



OPEN

**BUSINESS
REOPENING
TOOLKIT**

**FIND GOVERNMENT GUIDES AND
POSTERS TO HANG IN YOUR
BUSINESS**

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



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



Responsible RestartOhio

Consumer, Retail & Services



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

- **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

- 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

Physical Spaces

- **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

- 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

- 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

Responsible RestartOhio

General Office Environments



Employees & Guests

Mandatory

- **Ensure minimum 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 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

- **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

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



Responsible RestartOhio

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.

(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
- Stagger or limit arrivals of employees and guests
- Personnel should work from home if possible

Recommended Best Practices

- Customers and guests should wear a face covering. They are not required to wear a face covering.
- Provide stipend to employees for transportation

Shift Pattern

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

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

Physical Spaces / Workstations

- **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)

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

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.



Ohio Responds to COVID-19



Continued Closures

The following businesses and operations are to remain closed per existing Stay at Home Orders:

- **K-12 schools and daycares.**
- **Restaurants and bars.**
 - Carry-out and delivery services are permitted.
- **Personal appearance/beauty services.**
 - Includes hair salons, day spas, nail salons, barber shops, tattoo parlors, body piercing locations, tanning facilities, massage therapy locations and similar businesses.
- **Older adult day care services and senior centers.**
- **Adult day support or vocational habilitation services in congregate settings.**
- **Rooming and boarding houses, and workers' camps.**
- **Entertainment/recreation/gymnasium sites.**
 - Includes, but is not limited to:
 - All places of public amusement, whether indoors or outdoors, such as:
 - Laser tag facilities, roller skating rinks, ice skating rinks, arcades, indoor miniature golf facilities, bowling alleys, indoor trampoline parks, indoor water parks, arcades, and adult and child skill or chance game facilities remain closed.
 - Gambling industries.

- Auditoriums, stadiums, arenas.
 - Movie theatres, performance theatres, and concert and music halls
 - Public recreation centers and indoor sports facilities.
 - Parades, fairs, festivals, and carnivals.
 - Amusement parks, theme parks, outdoor water parks, children's play centers, playgrounds, and funplexes.
 - Aquariums, zoos, museums, historical sites, and similar institutions.
 - Country clubs and social clubs.
- Spectator sports, recreational sports tournaments and organized recreational sports leagues.
 - Health clubs, fitness centers, workout facilities, gyms, and yoga studios.
 - Swimming pools, whether public or private, except swimming pools for single households.
 - Residential and day camps.
 - Campgrounds, including recreational camps and recreational vehicle (RV) parks.
 - Excludes people living in campground RVs with no other viable place of residence.
 - Excludes people living in cabins, mobile homes, or other fixed structures that are meant for single families and where preexisting residential activity already has been established. (E.g., for people who have part-time preestablished residences at campgrounds for the summer months.)

For additional information, visit coronavirus.ohio.gov.

For answers to your COVID-19 questions, call 1-833-4-ASK-ODH (1-833-427-5634).

Your mental health is just as important as your physical health. If you or a loved one are experiencing anxiety related to the coronavirus pandemic, help is available 24 hours a day, seven days a week. Call the COVID-19 CareLine at 1-800-720-9616.

CORONAVIRUS DISEASE 2019 **Ohio**

Department
of Health

Protect yourself and others from
COVID-19 by taking these precautions.

PREVENTION

For additional information call 1-833-4-ASK-ODH or visit coronavirus.ohio.gov.



STAY HOME



PRACTICE
SOCIAL
DISTANCING



GET ADEQUATE SLEEP
AND EAT WELL-
BALANCED
MEALS



WASH HANDS OFTEN
WITH WATER AND SOAP
(20 SECONDS
OR LONGER)



DRY HANDS WITH
A CLEAN TOWEL
OR AIR DRY
YOUR HANDS



COVER YOUR MOUTH
WITH A TISSUE OR
SLEEVE WHEN
COUGHING OR SNEEZING



AVOID TOUCHING
YOUR EYES, NOSE,
OR MOUTH WITH
UNWASHED HANDS
OR AFTER
TOUCHING SURFACES



CLEAN AND DISINFECT
"HIGH-TOUCH"
SURFACES OFTEN



CALL BEFORE VISITING
YOUR DOCTOR



PRACTICE GOOD
HYGIENE HABITS

For more information, visit: coronavirus.ohio.gov



304 Putnam Street, Marietta, Ohio 45750

Phone (740) 373-0611; Fax (740) 376-6445

Anne Goon, MS, RD, LD, Health Commissioner

May 1, 2020

Dear Operators:

The Director of the Ohio Department of Health Dr. Amy Acton signed a new "Stay Safe Ohio" order on April 30, 2020, that outlines a gradual re-opening of businesses so long as specific workplace safety standards are met. The Order specifically identifies when certain types of businesses may re-open:

- May 1 – Healthcare, including Dentists and Veterinarians (for elective procedures not requiring overnight hospital stays)
- May 4 – Manufacturing, Distribution, Construction, and General Office Environments
- May 12 – Consumer, Retail, and Service Businesses

These businesses may reopen if they can meet the specific provisions outlined in the order, which we have posted on the City of Marietta website. The "Responsible Protocols" flyer I've enclosed summarizes these provisions. These must be met by ALL businesses wishing to operate, not just those that are re-opening.

If you operate a business not identified in this order (see the "Continued Closures" document), please know that the Governor is actively working on plans for when you can also safely re-open. You can start now to prepare your facility by reviewing the entire Stay Safe Ohio Order, focusing most on Item #21. It outlines specific provisions that will apply to your operation; additional provisions will be announced in future orders specific to your type of business.

