

**From:** Mark Schwieterman  
**To:** All\_City  
**Date:** 5/7/2020 3:53 PM  
**Subject:** Revised COVID-19 Recovery Plan - Mask & Face Covering Requirement Update & Delay Opening to Public  
**Attachments:** COVID-19 Recovery Plan Update 2 05072020.pdf

Good afternoon, everyone.

Welcome back to those who returned to work in our offices and buildings Monday! For those who have not returned yet, it is not the same without you here. While I am eager to get our entire team back together, the most important thing is to maintain a slow, steady cadence to ensure your continued health and safety.

We are on day four working under the Recovery Plan released last week; and, as promised, the processes outlined in that document were subject to change. Therefore, the updated Recovery Plan is attached; and, for your convenience, all changes are outlined in this email, as well.

I can't thank you enough for your understanding and tolerance as we introduce new procedures and safeguards in accordance with Governor DeWine's directives. Your constructive feedback has been a tremendous benefit in the decision-making process, and I hope some of the changes being made today reflect the impact all of you have on everything we do. I know sometimes it may seem like your recommendations are not being heard; but, your concerns and suggestions are invaluable to our team's success.

Let's talk masks and face coverings. In the Recovery Plan sent last week, we required all employees to wear masks in accordance with their departmental policies and the recommendations of the state of Ohio. We asked that employees wear masks at all times unless working alone in offices with the door closed. Your concerns and suggestions regarding the mask requirement caused us to revisit the plan and make appropriate modifications to maintain your safety and comfort.

The Governor and Centers for Disease Control and Prevention continue to stress the importance of six feet social distancing for protection. Going forward, that distance requirement will be our baseline in determining when face coverings are a must. Please read the following guidelines relative to your work space situation, and immediately make appropriate

adjustments.

All employees will follow their departmental policies and procedures for the proper usage of PPE, in accordance with Ohio Department of Health and the Centers for Disease Control and Prevention guidelines. Face coverings, such as simple masks, are required for all employees, unless the employee is alone in an office, cubicle or outdoors maintaining six feet distance. Masks will be supplied by the City, or employees can opt to bring their own.

- Employees who work in a typical cubicle or open office environment
  - o No facial covering is required while sitting at desk as long as six feet social distancing is present or the appropriate shielding is in place. Facial covering is required if employee is approached by another employee or visitor and six feet social distancing is no longer present.
  - o Employees working alone in an office are not required to wear masks.
  - o Facial covering is required if appropriate shielding is not in place and/or six feet social distancing is not achieved.
  - o Employee is required to wear a facial covering when in common areas of offices and buildings, hallways, restrooms and when visiting other departments and buildings. Facial coverings are required when entering and exiting the buildings.
- Employees who typically work outside of the office environment
  - o Facial covering is required if more than one person is riding in a vehicle/equipment. Facial covering is not required if riding alone in a vehicle/equipment.
  - o Facial covering is required if employee is working in an environment where six feet social distance is not able to be achieved.
  - o When an employee is inside a building, facial covering requirements for office and/or cubicle environments will be followed. Specifically, employees are required to wear facial coverings when moving through the building and in break rooms when unable to achieve the six feet social distance mandate.
- Police, Fire Department and Dispatch
  - o Employees will be required to follow departmental policies regarding facial coverings.

I hope these changes will make wearing masks a bit easier for all of you. This is new territory for all of us; and, together, we can make face coverings work for us rather than the other way around.

Also, due to construction near the entrance to the north building, we will delay opening our office buildings to the public until further notice. We want to make sure every safeguard is in place before we begin to allow visitors, and we will continue to ask the public to obtain services online or via telephone.

Because of your communications with supervisors and directors, we are able to adapt these new policies to better suit your needs and level of comfort. These safeguards are testing our tolerance while providing the protection we need.

It's been a long week. Seeing all of you from a distance has made it a good one. As the weeks move forward, and this pandemic is left further behind us, we will continue to get closer both in proximity and as a team. And, the main thing we will remember is how we couldn't have accomplished so much, so fast, without each other. That's what motivates me to keep my eye on the prize. Our team—together again. And, I'd say we proved Mr. John Cougar Mellencamp's "Authority Song" wrong once again. That's not how we roll, but still a good song!

Have a wonderful weekend with your families. See you next week.

Mark

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# COVID-19

CORONAVIRUS DISEASE 2019 **UPDATE**

## RECOVERY PLAN



Update 2 - 05072020

**This document will be frequently updated following the guidelines of the state of Ohio, CDC and Public Health – Dayton and Montgomery County.**

**Date:** May 7, 2020

**To:** All Employees

**From:** Mark W. Schwieterman, City Manager *Mark Schwieterman*  
Sara E. Mills Klein, Human Resource Director *Sara E. Mills Klein*  
Mitch Robbins, Assistant Chief, Kettering Fire Department *MJR*

**Subject:** COVID-19 Employee Recovery Plan

This Employee Recovery Plan is a comprehensive guide for all City personnel as we gradually welcome more employees back to on-site work spaces beginning May 4, 2020, and develop plans to open our buildings to the public. This situation will continue to evolve, and we will monitor the Public Health-Dayton and Montgomery County, Centers for Disease Control and Prevention, Governor DeWine’s office and other agencies for updates. This information and guidance is subject to change and may vary based on individual circumstances, departmental operations, policies, and/or any applicable state or local laws, as we address this ever-evolving public health situation.

Below is a quick video and matrix to prepare employees to return to work in City buildings adhering to the updated guidelines for health and safety. For more detailed information, please use the links to the corresponding section in the Recovery Plan.



