Responsible RestartOhio

General Office Environments

	Mandatory	**Recommended Best Practices**

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 to local health officials, 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
		• **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

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	• **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
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

Per the CDC, symptoms include cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, and new loss of taste or smell.

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