In order to ensure a safe return to operation, consider the behaviors of staff/customers, the environment, and the business practices of your company. COVID-19 cases traced to a business environment will likely result in the quarantine of most, if not all, staff connected with that case. A business should develop a plan to address a possible closure due to the quarantine of staff and/or the need to sanitize the facility.

I have also included flyers for you to post or share with your staff. Remember each business's ability to comply with the requirements will be in plain view. Our office has fielded and responded to numerous complaints from residents and employees over the past two months who felt an essential business was not operating in a safe manner. Trust me, the public is watching and will likely report deviations from the Director's Order to us for investigation and enforcement. Failure to comply with the Director's Order is a second-degree misdemeanor; licenses/permits to operate food service operations, retail food establishments, body art establishments, and other businesses regulated by the Board of Health can also be suspended for failure to comply.

If you have additional questions after reading the "Stay Safe Ohio" order, you can contact me at barbbradley@mariettaoh.net or 740-373-0611, extension 2303.

As a reminder, the final decisions regarding reopening businesses rests with Governor DeWine and Director Acton.

Sincerely,
Barbara S. Bradley, RS
Director of Environmental Health

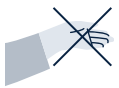


SAFETY POSTERS

**FEEL FREE TO USE THE FOLLOWING
POSTER IN YOUR BUSINESS TO KEEP
YOURSELF, YOUR EMPLOYEES AND
YOUR CUSTOMERS SAFE**

Keep Our Workplace Safe!

Practice good hygiene



Stop hand shakes and use **non-contact greeting methods**



Clean hands at the door and schedule **regular hand washing** reminders



Disinfect surfaces like doorknobs, tables, and desks regularly



Avoid touching your face and cover your coughs and sneezes



Increase ventilation by opening windows or adjusting air conditioning

Limit meetings and non-essential travels

Use **video conferencing** instead of face-to-face meetings

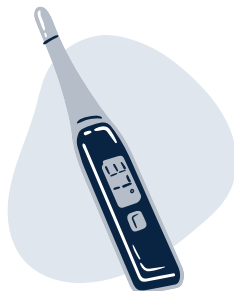
When video calls are not possible, hold your meetings in **well-ventilated rooms and spaces**

Suspend all non-essential travels and trips



Stay home if...

- You are **feeling sick**
- You have a **sick family member** at home



SOURCE: CDC.GOV

Take care of your emotional and mental well-being

Outbreaks are a stressful and anxious time for everyone. We're here to support you! Reach out to hr@reallygreatsite.com anytime.



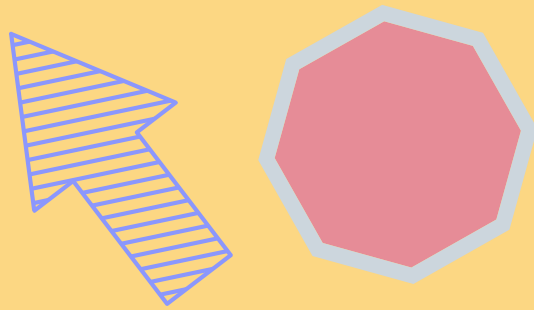


COVID-19 NOTICE:

**DUE TO
SOCIAL
DISTANCING
GUIDELINES,
OUR STORE
IS AT
MAXIMUM
CAPACITY**

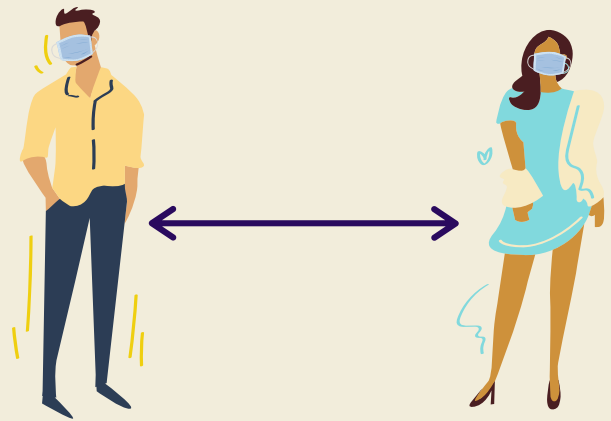
PLEASE WAIT UNTIL
ANOTHER CUSTOMER
EXITS BEFORE YOU
ENTER. THANK YOU
FOR KEEPING OUR
CUSTOMERS SAFE.

HELP KEEP OUR STORE SAFE



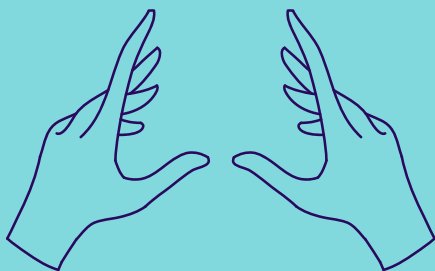
RESPECT ANY SIGNS OR GUIDELINES IN OUR STORE

Please follow our written and verbal directions. We're taking these steps to keep our customers safe



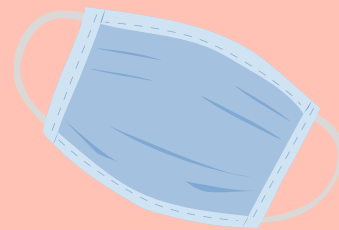
MAINTAIN SOCIAL DISTANCING

Maintain a 6 foot distance between yourself and any other customers or employees



LIMIT WHAT YOU TOUCH

Even if you are wearing gloves for your safety, germs can still be spread on surfaces. Limit what you touch in the store and avoid picking up unnecessary items.



WEAR A MASK

Please wear a mask to prevent the spread of COVID-19 and protect yourself and others.