

Covid-19 Workplace Safety Protocols

1. **Perform routine environmental cleaning.** Routinely clean and disinfect all frequently touched surfaces, such as workstations, countertops, handrails, and doorknobs. Disposable wipes are provided so that commonly used surfaces, such as time clocks, can be wiped down by employees before and after each use. Sharing tools and equipment is discouraged.
2. **Visitors are limited (essential workplace only).** Visitors are by appointment ONLY. Visitors are screened upon arrival at facility.
3. **Noncontact methods of greeting employees and visitors are encouraged.** Stop handshaking and hugging.
4. **Employees and visitors are screened upon facility arrival.** *Answer YES or NO since your last day of work or last visit to this facility. Have you had or done any of the following:*
 - a. A new fever (100°F or higher) or sense of having a fever? Yes/No
 - b. A new cough not attributable to another health condition? Yes/No
 - c. New shortness of breath not attributable to another health condition? Yes/No
 - d. New sore throat not attributable to another health condition? Yes/No
 - e. New muscle aches not attributable to another health condition, or that may have been caused by a specific activity (physical exercise)? Yes/No
 - f. Have you recently traveled internationally? Yes/No
 - g. Have you been in direct contact with someone who has tested positive for COVID-19? Yes/No
5. **Employees and visitors will have temperature tested.** The temperature of employees and visitors will be tested upon entering facility. If temperature is greater than 100°F, the employees will not be permitted to work. Visitors will not be permitted access to the facility. The individual will be advised to call their health care provider.
6. **Employees must maintain social distancing.** Employee workstations are 6 feet apart to minimize face to face contact between employees.

7. **Wearing face coverings (masks) and disposable gloves is required while working in facility or interacting with customers.** Disposable gloves are provided. Employees may supply their own masks or masks will be provided.
8. **Use good hygiene for coughing and sneezing.** Tissues are provided. Use no-touch trash can.
9. **Employees must wash hands frequently.** Soap, water, and hand sanitizer are provided.
10. **Sick employees are to stay home.** Employees must be fever free (without medication) for at least 72 hours before returning to work.
11. **Increase ventilation in work areas.** Use air conditioning (preferably with HEPA filtration), bring in fresh air, and use fans in work areas as needed.
12. **Lunch and break times are staggered.** Congregating in groups in groups during lunch and break times is discouraged. Employees must continue social distancing.
13. **Safe delivery to customers is required.** Delivery drivers wear gloves and masks. They will keep contact with customers to a minimum.
14. **Employee training.** Mandatory training sessions for safe COVID-19 work behavior will be held regularly.
15. **Please see the displayed Ohio Department of Health Coronavirus Prevention Posters for more information on how to prevent the spread of coronavirus in the workplace.**