### 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
- Face coverings must be worn at all times
- 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

- 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.
**Mandatory**

**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
- Face coverings must be worn at all times
- Require regular handwashing
- Place hand sanitizers in high-contact locations
- Clean high-touch items after each use (e.g. carts, baskets)

**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
- Face coverings to be worn while shopping or visiting
- Stagger entry of customers and guest

**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

**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**

- Group employees by shift to reduce exposure
- 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

- 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

- 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 Restart Ohio

### General Office Environments

### Employees & Guests

- **Mandatory**
  - Ensure minimum 6 ft between people, if not possible, install barriers
  - Personnel should work from home when possible
  - Employees must perform daily symptom assessment*
  - Require employees to stay home if symptomatic
  - Face coverings must be worn at all times while working
  - 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
  - Enable natural workplace ventilation
  - Health questionnaire for symptoms at entry
  - Temperature taking protocol

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

### Physical Spaces / Workstations

- **Mandatory**
  - 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)

- **Recommended Best Practices**
  - 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

- **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