Re-Engagement Protocol	Description
<a href="#"><u>Employees Begin to Return to Facilities May 4, 2020</u></a>	<p>Employees begin to return to work in their respective City offices and facilities (North and South buildings, Public Service and Valleywood). Department Directors established work schedules for health and safety (i.e., staggered work shifts, rotating days in the office, etc.). Plans will be conveyed to employees by their directors and supervisors.</p>
<a href="#"><u>Employee Temperature Screening</u></a>	<p>In order to determine work status, employees will screen their temperature and monitor themselves for COVID-19 related symptoms upon entering their respective departments each day. Thermometers will be provided for employees to use onsite, or temperature screening may be done at home. Signage will be placed at each screening station for employees to evaluate their current health to safely proceed to their work space.</p>
<b>Office Rules and Precautionary Measures</b>	<ul style="list-style-type: none"> <li>• Six feet social distancing in the work environment continues.</li> <li>• Meetings will continue to be held virtually. No face-to-face interactions less than six feet apart.</li> <li>• Shielding and routing plans will be implemented to protect employees, as necessary (see below for further details).</li> <li>• North and South buildings will remain closed to the public until further notice.</li> </ul>
<b>Signs of Illness</b>	<p>Employees with signs of illness will immediately isolate from other personnel and family, if possible, as they return home. Employees will contact their healthcare provider for assistance.</p>
<a href="#"><u>Hygiene and Safety</u></a>	<p>Please follow the guidelines presented in previous communications (i.e., frequent <a href="#"><u>hand washing</u></a>, no touching, no face-to-face interactions, disinfecting offices, etc.).</p>
<a href="#"><u>Shielding Plan</u></a>	<p>Precautionary measures will be used for employee protection, such as barrier devices (Plexiglass), virtual meetings and re-routing employees inside facilities. All shielding needs will be provided by the Public Service Department via Department Directors.</p>
<a href="#"><u>Personal Protective Equipment (PPE) and Face Masks / Coverings</u></a>	<p>All employees will follow their departmental policies and procedures for the proper usage of PPE, in accordance with Ohio Department of Health and the Centers for Disease Control and Prevention guidelines. <b>Face coverings, such as simple masks, are required for all employees, unless the employee is alone in an office, cubicle or outdoors maintaining six feet distance.</b> Masks will be supplied by the City or employees can opt to bring their own.</p> <ul style="list-style-type: none"> <li>• <b>Employees who work in a typical cubicle or open office environment</b> <ul style="list-style-type: none"> <li>➢ No facial covering is required while sitting at desk as</li> </ul> </li> </ul>

Re-Engagement Protocol	Description
	<p>long as six feet social distancing is present or the appropriate shielding is in place. Facial covering is required if employee is approached by another employee or visitor and six feet social distancing is no longer present.</p> <ul style="list-style-type: none"> <li>➤ Employees working alone in an office are not required to wear masks.</li> <li>➤ Facial covering is required if appropriate shielding is not in place and/or six feet social distancing is not achieved.</li> <li>➤ Employee is required to wear a facial covering when in common areas of offices and buildings, hallways, restrooms and when visiting other departments and buildings. Facial coverings are required when entering and exiting the buildings.</li> </ul> <ul style="list-style-type: none"> <li>• <b>Employees who typically work outside of the office environment</b> <ul style="list-style-type: none"> <li>➤ Facial covering is required if more than one person is riding in a vehicle/equipment. Facial covering is not required if riding alone in a vehicle/equipment.</li> <li>➤ Facial covering is required if employee is working in an environment where six feet social distance is not able to be achieved.</li> <li>➤ When an employee is inside a building, facial covering requirements for office and/or cubicle environments will be followed. Specifically, employees are required to wear facial coverings when moving through the building and in break rooms when unable to achieve the six feet social distance mandate.</li> </ul> </li> <li>• <b>Police, Fire Department and Dispatch</b> <ul style="list-style-type: none"> <li>➤ Employees will be required to follow departmental policies regarding facial coverings.</li> </ul> </li> </ul>
<p><a href="#"><u>Routing - Entry and Exit for Employees</u></a></p>	<p>Measures and precautions have been taken to route employees within each City space to limit the number of individuals within a workspace and ensure at least six feet of social distancing. Signage will be posted to assist in this process.</p>
<p><a href="#"><u>Cleaning/Decontamination</u></a></p>	<ul style="list-style-type: none"> <li>• Employees should eliminate items or paperwork on surfaces in common areas and put any personal items or other devices into drawers for smoother cleaning operations. Custodians will continue to clean all high touch surfaces in the common areas, restroom facilities and general office space as part of their daily routine. Employees are asked to disinfect their individual work spaces as deemed necessary.</li> <li>• The Public Service Department will distribute all cleaning supplies and required PPE--disinfectant spray, paper towels, gloves, masks, sanitizer, etc.--to individual offices for use by City employees. Additional supplies and PPE will be stored in the custodial closets and refilled/redistributed as product is used. Custodians will make rounds to each of</li> </ul>

Re-Engagement Protocol	Description
	<p>the offices on a routine basis during normal working hours to check on supply levels.</p> <ul style="list-style-type: none"> <li>• Additional cleaning and disinfecting if someone is sick.</li> </ul>
<p><a href="#"><u>Frequently Asked Questions</u></a></p>	<p>A list of FAQs is provided for employees regarding screening and reporting.</p>

If you have additional questions, please feel free to contact the Human Resource Department. Employees are encouraged to remain informed by consulting with the State of Ohio, Public Health-Dayton and Montgomery County and the U.S. Centers for Disease Control and Prevention, along with other agencies.

Attachment: Recovery Plan



# City of Kettering

## Recovery Plan

**May 6, 2020**



## **Reconstitution (Recovery)**

Reconstitution (Recovery) is the process by which organizational personnel resume normal operations from the original or replacement facility. It embodies the ability of an organization to recover from an event that disrupts normal operations and consolidates the necessary resources so that the organization can resume its operations as a fully functional entity.

Reconstitution (Recovery) involves the three main tasks of transitioning from continuity status to normal operations after the disruption, coordinating and planning for reconstitution regardless of the level of disruption and outlining the procedures for a smooth transition from a relocation site to a restored facility.

Reconstitution (Recovery) is a five-step process:

- Notify all personnel that the threat or actual emergency no longer exists.
- Provide instructions for the resumption of normal operations.
- Supervise the orderly return to the normal operating facility.
- Report agency/department status, as appropriate.
- Conduct an after-action review (AAR) of continuity operations and develop a corrective action plan based on the AAR.

