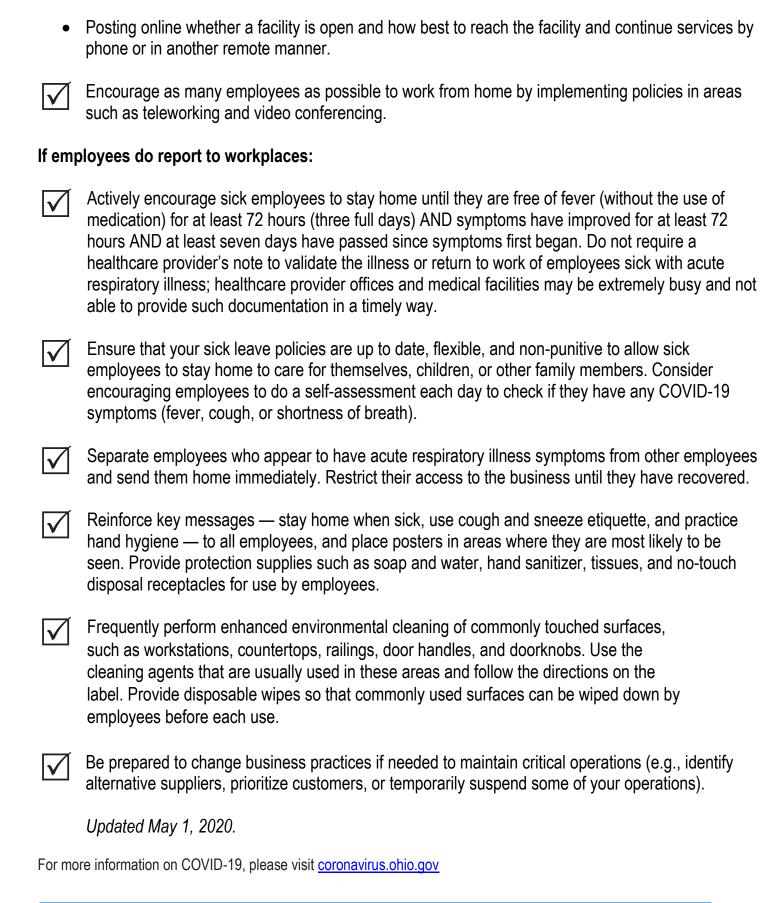# COVID-19 Checklist

Ohio | Department of Health

COVID-19 Information and Checklist for Businesses/Employers

Protecting Against COVID-19

Ohio agencies and officials have implemented several policies to help businesses negatively impacted by the COVID-19 epidemic. An extensive list of assistance options, guidance on reopening, and new requirements can be found at Coronavirus.Ohio.Gov/BusinessHelp. Workers can find assistance options here.

A Stay Safe Ohio order signed April 30 by Ohio Department of Health Director Amy Acton, M.D., MPH, to lifts some of the mandatory requirements needed to help prevent the spread of COVID-19 by allowing some businesses to reopen and establishing new workplace requirements. General guidance is found below. Specific guidance for certain sectors is available here.

Dr. Acton has ordered employers to:

☑ Comply with state regulations on facial coverings.

- Allow customers, visitors, vendors, and other visitors to wear face coverings except for certain documented legal, life, health, safety, or security considerations.

- Require all employees to wear face coverings unless they are prohibited by law or regulation; in violation of documented industry standards; not advisable for health reasons; in violation of the business's documented safety policies; or there is a functional/practical reason not to wear one. They also are not required for employees who work alone in an assigned work area.

☑ Comply with social distancing requirements of the U.S. Centers for Disease Control and Prevention and Ohio Department of Health, including, where possible:

- Designating 6-foot distances with signage, tape, or other means to allow for adequate social distancing between employees. This also applies to customers in lines.

- Having hand sanitizer and sanitizing products readily available for employees and any customers.

- Establishing separate operating hours for elderly and other vulnerable populations.

For more information, visit: coronavirus.ohio.gov

- Posting online whether a facility is open and how best to reach the facility and continue services by phone or in another remote manner.

☑ Encourage as many employees as possible to work from home by implementing policies in areas such as teleworking and video conferencing.

If employees do report to workplaces:

☑ Actively encourage sick employees to stay home until they are free of fever (without the use of medication) for at least 72 hours (three full days) AND symptoms have improved for at least 72 hours AND at least seven days have passed since symptoms first began. Do not require a healthcare provider's note to validate the illness or return to work of employees sick with acute respiratory illness; healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way.

☑ Ensure that your sick leave policies are up to date, flexible, and non-punitive to allow sick employees to stay home to care for themselves, children, or other family members. Consider encouraging employees to do a self-assessment each day to check if they have any COVID-19 symptoms (fever, cough, or shortness of breath).

☑ Separate employees who appear to have acute respiratory illness symptoms from other employees and send them home immediately. Restrict their access to the business until they have recovered.

☑ Reinforce key messages — stay home when sick, use cough and sneeze etiquette, and practice hand hygiene — to all employees, and place posters in areas where they are most likely to be seen. Provide protection supplies such as soap and water, hand sanitizer, tissues, and no-touch disposal receptacles for use by employees.

☑ Frequently perform enhanced environmental cleaning of commonly touched surfaces, such as workstations, countertops, railings, door handles, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label. Provide disposable wipes so that commonly used surfaces can be wiped down by employees before each use.

☑ Be prepared to change business practices if needed to maintain critical operations (e.g., identify alternative suppliers, prioritize customers, or temporarily suspend some of your operations).

Updated May 1, 2020.

For more information on COVID-19, please visit coronavirus.ohio.gov

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For answers to your COVID-19 questions, call 1-833-4-ASK-ODH (1-833-427-5634).

Your mental health is just as important as your physical health. If you or a loved one are experiencing anxiety related to the coronavirus pandemic, help is available 24 hours a day, seven days a week. Call the COVID-19 CareLine at 1-800-720-9616.

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CORONAVIRUS DISEASE 2019 Ohio | Department of Health

Protect yourself and others from
COVID-19 by taking these precautions.

PREVENTION

For additional information call **1-833-4-ASK-ODH** or visit **coronavirus.ohio.gov**.

| STAY HOME | PRACTICE SOCIAL DISTANCING | GET ADEQUATE SLEEP AND EAT WELL-BALANCED MEALS | WASH HANDS OFTEN WITH WATER AND SOAP (20 SECONDS OR LONGER) | DRY HANDS WITH A CLEAN TOWEL OR AIR DRY YOUR HANDS |

| COVER YOUR MOUTH WITH A TISSUE OR SLEEVE WHEN COUGHING OR SNEEZING | AVOID TOUCHING YOUR EYES, NOSE, OR MOUTH WITH UNWASHED HANDS OR AFTER TOUCHING SURFACES | CLEAN AND DISINFECT "HIGH-TOUCH" SURFACES OFTEN | CALL BEFORE VISITING YOUR DOCTOR | PRACTICE GOOD HYGIENE HABITS |

For more information, visit: coronavirus.ohio.gov