



COVID-19 Action Plan

March 11, 2020

Considering the recent situation regarding COVID-19 (Coronavirus), The Chamber of Commerce of Sandusky County has developed a plan in case of closures and/or quarantines.

Level 1

- All events outside of the Chamber office will be canceled according to the Governor of Ohio's recommendation.
- The Chamber conference room will be limited to Chamber meetings only. Any outside member's meetings will be canceled. The Chamber team will call any member with a reservation as soon as possible.
- The Chamber office will remain open.

Level 2

- Chamber committee meetings will be canceled.
- Chamber Board of Trustee meetings will be canceled if all information/discussion at the time of meeting can be postponed until further notice. Trustees who do not wish to attend any meeting that remains on the calendar may call in to the conference phone. If a quorum is not met, meeting will be canceled.
- The Chamber office will remain open by appointment only. Doors to the office will be locked with a sign informing foot traffic of the situation.

Level 3

- All functions of the Chamber will be canceled.
- The Chamber office will close.
- Chamber team will work remotely from home (phone calls and email).