Each City of Kettering Department Director will incorporate a documented plan that outlines several key factors to ensure the safety of their employees and the general public. The director must incorporate their plan utilizing a phasing aspect for returning their employees to work in a manner that ensures social distancing practices along with work accommodations. Each director must develop a shielding plan to protect their employees and the general public. Additionally, each director must develop a plan for the routing of their employees, as well as the general public. This routing must ensure social distancing of six feet is maintained throughout the work area and those areas accessible to the general public.

### **Phase Planning**

As the COVID-19 pandemic continues throughout the United States of America, the state of Ohio and the City of Kettering, the Recovery Plan will be instituted via a phased-in process. Phase 1 of the Recovery plan is scheduled to begin May 4, 2020. All full-time employees who cannot work remotely will return to work. Each director will determine the percentage of their workforce to return to work within a work space (estimated 50%) with alternating work days within the office and work from home considered. Those departments/divisions that do not have remote work options will consider staggered start times and make arrangements for social distancing within a work space. Each director will determine the maximum number of employees allowed within their work area. Phase 2 and Phase 3 will be instituted when further guidelines are established by the Centers for Disease Control and Prevention (CDC), Public Health- Dayton and Montgomery County, Governor DeWine and the Ohio Department of Health (ODH).

### **Shielding Plan**

Each director shall establish a shielding plan within their work space for the protection of their employees and the public. The shielding plan may include, but is not limited to, erecting barrier devices, scheduling of appointments, establishing meeting places or interacting with the public using technology devices. All shielding needs must be coordinated with the Public Service Director.

## **Routing / Entry-Exit**

Each director shall develop and implement a plan to account for the routing of the general public within their building. Limiting the number of persons within a work space must be considered. As part of this plan, the director will outline a strategy which ensures at least six feet of social distancing is maintained. Signage will be required to assist in maintaining social distancing and directing the general public. All signage shall be coordinated through the Public Service Director.

## **Cleaning/Decontamination**

As a preventative measure, every department should eliminate items or paperwork on surfaces in common areas, and each employee should put any personal items or other devices into drawers. This practice will allow any cleaning and disinfecting operations to proceed more quickly. In addition, high touch surfaces (toilets, sinks, faucets and other restroom amenities, including stall doors and locks; tables; doorknobs; handles; handrails; light switches; desks; chairs and arms; phones; door frames; countertops; kitchen sinks and faucets; appliance handles and buttons, etc.) in employee-occupied facilities should be disinfected on a regular basis using one of the EPA-approved disinfectants. Custodians will continue to clean all high touch surfaces in the common areas, restroom facilities and general office space as part of their daily routine, but employees are asked to disinfect their individual work space as deemed necessary.

How to clean and disinfect:

- Hard (non-porous) surfaces shall be sprayed with the approved disinfectants and left wet up to ten minutes before wiping dry according to the manufacturer's instructions.
- Soft (porous) surfaces, such as carpeting, rugs, drapes, etc., shall be cleaned according to the manufacturer's instructions.
- Electronics, such as tablets, touch screens, keyboards, remote controls, etc., shall be disinfected according to manufacturer's instructions. If no guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol. Dry surfaces thoroughly to avoid pooling of liquids. Also consider the use of wipeable covers.
- Items that go to the laundry shall be washed in accordance with the manufacturer's instructions using the warmest possible setting allowed. Do not shake the laundry prior to cleaning.

Currently, the Virex II and Signet RR I (in the Cintas dispensers) disinfectants are registered by the EPA for use against the COVID-19 virus.

Cleaning and disinfecting if someone is sick:

The following guidelines have been developed to respond to or space within a City facility that may have been exposed to the COVID-19 virus. If more than seven days since the sick person visited or used the facility, additional cleaning and disinfection is not necessary.

1. Close off areas to prevent access.
2. Open outside windows (or doors), where available, to increase air circulation.
3. Wait 24 hours prior to disinfection, when feasible, or as long as possible.

4. Clean and disinfect all areas and high touch surfaces used by the sick person, such as offices, restrooms, common areas, and any shared equipment (computers, keyboards, phones, remote controls, etc.).
5. For larger spaces, use of a disinfectant fogger may be warranted. When using this method, all electronics shall be covered, and individual devices, such as keyboards, mouse, etc., shall be removed and disinfected separately. Once fogging operations are finished, electronics shall be uncovered and disinfected.

Individuals assigned to clean and disinfect the affected space will be provided with the appropriate PPE, including disposable gloves, coveralls, goggles, footwear, etc., to perform the work safely.

Cleaning and disinfecting operations may be performed in house or contracted through a professional cleaning company.

1. In-house operations will include a two-person team to perform the necessary disinfection as outlined in the above procedures. If fogging is required, arrangements will be made with KFD to obtain one of the Ryobi P2850 18V chemical foggers currently located on one of the medics at Fire HQ.
2. For larger areas and more time sensitive operations (where a 24-hour wait period is not an option), a professional cleaning company will be contracted to perform the disinfection operations.

See [Appendix 1](#): *Cleaning and Disinfecting Your Facility* (CDC) guideline for additional details.

## **PPE/Screening Plan**

All employees will follow their departmental policies and procedures for the proper usage of PPE, in accordance with Ohio Department of Health and the Centers for Disease Control and Prevention guidelines. **The ODH now requires face coverings (with exceptions)**, such as, simple masks for employees and recommends face coverings for clients/customers, along with maintaining a social distance of six feet. With the persistent shortage of appropriate PPE for public safety workers, the general public is asked not to wear surgical masks or other PPE reserved for first responders and those who may be ill. If a mask is issued at an employee's request, the mask must be maintained as part of the PPE conservation guidelines issued by multiple agencies.

It is recommended that a brown paper bag be purchased, labeled by the employee, and the face mask placed in the bag. Each employee will maintain the issued mask until it becomes soiled, damaged or an employee has difficulty breathing through the mask. Employees may wish to wear latex or nitrile gloves if they frequently come in contact with or accept products from the general public, as well. All PPE requests shall be made through the Public Service Director, with the exception of public safety personnel.

