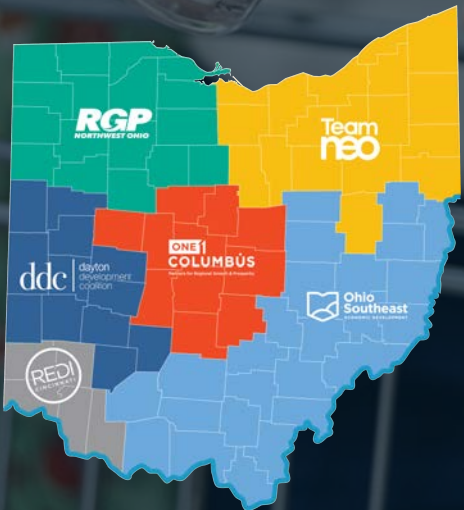
- **Ensure minimum 6 ft between people, if not possible, install barriers**
- Post social distancing signage & disinfect high-contact surfaces hourly
- Clean merchandise before stocking if possible
- Establish maximum capacity (e.g. 50% of fire code)
- Discontinue self-service food stations, product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

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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

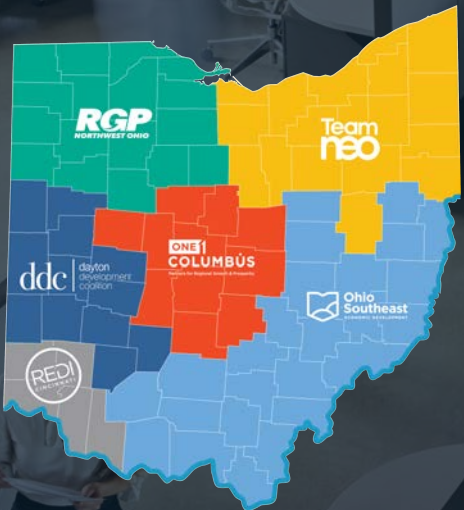
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General Office Environments

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EMPLOYEES & GUESTS

Mandatory

- **Ensure min 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 practice
 - 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
- 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

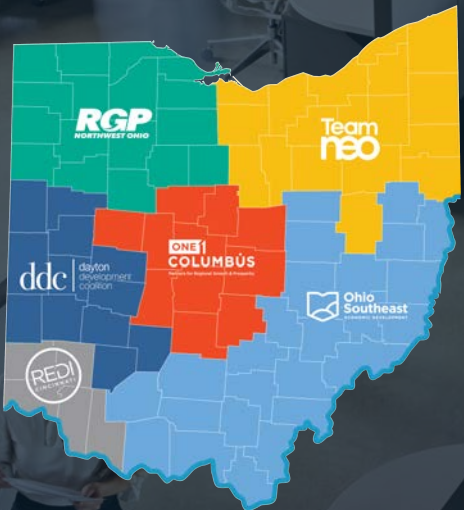
- **Ensure seating distance of 6 ft or more**
- Customers and guests should wear a face covering. They are not required to wear a face covering.
- Enable natural workplace ventilation
- Health questionnaire for symptoms at entry
- Temperature taking protocol



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

General Office Environments

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PHYSICAL SPACES / WORKSTATIONS

Mandatory

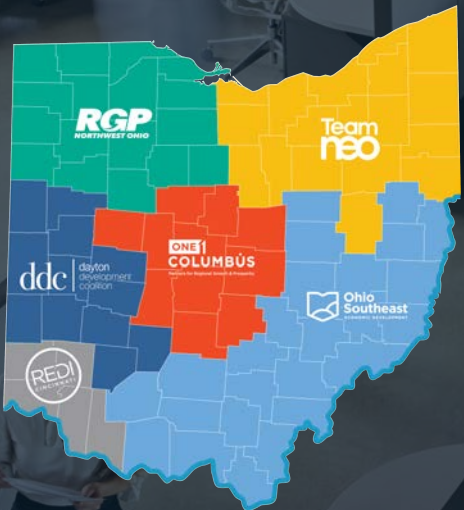
- Frequent disinfection of desks, workstations, and high-contact surfaces
- Daily disinfection of common areas
- Cancel/postpone in person events when social distancing guidelines cannot be met
- No buffet in cafeteria
- Utilize disposable tableware and other materials
- Establish maximum capacity (e.g. 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
- Redesign/space workstations for 6 ft or more of distance
- Divide essential staff into groups and establishing rotating shift
- Availability of at least 3 weeks of cleaning supplies

General Office Environments

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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



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