MIKE DEWINE
GOVERNOR OF OHIO

Ohio Department of Health

#IN THIS TOGETHER Ohio

Responsible RestartOhio

General Office Environments

	Mandatory	Recommended Best Practices
Employees & Guests	• **Ensure minimum 6 ft between people, if not possible, install barriers** • Personnel should work from home when possible • Employees must perform daily symptom assessment* • Require employees to stay home if symptomatic • Face coverings must be worn at all times while working • Require regular handwashing • Reduce sharing of work materials • Limit travel as much as possible • Stagger arrival of all employees and guests • Post signage on health safety guidelines in common areas	• **Ensure seating distance of 6 ft or more** • Enable natural workplace ventilation • Health questionnaire for symptoms at entry • Temperature taking protocol
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)	• **Redesign/space workstations for 6 ft 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 establishing rotating shift • Availability of at least 3 weeks of cleaning supplies
Confirmed Cases	• Immediately isolate and seek medical care for any individual who develops symptoms while at work • Contact the local health district about suspected cases or exposures • Shutdown shop/floor for deep sanitation if possible	• 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

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