The following guidelines are to be used to determine the minimum requirements for the wearing of masks (facial covering). As a guiding principal(s), employees may wear a mask at any time and, common sense and common courtesy will be given to employees when determining when to wear a mask.

- **Employees who work in a typical cubicle or open office environment**
  - No facial covering is required while sitting at desk as long as six feet social distancing is present or the appropriate shielding is in place. Facial covering is required if employee is approached by another employee or visitor and six feet social distancing is no longer present.
  - Employees working alone in an office are not required to wear masks.
  - Facial covering is required if appropriate shielding is not in place and/or six feet social distancing is not achieved.
  - Employee is required to wear a facial covering when in common areas of offices and buildings, hallways, restrooms and when visiting other departments and buildings. Facial coverings are required when entering and exiting the buildings.
- **Employees who typically work outside of the office environment**
  - Facial covering is required if more than one person is riding in a vehicle/equipment. Facial covering is not required if riding alone in a vehicle/equipment.
  - Facial covering is required if employee is working in an environment where six feet social distance is not able to be achieved.
  - When an employee is inside a building, facial covering requirements for office and/or cubicle environments will be followed. Specifically, employees are required to wear facial coverings when moving through the building and in break rooms when unable to achieve the six feet social distance mandate.
- **Police, Fire Department and Dispatch**
  - Employees will be required to follow departmental policies regarding facial coverings.

See attached [Appendix 2: Use of Cloth Coverings to Help Slow the Spread of COVID-19](#) (CDC) guideline for additional information on wearing and making your own face coverings.

### **Cleaning Supplies/PPE Distribution Plan**

The Public Service Department will distribute all cleaning supplies and required PPE-- disinfectant spray, paper towels, gloves, masks, sanitizer, etc.--to individual offices for use by City employees. Additional supplies and PPE will be stored in the custodial closets and refilled/redistributed as product is used. Custodians will make rounds to each of the offices on a routine basis during normal working hours to check on supply levels.

### **Screening for Employees**

In order to ensure a healthy workplace and assure the City is taking appropriate precautions to prevent the spread of COVID-19, health screening measures have been implemented for all City employees reporting to the work site. In accordance with the ODH guidelines, each employee should have their temperature screened. Thermometers are available within department work spaces for employees to screen their temperature and monitor themselves for COVID-19 related symptoms. If there is not a thermometer onsite or available, employees will screen their temperature at home and monitor themselves in order to determine their work status. These health screenings will consist of:

- Temperature scan assessment ( $\geq 100.4^{\circ}\text{F}$ );
- Signs/symptoms of seasonal flu (coughing, sore throat, shortness of breath, chills, headache, vomiting, muscle aches, diarrhea).
- Any loss of taste and/or smell

**If an employee presents with any of the above criteria, they shall:**

- Immediately isolate from other personnel;
- Immediately be sent home and isolate from family;
- Contact their health care provider to assist in assessing whether or not the employee should seek further treatment for possible COVID-19 symptoms. For the safety of the employee and the safety of others, it is critical that health care provider's or health department official's instructions are followed;
- Contact their Department Director via their supervisor and HR;
- NOT return to work until **fever-free for 48 hours** for non-COVID-19 illnesses without the use of fever reducing medications;
- NOT return to work until **fever-free for 72 hours** for COVID-19 confirmed or presumptive cases without the use of fever reducing medications.

### **General Hygiene and Safety**

Continue to do the following:

- Stay home if you are feeling ill, especially if you are experiencing flu-like symptoms;
- Frequently and thoroughly [wash your hands](#) with soap and water and regularly use hand sanitizer;
- Cough/sneeze into a tissue when available and immediately, safely dispose of it; and into your elbow/shoulder when a tissue is not available;
- Avoid intentional contact with a person who is known to be sick or infected or who displays symptoms of an infectious disease;
- Avoid in person meetings by using telephones, online conferencing, email or other electronic messaging to conduct official business;
- Refrain from shaking hands;
- Avoid touching eyes, nose and mouth;
- Practice social distancing of 6 feet;
- Comply with any and all federal/state directives, orders and guidelines;
- Clean workspaces frequently as needed;
- Avoid going out of your home unnecessarily.

As we continue to keep employee health and safety a priority, Department Directors, or their designee, are required to report to the Human Resource (HR) Department daily (including weekends if staff is scheduled) any sick leave usage where employees are experiencing symptoms indicative of COVID-19 or the flu [including but not limited to fever  $\geq 100.4^{\circ}\text{F}$ , coughing, sore throat, shortness of breath, chills headache, vomiting, muscle aches, diarrhea]. This sick leave usage is to be reported via email to the Human Resource Department at [ketteringhumanresources@ketteringoh.org](mailto:ketteringhumanresources@ketteringoh.org) to ensure that it is monitored in the most efficient manner. Department Directors are to continue to track the use of all sick leave (SL) within their respective departments. Under this Recovery Plan, it is not required that departments report sick leave usage associated with things such as routine appointments or non COVID-19 related illnesses to HR.

### **Screening of the General Public**

The plan to screen the public will be developed and implemented at such time the public will be permitted within City buildings. The plan to screen the public will be in accordance with ODH guidelines and as part of the Responsible Protocols issued by Governor DeWine.

See [Appendix 3: Responsible Protocol For Getting Ohio Back to Work \(Ohio.Gov\)](#) for guidance on screening the public.

### **Frequently Asked Questions**

**1. If I am not feeling well, what should I do?**

If you exhibit any signs of COVID-19, stay home from work and consult your physician or medical care provider for direction.

**2. Is my employer permitted to ask what my symptoms are?**

Yes, relative to COVID-19.

**3. Can my employer ask questions about exposure after I have traveled?**

Yes.

**4. Can the City require me to provide a note from my healthcare providers confirming I am capable of returning to work?**

The City has always had the right to request a doctor's note; however at this time, the City has decided to ease its requirement for a doctor's note. This is currently under review. At this time, if you have a note we will gladly accept it.

