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Manufacturing, Distribution & Construction

Responsible Restart Ohio
Manufacturing, Distribution & Construction

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

Recommended Best Practices

- 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

*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
Consumer,
Retail &
Services

Responsible RestartOhio
**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.
  
  (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)

**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
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 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

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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
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