MEMORANDUM

TO: County Elected Officials and Department Directors

FROM: Tyler Small, Assistant County Administrator – Administrative Services

DATE: July, 7th 2020

SUBJECT: Covid-19 Employee Protection Guidelines

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) and Dave Holbrook (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/RUNin4YczW56wZh9](https://forms.gle/RUNin4YczW56wZh9)