

# MEMORANDUM

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TO: County Elected Officials and Department Directors

FROM: Tyler Small, Assistant County Administrator – Administrative Services\

DATE: July, 7<sup>th</sup> 2020

SUBJECT: Covid-19 Employee Protection Guidelines

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## 1) Face Masks

- a. Face masks are required for all employees per Ohio Department of Health
- b. Face masks must:
  - i. Secure to the face (ear loops, ties around head, tight fitting fabric around the head, etc.)
  - ii. Cover nose and mouth
  - iii. Not cover the entire head and face (i.e. no ski masks, costume masks, hoods)
  - iv. Be in good condition (i.e. clean, not ripped/frayed, secured closely to the face)
  - v. Must be in accordance with professional work attire
- c. Employees who are unable to wear a face mask due to health reasons, industry best practices, safety policies, or government regulations are exempt from wearing a face mask while working.
- d. Employees are permitted to remove their masks only when they are alone in an assigned work area.

## 2) Daily Health Assessments

- a. Employees must perform a daily self-health assessment prior to reporting to work. See “COVID-19 Employee Daily Self-Health Assessment” provided. *NOTE: This form is for the employee’s personal use and should not be submitted to their supervisor.*
- b. County departments should monitor their staff daily for any employees who appear to be symptomatic. If any employee exhibits COVID-19 symptoms, they will be sent home immediately.
- c. Immediately report any employee who tests positive for COVID-19 or were sent home with symptoms consistent with COVID-19 to Brittany Fain ([fainb@mcOhio.org](mailto:fainb@mcOhio.org)) and Dave Holbrook ([holbrookd@mcOhio.org](mailto:holbrookd@mcOhio.org)).

## 3) Clean and Sanitize Workplace

- a. See “Montgomery County Disinfection Guidelines”.

## 4) Maintain Good Hygiene

- a. Employees should wash their hands with soap and water regularly.
- b. If soap and water are not available, use alcohol-based hand sanitizer that is at least 60% ethanol or 70% isopropanol.
- c. Place hand sanitizer in multiple locations to encourage good hygiene.
- d. Place posters that encourage good hygiene to help stop the spread of COVID-19.

## 5) Practice Social Distancing

- a. Ensure a minimum of 6 feet distance between people.
- b. Incorporate physical barriers where appropriate (i.e. glass or plastic shields).
- c. Continue to encourage teleworking as much as possible.

- d. Stagger employee start times or shifts as much as possible.
- e. Virtual meetings, video conference call, and conference call meetings are still the preferred means of meeting for the time being. Limit in-person meetings to 10 people or less (based on the size of the room where the meeting will be held).

**6) PPE and Supply Requests**

- a. PPE and supply requests should be submitted by department leadership to Purchasing at the following link: <https://forms.gle/RUNin4YczW56wZhz9>