

Appendix A

Current Requirements per the State of Ohio.

The state mandates may change so it is encouraged you keep informed by visiting www.coronavirus.ohio.gov for the latest updates. The list below is a blend of the state mandates for General Office Environments and Consumer, Retail & Services.

| Employees - Mandatory | Employees - Recommended |
|---|---|
| Ensure minimum 6 feet between people, if not possible, install barriers. | Face coverings are recommended for all employees and guests. |
| Personnel should work from home whenever possible and feasible with business operations. | Educate staff on the symptoms for COVID 19 and how the virus spreads. |
| Employees must perform daily symptom assessment including taking their temperature with a thermometer and monitoring for fever. Also watch for coughing or trouble breathing. | Ensure sick leave policies are up to date and are not punitive to allow sick employees to stay home. |
| Require employees to stay home if symptomatic. Share signs and symptoms of COVID-19 with employees. | Employees should not return to work until fever free without the use of medication for at least 72 hours & symptoms have improved for at least 72 hours & at least 7 days have passed since symptoms first began. |
| Require regular handwashing. | Post signs and educate staff on proper handwashing. |
| Place hand sanitizers in high-contact locations. | Provide staff with proper personal protective equipment (PPE) such as face coverings and disposable or rubber gloves. |
| Clean high-touch items after each use. | Educate staff on proper use of PPE. Face coverings should entirely cover your mouth and nose and be cleaned every day. Gloves can become contaminated so do not touch your face with them or smoke or eat with them on. |
| Reduce sharing of work materials. | |
| Limit travel as much as possible. | To maintain 6 foot isolation distance, employees should not ride in same vehicle unless they reside together. |
| Stagger arrival of all employees and guests. | |
| Post signage on health safety guidelines in common areas. | Signs are available on our website. |

| Customers & Guests – Mandatory | Customer & Guests - Recommended |
|---|--|
| Ensure minimum 6 feet between people. | Post signage and/or markings and recommend face coverings. |
| Place hand sanitizers in high-contact locations. | Use contact-less payments if possible. |
| Ask customers and guests not to enter if symptomatic. | |
| Stagger entry of customers and guests. | |
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| Physical Spaces - Mandatory | Physical Spaces - Recommended |
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| Ensure minimum 6 feet between people, if not possible, install barriers. Establish maximum capacity (e.g. 50% of fire code). | Provide signage and/or markings to indicate 6 foot distances. |
| Frequent disinfection of desks, workstations, and high-contact surfaces. | |
| Daily deep disinfection of common areas. | |
| Cancel/postpone in-person events when social distancing guidelines cannot be met. | |
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| Confirmed Cases – Mandatory | Confirmed Cases - Recommended |
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| Immediately isolate and seek medical care for any individual who develops symptoms while at work. | Work with local health department to identify potentially infected or exposed individuals to help facilitate effective contact tracing/notifications. |
| Contact the local health district about suspected cases or exposures. | Once testing is readily available, test all suspected infections or exposures. |
| Shutdown for deep sanitation if possible. | Following testing, contact local health department to initiate appropriate care and tracing. |

| Miscellaneous Recommendations |
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| Wait a minimum of 24 hours after guests leave to start cleaning. |
| Since the virus can last for hours to days on surfaces, wear a face covering and gloves and try not to stir up dust or shake linens and towels |
| Educate cleaning staff on proper cleaning methods. |
| Sanitize frequently touched objects such as door handles, remotes, light switches and trash cans. |
| Sanitize outdoor features such as grills, furniture, and playgrounds. |
| Remove frequently used items such as books and board games that cannot be sanitized. |
| Monitor your sewage treatment system as increased disinfectants and hot water can upset the bacterial activity in the septic tank or aerator. |
| Do not flush bleach, pine-scented cleaners, rug cleaners, floor wax, or fabric softener. |

You may want to post a sign not to flush sanitary wipes as everyone is using them.

If your building has been vacant, thoroughly flush all cold and hot water lines and obtain a safe water sample from the Health Department or an EPA certified lab. Stagnant water is perfect for growing bacteria and legionella.

If your building has been vacant and you smell sewer gas, it could be because a trap has dried up. Plumbing traps only work if they have water in them to prevent the sewer gas from entering the building.