

From: Board of Commissioners, Human Resources Department

To: BOC Employees

Date: May 26, 2020

Subject: Revised COVID-19 Related Safety Protocols

Safety Protocols & Directives

Employees in the workplace are required to follow recommendations by the Center for Disease Control and Prevention and mandates issued by the Governor of Ohio. For our workplace at this moment the following apply:

- A. All employees are required to wear facial coverings. They are not required when the employee works alone in an assigned work area. Other exceptions apply, please see the link at the bottom of this page.
- B. Ensure minimum 6 feet between people unless there is a barrier. This is for social/physical distancing.
- C. Elevator occupancy is limited to three people at a time.
- D. Require regular handwashing by employees.
- E. Employees must perform daily symptom assessment prior to arriving at work. To include temperature check
- F. Employees are required to stay home if symptomatic. You must be fever free for seventy-two (72) hours without the aid of medication prior to reporting to work.
- G. Employees should work from home when possible and feasible with business operation.

Hand sanitizers will be placed in high-contact locations and will be readily available for employees and customers. We want to make sure staff feel as safe as possible in the workplace. Many additional steps have been taken to comply with recommendations and best practices in this new normal situation. Teleworking will continue to be offered where appropriate. There are some positions where being in the workplace is the best option for continuing office operations. Staggering start times and days of the week are options to reduce pedestrian traffic in our offices.

****Employees are expected to comply with the above safety protocols Failure to comply with these will be addressed through the disciplinary process.**

<https://coronavirus.ohio.gov/static/responsible/General-Office-Environments.pdf>