Responsible RestartOhio
Deputy Registrar

Mandatory

**Employees**

- **Ensure a minimum six feet social distancing between employees.**  
- Must conduct daily symptom assessments. Anyone experiencing symptoms must stay home.*  
- Wash hands frequently or use alcohol-based hand sanitizer.  
- Place hand sanitizer in common areas.  
- Clean and sanitize high-touch surfaces frequently and at the end of each day.  
- Clean vision screening machines, kiosks, and signature pads after each use.  
- Post a list of COVID-19 symptoms in a conspicuous place and ask customers and guests not to enter if symptomatic.  
- Businesses must require all employees to wear facial coverings, except for one of the following reasons:  
  - Facial coverings in the work setting are prohibited by law or regulation.  
  - Facial coverings are in violation of documented industry standards.  
  - Facial coverings are not advisable for health reasons.  
  - Facial coverings are in violation of the business’ documented safety policies.  
  - Facial coverings are not required when the employee/volunteer works alone in an assigned work area.  
  - There is a functional (practical) reason for an employee/volunteer not to wear a facial covering in the workplace.  
  (Businesses must provide written justification to local health officials, upon request, explaining why an employee is not required to wear a facial covering in the workplace. At minimum, facial coverings (masks) should be cloth/fabric and cover an individual’s nose, mouth, and chin.)

**Customers and Guests**

- **Ensure a minimum of six feet social distancing.**  
- Follow directions on social distancing signage and floor markings.  
- Stop at the customer check-point when entering the facility for further direction.  
- Remove face coverings for BMV photos.

**Physical Spaces**

- **Ensure minimum six feet between people for social distancing.**  
- Install barriers at customer facing workstations.  
- Display social distancing signage and appropriate floor markings.  
- Limit occupancy to 50% of established capacity.

**Confirmed Cases**

- Immediately isolate and seek medical care for any individual who develops symptoms.  
- Contact the local health district about suspected cases or exposure.

**Recommended Best Practices**

- Visit oplates.com to determine if the service you need can be accomplished online.  
- If you must visit a deputy registrar, book an arrival window using the Get In Line, Online system at bmv.ohio.gov to help control flow of customers.  
- Face coverings for customers are recommended.  
- Use hand sanitizers offered by the BMV in high-contact locations.

- Work with local health department to identify potentially infected or exposed individuals to help facilitate effective contact tracing/notifications.  
- Once testing is readily available, test all suspected infections or exposures.  
- Following testing, contact local health department to initiate appropriate care and tracing.

*Per the CDC, symptoms include cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, and new loss of taste or smell.*

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