Responsible RestartOhio

Manufacturing, Distribution & Construction

Mandatory	**Recommended Best Practices**
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

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
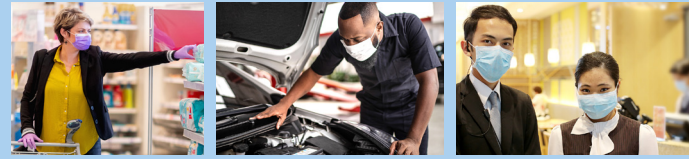

Confirmed Cases

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

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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.   *Revised 4/29*

	Mandatory	**Recommended Best Practices**

Employees	• **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)
		• 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 curb-side 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 curb-side 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

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Revised 4/29

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General Office Environments

	Mandatory	**Recommended Best Practices**

Employees & Guests	• **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
	• Place hand sanitizers in high-contact locations
	• Clean high-touch items after each use (e.g. carts, baskets)
		• **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

Daily symptom assessments should include taking your temperature with a thermometer and monitoring for fever. Also watch for coughing or trouble breathing.   *Revised 4/29*