

Delaware County COVID-19 Checklist for Employees

Responsible Restart Ohio

May 1, 2020

*County employees will continue to self-monitor temperature and COVID-19 symptoms daily before arriving at work.

*It is expected county employees will frequently wash their hands and use hand sanitizer.

*The Stay Safe Ohio order requires a face covering for employees 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 documented safety policies;
- Facial coverings are not required when the employee works along in an assigned work area; or
- There is a functional (practical reason for an employee not to wear a facial covering in the workplace.

The County must provide written justification, upon request, explaining why an employee is not required to wear a facial covering in the workplace. If for medical reasons, the justification will remain in the employee's confidential medical file.

Additional guidance may be found here: <https://coronavirus.ohio.gov/static/responsible/General-Office-Environments.pdf>

*Masks and face covers are a safety measure that are required for employees and recommended for customers. Wearing guidance shall be as follows:

- will cover the nose and mouth;
- will be required when serving the public in a face-to-face format;
- will be required when meeting with other employees or the public in a face-to-face format;
- will be required when traveling in a vehicle with another person;
- will be required when working within 6ft of another person outside;
- will be required when employees are moving around the office or within the building.

*Ohio Department of Health additional guidance for masks and face coverings:

<https://coronavirus.ohio.gov/wps/portal/gov/covid-19/checklists/english-checklists/cloth-face-coverings-covid-19-checklist>

*The public will be encouraged to wear masks, but it will not be required.

*Face coverings/masks and "Plexiglas" barriers are not a replacement for social distancing.

*Employees must continue to provide at least 6 feet distance from another person while in the workplace.

*Current guidance has shown that homemade face-masks are almost as efficient as purchased surgical masks. Homemade masks should follow current CDC guidance on the creation.

*Gloves potentially offer a false sense of security-appropriate donning and doffing techniques are required.

*Employees will try to limit their movement within the building or between buildings.

*Supervisors must ensure employees are spaced 6ft apart from other employees' workstations.

*County employees will still be encouraged to meet digitally and when meeting in person will observe meeting room occupancy levels and social distancing guidance.

*Communal areas such as break rooms will need to be scrutinized by all as more people enter the buildings. Employees will not be allowed to congregate in communal areas. Employees can use communal area equipment (such as a microwave), but will need to use it and then leave. Employees need to clean before and after the use of communal area equipment.

*Items such as pens, phones, or computers should not be communal. If items must be shared, they must be cleaned after each use.

*Only use facility-approved cleaners on “Plexiglas” barriers as the wrong cleaner could damage the material of the barriers. Contact the Facilities Department with questions concerning cleaners.

*Employees are encouraged to not solely rely on cleaning staff for the cleaning of high-touch surfaces – cleaning supplies will be provided for use throughout the work day.

*Vehicular occupancy while traveling to other work sites should be limited to one person per vehicle if at all possible. If more than one person per vehicle is necessary, occupants should maximize spacing as much as possible and wear masks. Most importantly, if more than one person is in a vehicle, ensure the vehicle’s heating/AC system is not recirculating air. The vehicle should be placed in the setting to draw outside air. Open windows would be ideal.