



# Roadmap to ReOpen

Consumer and Retail Services

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## **Ohio Timeline** (as of publication)

### **MAY 1**

- Most medical procedures, general wellness visits that don't require an overnight stay (Life-saving procedures were never banned)
- Dentists
- Veterinarians

### **MAY 4**

- Manufacturing, distribution, construction, and general office environment

### **MAY 12**

- Consumer and retail services

### **MAY 15**

- Hairdressers, barbershops, tanning salons, and other beauty related businesses.
- Restaurants with outdoor seating

### **MAY 21**

- Restaurants and bars reopen

## **Main Points**

1. Require face coverings: For employees at all times
2. Conduct daily health assessments: By employers and employees (self-evaluation) to determine if "fit for duty"
3. Maintain good hygiene: At all times - hand washing and social distancing
4. Clean and sanitize: Workplaces throughout workday and at close of business or between shifts
5. Limit Capacity to meet social distancing guidelines: Establish maximum capacity at 50% of fire code and use appointment setting where possible to limit congestion

*Disclaimer: The Road Map to Reopen is a guide to comply with state level requirements to responsibly reopen your business within Ohio. Check with local jurisdictions if they have implemented additional requirements for businesses.*

## EMPLOYEES AND GUESTS

– Ensure minimum of 6 feet between people; if not possible, install barriers.

– Employees must perform daily symptom assessment.\*

*\* Daily symptom assessments should include taking your temperature with a thermometer and monitoring for fever. Also watch for coughing and trouble breathing.*



– Require employees to stay home if symptomatic.

– Face coverings must be worn at all times while working. These can be fabric coverings for employees, which does not take needed supplies from medical professionals.

– Require regular hand-washing.

– Reduce sharing of work materials.

– *Personnel should work from home when possible.*

– Limit travel as much as possible.

– Stagger arrival of all employees and guests. Schedule customer/client visits whenever possible.

– Post signage on health safety guidelines in common areas.

### ***Recommended best practices for employees and guests:***

– Ensure seating distance of 6 feet or more.

– Enable natural workplace ventilation.

– Temperature taking protocol.

**NOTE:** N95/KN95 masks are legally respirators, and usage requires adhering to 29 CFR 1910.134

**Note:** Dust mask use in the workplace requires adhering to OSHA appendix D, including providing training for use.

## PHYSICAL SPACES / WORKSTATIONS

- Frequent disinfection of desks, workstations, and high-contact surfaces.
- Daily disinfection of common areas.
- Cancel/postpone in-person events when social distancing guidelines cannot be met.
- No buffet in cafeteria.
- Utilize disposable tableware and other materials.
- Establish maximum capacity (e.g. 50% of fire code).

When disinfecting, ensure chemical name or components are listed on EPA listing for effectiveness.

Follow manufacturer guidelines for use, including proper PPE.

### **Recommended best practices in physical space and workstations:**

- Redesign/space workstations 6 feet or more of distance.
- Close cafeteria and gathering spaces if possible, or conduct regular cleanings.
- Limit congregation in office spaces.
- Divide essential staff into groups and establish rotating shifts.
- Availability of at least three weeks of cleaning supplies.

## Restroom Facilities

OSHA requires employers to provide all workers with sanitary and immediately-available toilet facilities (restrooms). The sanitation standards ([29 CFR 1910.141](#), [29 CFR 1926.51](#) and [29 CFR 1928.110](#)) are intended to ensure that workers do not suffer adverse health effects that can result if toilets are not sanitary and/or are not available when needed. These standards are highly important during this new reality brought about by COVID-19.

- Frequent disinfection of bathroom common areas
- Daily disinfection of entire bathroom: a full aerosolized spray is easiest for this process
- Turn off hand dryers, utilizing paper towels instead; as studies have shown paper towels spread 60-70% fewer germs than paper product drying.
- Put up signs for employees and customers to wash hands.
- If possible, switch bathroom doors to push/pull, and install a foot kick to open door from inside.
  - If door must have a turn knob, switch to a handle, as it allows for it to be turned using other items, reducing exposure.

When disinfecting, ensure chemical name or components are listed on EPA listing for effectiveness.

Follow manufacturer guidelines for use, including proper PPE.

All cleaning activities must comply with OSHA's HAZCOM standards, and Bloodborne Pathogens standards, including PPE disposal.

## CONFIRMED CASES

- Immediately isolate and seek medical care for any individual who develops symptoms while at work.
- Contact the local health department about suspected cases or exposures.
- Shutdown shop/floor for deep sanitation if/when possible.

### ***Recommended best practices for confirmed cases:***

- Work with local health departments 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.

Now is also a good time to review your pandemic response plan. How did your current plan assist your business? What could have been done better?

**Didn't have a plan? Now is the time to get one.**