**5. Can my supervisor send me home if I develop symptoms of COVID-19 infection?**

Yes. An employer never has to allow a sick employee to remain at work. The CDC states that employees who become ill with symptoms of influenza-like illness at work during a pandemic should leave the workplace.

**6. If I am uncomfortable reporting to work, what should I do?**

Feeling uncomfortable reporting to work is a natural reaction in this circumstance.

Employees are encouraged to utilize EAP, or a virtual mental health visit through our group health plan. As a governmental agency, we provide essential services to our residents, and we need our employees to work to provide these services. However, you can contact your supervisor to discuss your concerns and see if it is an appropriate circumstance to submit a leave request for vacation, personal or compensatory time.

**7. What is the City's policy for employees who leave the state? Is the 14-day quarantine still required?**

Under Governor DeWine's new order, persons entering the state, with the intent to stay, are asked to self-quarantine for 14 days. While the City has not yet banned non-work-related travel, please ask yourself the questions on the attached CDC flier ([Appendix 3](#)) before considering any travel. Under best practices, we are *strongly* encouraging you not to travel outside the state of Ohio unless absolutely necessary. Should you still choose to travel, you will need to notify and consult with your Department Director and HR prior to travel.

Additionally, if you choose to travel, you will be urged to self-quarantine for 14 days upon your return to the state per Dr. Acton's order. You will also need to talk to your Department Director and HR prior to returning to work to verify whether or not you are asymptomatic. If a remote work situation is appropriate and available during these 14 days, you may do so with the approval of the applicable Department Director.

### **Communication/Training**

The Community Information Manager will work with Human Resources, Kettering Fire Department and Public Service to provide employees with updates as employees resume work activities in City buildings.

The COVID-19 Task Force will continue to monitor directives and updates from the state of Ohio and will regularly communicate with employees.



# Cleaning And Disinfecting Your Facility

## Everyday Steps, Steps When Someone is Sick, and Considerations for Employers

### How to clean and disinfect

**Wear disposable gloves** to clean and disinfect.

#### Clean

- **Clean surfaces using soap and water.** Practice routine cleaning of frequently touched surfaces.

#### High touch surfaces include:

Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

#### Disinfect

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
- **Recommend use of EPA-registered household disinfectant.** **Follow the instructions on the label** to ensure safe and effective use of the product.

Many products recommend:

- Keeping surface wet for a period of time (see product label)
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.



- **Diluted household bleach solutions may also be used** if appropriate for the surface. Check to ensure the product is not past its expiration date. Unexpired household bleach will be effective against coronaviruses when properly diluted.

**Follow manufacturer's instructions** for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.

**Leave solution** on the surface for **at least 1 minute**

**To make a bleach solution, mix:**

- 5 tablespoons (1/3rd cup) bleach per gallon of water

OR

- 4 teaspoons bleach per quart of water

- **Alcohol solutions with at least 70% alcohol.**

### Soft surfaces

For soft surfaces such as **carpeted floor, rugs, and drapes**

- **Clean the surface using soap and water** or with cleaners appropriate for use on these surfaces.





- **Laundry items** (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

OR

- **Disinfect with an EPA-registered household disinfectant.** [These disinfectants](#) meet EPA's criteria for use against COVID-19.

### Electronics



- For electronics, such as **tablets, touch screens, keyboards, remote controls, and ATM machines**
- Consider putting a **wipeable** cover on electronics.
- **Follow manufacturer's instruction** for cleaning and disinfecting.
  - If no guidance, **use alcohol-based wipes or sprays containing at least 70% alcohol.** Dry surface thoroughly.

### Laundry

For clothing, towels, linens and other items



- **Wear disposable gloves.**
- **Wash hands with soap and water** as soon as you remove the gloves.
- **Do not shake** dirty laundry.
- Launder items according to the manufacturer's instructions. Use the **warmest appropriate water setting** and dry items completely.
- Dirty laundry from a sick person **can be washed with other people's items.**
- Clean and **disinfect clothes hampers** according to guidance above for surfaces.

### Cleaning and disinfecting your building or facility if someone is sick



- **Close off areas** used by the sick person.
- **Open outside doors and windows** to increase air circulation in the area. **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.



- Clean and disinfect **all areas used by the sick person**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- If **more than 7 days** since the sick person visited or used the facility, additional cleaning and disinfection is not necessary.
  - Continue routine cleaning and disinfection.

### When cleaning



- **Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.**
  - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
  - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
- **Wash your hands often** with soap and water for 20 seconds.
  - Always wash immediately after removing gloves and after contact with a sick person.

- Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

- **Additional key times to wash hands** include:

- After blowing one's nose, coughing, or sneezing.
- After using the restroom.
- Before eating or preparing food.
- After contact with animals or pets.
- Before and after providing routine care for another person who needs assistance (e.g., a child).

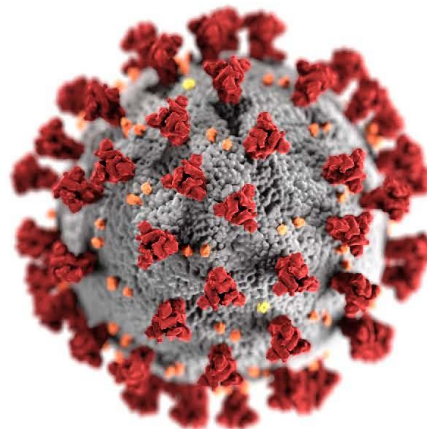
## Additional Considerations for Employers



- **Educate workers** performing cleaning, laundry, and trash pick-up to recognize the symptoms of COVID-19.
- Provide instructions **on what to do if they develop symptoms within 14 days** after their last possible exposure to the virus.
- Develop **policies for worker protection and provide training** to all cleaning staff on site prior to providing cleaning tasks.
  - Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.
- Ensure workers are **trained on the hazards of the cleaning chemicals** used in the workplace in accordance with OSHA's Hazard Communication standard ([29 CFR 1910.1200](#)).
- **Comply** with OSHA's standards on Bloodborne Pathogens ([29 CFR 1910.1030](#)), including proper disposal of regulated waste, and PPE ([29 CFR 1910.132](#)).

