

TO: Hamilton County Political Jurisdictions

FROM: Greg Kesterman, Interim Health commissioner

SUBJECT: Business Re-opening Guidance

DATE: April 29, 2020

As you have likely heard, Governor DeWine and Dr. Acton issued guidance for the re-opening of some sectors of the Ohio economy. These include some retail operations, general offices, manufacturing and distribution. The basic principles for re-opening our economy are as follows:

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, 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.
  - Establish maximum capacity at 50% of fire code.
  - Use appointment setting where possible to limit congestion.

If an employee is ill:

**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.

I have attached documents covering more sector-specific guidelines for businesses in your communities. Please feel free to print and distribute as you see fit. Finally, Hamilton County Public Health has been tasked with enforcement of these policies. As always, we will use “education over enforcement” to work cooperatively with businesses as we navigate these unprecedented times.

Thank you for your continued support.



# COVID-19 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



**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](https://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](https://Coronavirus.Ohio.Gov/ResponsibleRestartOhio)

Healthy choices. Healthy lives. Healthy communities.



# Responsible RestartOhio

## General Office Environments



### Mandatory

#### Employees & Guests

- **Ensure minimum 6 ft between people, if not possible, install barriers**
- Personnel should work from home whenever possible and feasible with business operations
- 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**
- Face coverings are recommended for all employees and visiting guests
- 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

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





# Responsible RestartOhio

## Manufacturing, Distribution & Construction



### Mandatory

#### Employees, Distributors, & Guests

- **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

#### Shift Pattern

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

#### 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)

#### 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

### Recommended Best Practices

- Face coverings are recommended for employees, distributors and guests
- Provide stipend to employees for private transportation

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

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

- 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.



# Responsible RestartOhio

## Consumer, Retail & Services



### Mandatory

### Recommended Best Practices

#### Employees

- **Ensure min 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
- Place hand sanitizers in high-contact locations
- Clean high-touch items after each use (e.g. carts, baskets)

- Face coverings are recommended for all employees
- 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

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