



HANCOCK PUBLIC HEALTH

Your Recognized Leader in Population Health

COVID-19 Responsible RestartOhio Guidance



Guidelines For All Businesses

- Ensure minimum 6 feet between employees, if not possible, install barriers.
- Employees are wearing facial coverings. At minimum, facial coverings (masks) should be cloth/fabric and cover an individual's nose, mouth, and chin. Employees may be exempt from wearing a facial covering for one of the following reasons:
 - Facial coverings in the work setting are prohibited by law or regulation.
 - Facial coverings are in violation of documented industry standards.
 - Facial coverings are not advisable for health reasons.
 - Facial coverings are in violation of documented safety policies.
 - An employee works alone in an assigned work area.
 - There is a functional (practical) reason a face covering cannot be worn.
 - Appropriate written justification is on file.
- Employees perform daily symptom assessments (Fever, cough, breathing trouble).
- Employees are required to stay home if symptomatic.
- Employees are required to wash hands regularly.
- Personnel work from home if possible.
- Hand sanitizer placed in high-contact locations.
- Stagger or limit arrivals of customers, employees and guests.
- Allow customers, patrons, visitors, contractors, vendors and similar individuals to use facial coverings, except for specifically documented legal, life, health or safety considerations and limited documented security considerations.

Consumer, Retail & Service Sectors

Customers & Guests

- Ensure minimum 6 feet between customers.
- Clean high-touch items after each use (e.g. carts, baskets).
- Specified hours for at-risk populations (e.g. elderly).
- Place hand sanitizers in high-contact locations.
- Ask customers and guests not to enter if symptomatic.

Physical Spaces

- Ensure minimum of 6 feet between employees and customers, if not possible, install barriers.
- Post social distancing signage and disinfect high-contact surfaces hourly.
- Clean merchandise before stocking if possible.
- Establish maximum capacity.
- Discontinue self-service food stations, product samples.
- Food courts remain closed.

General Office Environment Settings

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.
- Reduce sharing of work materials.
- Post signage on health safety guidelines in common areas.

Manufacturing, Distribution & Construction Businesses

Shift Pattern

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

Physical Spaces / Workstations

- Ensure minimum 6 feet 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.

General Requirements For Confirmed COVID-19 Cases

- Immediately isolate and seek medical care for any individual who develops symptoms while at work.
- Contact Hancock Public Health about suspected cases or exposures at **(419) 425-9999 Option 1**.
- Shutdown shop/floor for deep sanitation if possible.

For questions or information regarding this guidance, contact Hancock Public Health at (419) 424-7870.

Responsible RestartOhio

Consumer, Retail & Services



For questions or information regarding this guidance, contact Hancock Public Health at (419) 424-7870

Mandatory

Recommended Best Practices

Employees

- **Ensure minimum of 6 feet between employees, if not possible, install barriers**
- Businesses must allow all customers, patrons, visitors, contractors, vendors and similar individuals to use facial coverings, except for specifically documented legal, life, health or safety considerations and limited documented security considerations.
- Businesses must require all employees to wear facial coverings, except for one of the following reasons:
 - Facial coverings in the work setting are prohibited by law or regulation
 - Facial coverings are in violation of documented industry standards
 - Facial coverings are not advisable for health reasons
 - Facial coverings are in violation of the business's documented safety policies
 - Facial coverings are not required when the employee works alone in an assigned work area
 - There is a functional (practical) reason for an employee not to wear a facial covering in the workplace.

(Businesses must provide written justification, upon request, explaining why an employee is not required to wear a facial covering in the workplace. At minimum, facial coverings (masks) should be cloth/fabric and cover an individual's nose, mouth, and chin.)
- Employees must perform daily symptom assessment*
- Require employees to stay home if symptomatic
- Require regular handwashing by employees
- Place hand sanitizers in high-contact locations
- Clean high-touch items after each use (e.g. carts, baskets)

- Group employees by shift to reduce exposure

Customers & Guests

- **Ensure minimum 6 feet between customers**
- 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

- Consider having customers wear face coverings at all times.
- 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 of 6 feet between people, if not possible, install barriers**
- Post social distancing signage and disinfect high-contact surfaces hourly
- Clean merchandise before stocking if possible
- Establish maximum capacity
- 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 Hancock Public Health about suspected cases or exposures
419-425-9999 option 1
- Shutdown shop/floor for deep sanitation if possible

- Work with Hancock Public Health 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 Hancock Public Health 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



General Office Environments

For questions or information regarding this guidance, contact Hancock Public Health at (419) 424-7870

Mandatory

Employees & Guests

- **Ensure minimum 6 feet between people, if not possible, install barriers**
- Personnel should work from home when possible and feasible with business operations
- Limit travel as much as possible
- Stagger arrival of all employees and guests
- Businesses must require all employees to wear facial coverings, except for one of the following reasons:
 - Facial coverings in the work setting are prohibited by law or regulation
 - Facial coverings are in violation of documented industry standards
 - Facial coverings are not advisable for health reasons
 - Facial coverings are in violation of the business's documented safety policies
 - Facial coverings are not required when the employee works alone in an assigned work area
 - There is a functional (practical) reason for an employee not to wear a facial covering in the workplace.

(Businesses must provide written justification, upon request, explaining why an employee is not required to wear a facial covering in the workplace. At minimum, facial coverings (masks) should be cloth/fabric and cover an individual's nose, mouth, and chin.)
- Employees must perform daily symptom assessment*
- Require employees to stay home if symptomatic
- Require regular handwashing by employees
- Place hand sanitizers in high-contact locations

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
- Reduce sharing of work materials
- Post signage on health safety guidelines in common areas

Confirmed Cases

- Immediately isolate and seek medical care for any individual who develops symptoms while at work
- Contact Hancock Public Health about suspected cases or exposures
419-425-9999 option 1
- Shutdown shop/floor for deep sanitation if possible

Recommended Best Practices

- **Ensure seating distance of minimum of 6 feet or more**
- Consider having customers wear face coverings at all times
- Enable natural workplace ventilation
- Health questionnaire for symptoms at entry
- Temperature taking protocol

• Redesign/space workstations for 6 feet 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

- Work with Hancock Public Health 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 Hancock Public Health to initiate appropriate care and tracing

Responsible RestartOhio

Manufacturing, Distribution & Construction



For questions or information regarding this guidance, contact Hancock Public Health at (419) 424-7870

Mandatory

Employees, Distributors, & Guests

- **Ensure minimum 6 ft between people, if not possible, install barriers**
- Businesses must require all employees to wear facial coverings, except for one of the following reasons:
 - Facial coverings in the work setting are prohibited by law or regulation
 - Facial coverings are in violation of documented industry standards
 - Facial coverings are not advisable for health reasons
 - Facial coverings are in violation of the business's documented safety policies
 - Facial coverings are not required when the employee works alone in an assigned work area
 - There is a functional (practical) reason for an employee not to wear a facial covering in the workplace.

(Businesses must provide written justification, upon request, explaining why an employee is not required to wear a facial covering in the workplace. At minimum, facial coverings (masks) should be cloth/fabric and cover an individual's nose, mouth, and chin.)

- Employees must perform daily symptom assessment*
- Require employees to stay home if symptomatic
- Require regular handwashing
- Stagger or limit arrivals of employees and guests
- Have employees work from home whenever possible

Recommended Best Practices

- Consider having distributors and guests wear face coverings at all times
- 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

- 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 Hancock Public Health about suspected cases or exposures
419-425-9999 option 1
- 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.