### For facilities that house people overnight:

- Follow CDC's guidance for [colleges and universities](#). Work with state and local health officials to determine the best way to isolate people who are sick and if temporary housing is needed.
- For guidance on cleaning and disinfecting a sick person's bedroom/bathroom, review CDC's guidance on [disinfecting your home if someone is sick](#).



## Appendix 2:

# Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

### How to Wear Cloth Face Coverings

Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

### CDC on Homemade Cloth Face Coverings

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cloth face covering without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

### Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

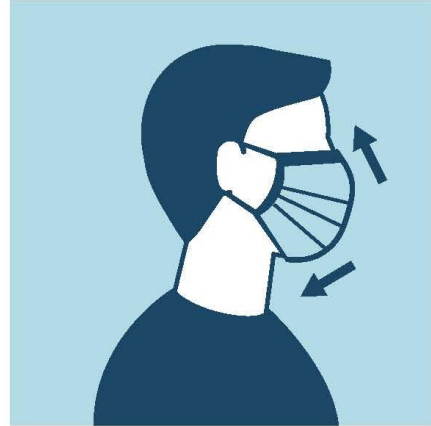
Yes. They should be routinely washed depending on the frequency of use.

### How does one safely sterilize/clean a cloth face covering?

A washing machine should suffice in properly washing a cloth face covering.

### How does one safely remove a used cloth face covering?

Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.



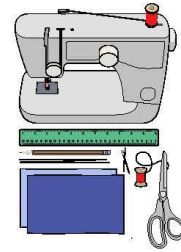
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[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

## Sewn Cloth Face Covering

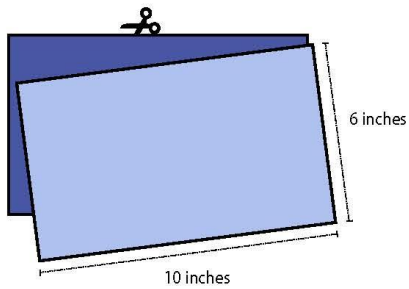
### Materials

- Two 10"x6" rectangles of cotton fabric
- Two 6" pieces of elastic (or rubber bands, string, cloth strips, or hair ties)
- Needle and thread (or bobby pin)
- Scissors
- Sewing machine

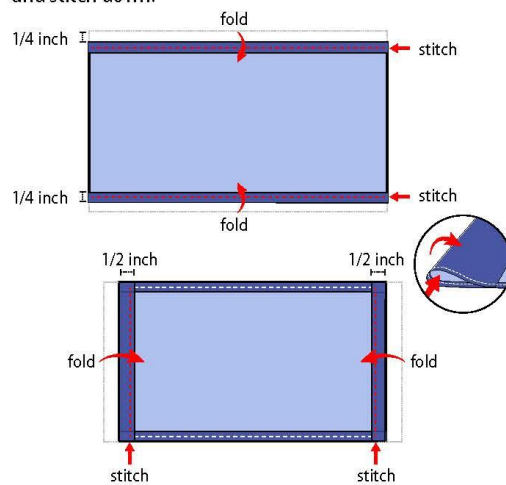


### Tutorial

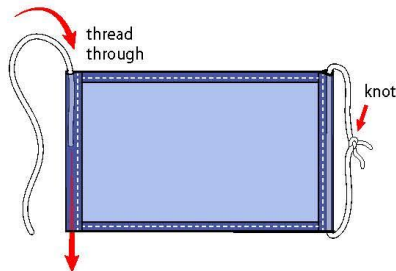
1. Cut out two 10-by-6-inch rectangles of cotton fabric. Use tightly woven cotton, such as quilting fabric or cotton sheets. T-shirt fabric will work in a pinch. Stack the two rectangles; you will sew the cloth face covering as if it was a single piece of fabric.



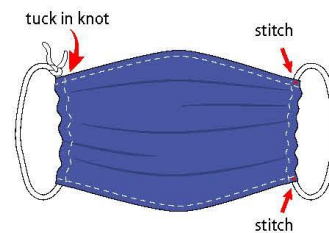
2. Fold over the long sides 1/4 inch and hem. Then fold the double layer of fabric over 1/2 inch along the short sides and stitch down.



3. Run a 6-inch length of 1/8-inch wide elastic through the wider hem on each side of the cloth face covering. These will be the ear loops. Use a large needle or a bobby pin to thread it through. Tie the ends tight. Don't have elastic? Use hair ties or elastic head bands. If you only have string, you can make the ties longer and tie the cloth face covering behind your head.



4. Gently pull on the elastic so that the knots are tucked inside the hem. Gather the sides of the cloth face covering on the elastic and adjust so the mask fits your face. Then securely stitch the elastic in place to keep it from slipping.



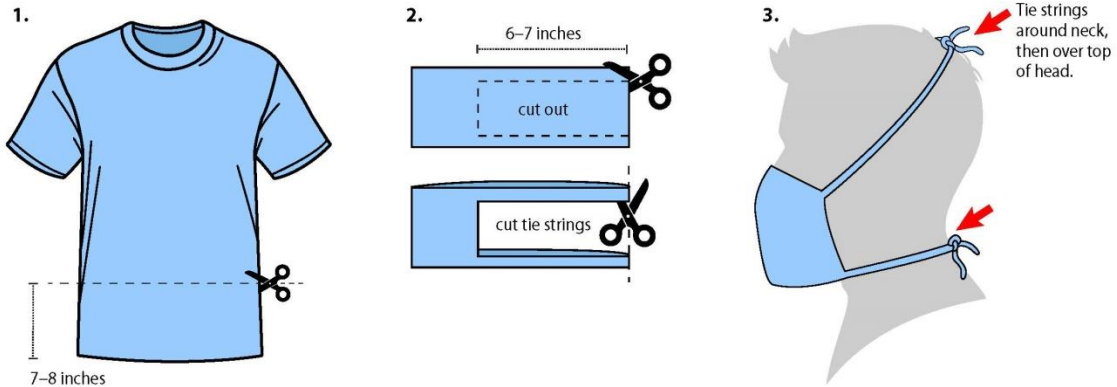


## Quick Cut T-shirt Cloth Face Covering (no sew method)

### Materials

- T-shirt
- Scissors

### Tutorial

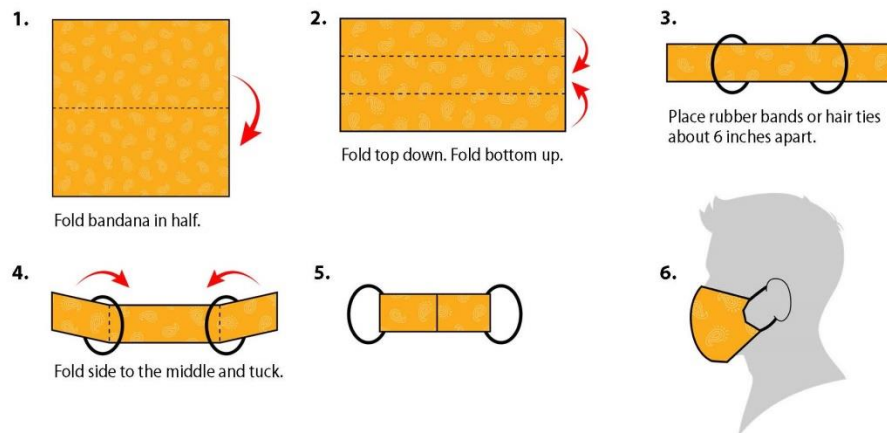


## Bandana Cloth Face Covering (no sew method)

### Materials

- Bandana (or square cotton cloth approximately 20"x20")
- Rubber bands (or hair ties)
- Scissors (if you are cutting your own cloth)

### Tutorial



# COVID-19 Responsible Protocols FOR GETTING OHIO BACK TO WORK

Ohio.gov

## GUIDING PRINCIPLES

1

Protect the health of employees, customers and their families

2

Support community efforts to control the spread of the virus

3

Lead in responsibly getting Ohio back to work

## 5 PROTOCOLS FOR ALL BUSINESSES:

1



**Require face coverings** for employees and recommend them for clients/customers 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 the 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.

Find industry-specific required criteria at [Coronavirus.Ohio.Gov/ResponsibleRestartOhio](https://Coronavirus.Ohio.Gov/ResponsibleRestartOhio)



## TAKE THE FOLLOWING ACTIONS WHEN A COVID-19 INFECTION IS IDENTIFIED:

- ✓ **Immediately report** employee or customer infections to the local health district.
- ✓ Work with local health department to identify potentially exposed individuals to help facilitate appropriate communication/**contact tracing**.
- ✓ **Shutdown** shop/floor for deep sanitation if possible.
- ✓ **Professionally clean and sanitize site/location.**
- ✓ **Reopen in consultation with the local health department.**

Questions? Visit: [Coronavirus.Ohio.Gov/ResponsibleRestartOhio](https://Coronavirus.Ohio.Gov/ResponsibleRestartOhio)

# Responsible RestartOhio



## General Office Environments

### Mandatory

#### Employees & Guests

- **Ensure minimum 6 feet between people, if not possible, install barriers**
- Personnel should work from home when possible and feasible with business operations
- Limit travel as much as possible
- Stagger arrival of all employees and guests
- 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's documented safety policies
  - Facial coverings are not required when the employee works alone in an assigned work area
  - There is a functional (practical) reason for an employee not to wear a facial covering in the workplace.

*(Businesses must provide written justification, 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.)*
- Employees must perform daily symptom assessment\*
- Require employees to stay home if symptomatic
- Require regular handwashing by employees
- Place hand sanitizers in high-contact locations

#### 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
- Reduce sharing of work materials
- Post signage on health safety guidelines in common areas

#### 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

### Recommended Best Practices

- **Ensure seating distance of minimum of 6 feet or more**
- Consider having customers wear face coverings at all times
- Enable natural workplace ventilation
- Health questionnaire for symptoms at entry
- Temperature taking protocol

- **Redesign/space workstations for 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 establishing rotating shift
- Availability of at least 3 weeks of cleaning supplies

- 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.



# Responsible RestartOhio

## Consumer, Retail & Services



	Mandatory	Recommended Best Practices
<b>Employees</b>	<ul style="list-style-type: none"> <li>• <b>Ensure minimum of 6 feet between employees, if not possible, install barriers</b></li> <li>• Businesses must allow all customers, patrons, visitors, contractors, vendors and similar individuals to use facial coverings, except for specifically documented legal, life, health or safety considerations and limited documented security considerations.</li> <li>• Businesses must require all employees to wear facial coverings, except for one of the following reasons:             <ul style="list-style-type: none"> <li>• Facial coverings in the work setting are prohibited by law or regulation</li> <li>• Facial coverings are in violation of documented industry standards</li> <li>• Facial coverings are not advisable for health reasons</li> <li>• Facial coverings are in violation of the business's documented safety policies</li> <li>• Facial coverings are not required when the employee works alone in an assigned work area</li> <li>• There is a functional (practical) reason for an employee not to wear a facial covering in the workplace.</li> </ul> <p><i>(Businesses must provide written justification, 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.)</i></p> </li> <li>• Employees must perform daily symptom assessment*</li> <li>• Require employees to stay home if symptomatic</li> <li>• Require regular handwashing by employees</li> <li>• Place hand sanitizers in high-contact locations</li> <li>• Clean high-touch items after each use (e.g. carts, baskets)</li> </ul>	<ul style="list-style-type: none"> <li>• Group employees by shift to reduce exposure</li> </ul>
<b>Customers &amp; Guests</b>	<ul style="list-style-type: none"> <li>• <b>Ensure minimum 6 feet between customers</b></li> <li>• Specify hours for at-risk populations (e.g. elderly)</li> <li>• Place hand sanitizers in high-contact locations</li> <li>• Ask customers and guests not to enter if symptomatic</li> <li>• Stagger entry of customers and guests</li> </ul>	<ul style="list-style-type: none"> <li>• Consider having customers wear face coverings at all times.</li> <li>• Health questionnaire for symptoms at entry point</li> <li>• Provide face coverings upon entry</li> <li>• Where possible, accept customers by appointment only</li> <li>• Increase availability for curbside pickup</li> <li>• Consider suspending return policies</li> </ul>
<b>Physical Spaces</b>	<ul style="list-style-type: none"> <li>• <b>Ensure minimum of 6 feet between people, if not possible, install barriers</b></li> <li>• Post social distancing signage and disinfect high-contact surfaces hourly</li> <li>• Clean merchandise before stocking if possible</li> <li>• Establish maximum capacity</li> <li>• Discontinue self-service food stations, product samples</li> <li>• Food courts remain closed</li> </ul>	<ul style="list-style-type: none"> <li>• Close once a week for deep cleaning</li> <li>• Maximize available checkout space to promote social distancing (e.g., space customer lines with floor markers, use alternate registers)</li> <li>• Use contact-less payments where possible</li> <li>• Increase capacity for delivery and curbside pickup</li> </ul>
<b>Confirmed Cases</b>	<ul style="list-style-type: none"> <li>• Immediately isolate and seek medical care for any individual who develops symptoms while at work</li> <li>• Contact the local health district about suspected cases or exposures</li> <li>• Shutdown shop/floor for deep sanitation if possible</li> </ul>	<ul style="list-style-type: none"> <li>• Work with local health department to identify potentially infected or exposed individuals to help facilitate effective contact tracing/ notifications</li> <li>• Once testing is readily available, test all suspected infections or exposures</li> <li>• Following testing, contact local health department to initiate appropriate care and tracing</li> </ul>

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



# Responsible RestartOhio

## Manufacturing, Distribution & Construction



### Employees, Distributors, & Guests

#### Mandatory

- **Ensure minimum 6 ft between people, if not possible, install barriers**
- 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's documented safety policies
  - Facial coverings are not required when the employee works alone in an assigned work area
  - There is a functional (practical) reason for an employee not to wear a facial covering in the workplace.

*(Businesses must provide written justification, 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.)*
- Employees must perform daily symptom assessment\*
- Require employees to stay home if symptomatic
- Require regular handwashing
- Stagger or limit arrivals of employees and guests
- Have employees work from home whenever possible

#### Recommended Best Practices

- Consider having distributors and guests wear face coverings at all times
- Provide stipend to employees for transportation

### Shift Pattern

- Daily disinfection of desks and workstations
- Change shift patterns (e.g. fewer shifts)
- Stagger lunch and break times

- Split into sub-teams, limit contact across sub-teams
- Reduce pace to allow less FTEs per line

### Physical Spaces / Workstations

- **Ensure minimum 6 ft between people, if not possible, install barriers**
- Daily deep disinfection of high-contact surfaces
- Space factory floor to allow for distancing
- Regulate max number of people in cafeterias/common spaces
- Establish maximum capacity

- Close cafeteria and gathering spaces if possible, or conduct regular cleanings
- Daily deep disinfection of entire facility

### 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.



## Coronavirus Disease 2019 (COVID-19)

### Coronavirus and Travel in the United States



#### CDC Issues Domestic Travel Advisory for New York, New Jersey, and Connecticut

The CDC urges residents of New York, New Jersey, and Connecticut to refrain from non-essential domestic travel for 14 days effective immediately. This Domestic Travel Advisory does not apply to employees of critical infrastructure industries, including but not limited to trucking, public health professionals, financial services, and food supply. These employees of critical infrastructure, as defined by the Department of Homeland Security (<https://www.cisa.gov/publication/guidance-essential-critical-infrastructure-workforce>) have a special responsibility to maintain normal work schedule. The Governors of New York, New Jersey, and Connecticut will have full discretion to implement this Domestic Travel Advisory.

### Should I travel within the US?

CDC does not generally issue advisories or restrictions for travel within the United States. However, cases of coronavirus disease (COVID-19) have been reported in all states, and some areas are experiencing community spread of the disease. Crowded travel settings, like airports, may increase chances of getting COVID-19, if there are other travelers with coronavirus infection. There are several things you should consider when deciding whether it is safe for you to travel.

#### Things to consider before travel:

- **Is COVID-19 spreading in the area where you're going?**  
If COVID-19 is spreading at your destination, but not where you live, you may be more likely to get infected if you travel there than if you stay home. If you have questions about your destination, you should check your destination's local health department website for more information.
- **Will you or your travel companion(s) be in close contact with others during your trip?**  
Your risk of exposure to respiratory viruses like coronavirus may increase in crowded settings, particularly closed-in settings with little air circulation. This may include settings such as conferences, public events (like concerts and sporting events), religious gatherings, public spaces (like movie theatres and shopping malls), and public transportation (like buses, metro, trains).
- **Are you or your travel companion(s) more likely to get severe illness if you get COVID-19?**  
People at higher risk for severe disease are [older adults and people of any age with serious chronic medical conditions](#) (such as heart disease, lung disease, or diabetes). CDC recommends that [travelers at higher risk for COVID-19 complications](#) avoid all cruise travel and nonessential air travel.
- **Do you have a plan for taking time off from work or school, in case you are told to stay home for 14 days for self-monitoring or if you get sick with COVID-19?**  
If you have close contact with someone with COVID-19 during travel, you may be asked to stay home to self-monitor and avoid contact with others for up to 14 days after travel. If you become sick with COVID-19, you may be unable to go to work or school until you're considered noninfectious. You will be asked to avoid contact with others (including being in public places) during this period of infectiousness.
- **Do you live with someone who is older or has a serious, chronic medical condition?**  
If you get sick with COVID-19 upon your return from travel, your household contacts may be at risk of infection. Household contacts who are [older adults or persons of any age with severe chronic medical conditions](#) are at higher risk for severe illness from COVID-19.
- **Is COVID-19 spreading where I live when I return from travel?**  
Consider the risk of passing COVID-19 to others during travel, particularly if you will be in close contact with people who are [older adults or have severe chronic health condition](#). These people are at higher risk of getting very sick. If your symptoms are mild or you don't have a fever, you may not realize you are infectious.