

Mary Azbill - Recovery Plan – Phase II – City of Kettering Office / Work Space COVID-19 Protocol

From: Mark Schwieterman
To: All_City
Date: 6/15/2020 9:07 AM
Subject: Recovery Plan – Phase II – City of Kettering Office / Work Space COVID-19 Protocol
Attachments: COVID-19 Recovery Plan - Phase II.pdf

Good morning, everyone.

As promised in my June 5 email and video, attached is Phase II of the Recovery Plan regarding COVID-19.

Phase II protocols include:

- All employees working from their traditional office spaces on or before June 29
- Temperature screening
- Hygiene and safety
- Office rules and precautionary measures
- Shielding
- Routing and flow for decreased points of contact
- Face coverings and personal protective equipment
- Cleaning / Decontamination
- Out-of-State Travel
- Employees Sick – With or Without COVID

The Recovery Plan is for your reference; however, please ask your supervisor or Department Director if you need further clarification or assistance.

I am so proud of and grateful for each of you for staying informed, offering your input and keeping our team rock solid. The constant communication is to ensure we are all on the same page; but, more importantly, it's because I care about your health, safety and happiness. I hope you are as excited as I am to be together again. Enjoy your week.

With gratitude,

Mark

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COVID-19

CORONAVIRUS DISEASE 2019 UPDATE

RECOVERY PLAN



PHASE II
06152020

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

Date: June 15, 2020

To: All Employees

From: Mark W. Schwieterman, City Manager *Mark Schwieterman*
Recovery Task Force Members

Subject: COVID-19 Employee Recovery Plan – **Phase II**

Attached is the COVID-19 Employee Recovery Plan – Phase II. This Plan provides guidelines and protocols as we resume pre-pandemic work environments beginning June 29, 2020.

The COVID-19 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 continue to address this ever-evolving public health situation.

The below video (published June 5, 2020) and table summarize the contents of the Plan.

Click to Play Video →



← Click to Play Video

Click on any link in the left column for a more detailed explanation of the re-engagement protocol.

Re-Engagement Protocol	Description
<u>Employee Offices at Full Staff – June 29, 2020</u>	All employees working in their respective City offices and facilities. Department Directors and supervisors will answer department-specific questions.
<u>Employee Temperature Screening</u>	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.
<u>Hygiene and Safety</u>	Please follow the guidelines presented in previous communications (i.e., frequent <u>hand washing</u> , no touching, no face-to-face interactions, disinfecting offices, etc.).
Office Rules and Precautionary Measures	<ul style="list-style-type: none"> • Six feet social distancing in the work environment continues. • Meetings will preferably continue to be held virtually. <ul style="list-style-type: none"> ➤ If necessary, in-person meetings are permitted so long as 6' social distancing can be achieved and/or face coverings are worn. ➤ The maximum number for in-person meetings is 14 using the largest conference rooms (Deeds, Virginia, KFD Community Center, etc.). ➤ For smaller conference rooms (i.e., Olive, Kettering, Brubaker, etc.), no more than 7 attendees are permitted while adhering to social distancing. ➤ Council Workshops will be held in the Deeds Room with a maximum of 14 attendees. • No face-to-face interactions less than six feet apart. • Shielding and routing plans will be implemented to protect employees, as necessary (see below for further details).
<u>Shielding Plan</u>	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.
<u>Routing - Entry and Exit for Employees</u>	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.

Re-Engagement Protocol	Description
<p><u>Personal Protective Equipment (PPE) and Face Masks / Coverings</u></p>	<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. 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.</p> <ul style="list-style-type: none"> • Employees who work in a typical cubicle or open office environment <ul style="list-style-type: none"> ➤ 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 <ul style="list-style-type: none"> ➤ 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 <ul style="list-style-type: none"> ➤ Employees will be required to follow departmental policies regarding facial coverings. While in other departments and City facilities outside the normal work environment, employees shall adhere to general Recovery Plan PPE guidelines.
<p><u>Cleaning/Decontamination</u></p>	<ul style="list-style-type: none"> • 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

Re-Engagement Protocol	Description
	<p>general office space as part of their daily routine. Employees are asked to disinfect their individual work spaces as deemed necessary.</p> <ul style="list-style-type: none"> • 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. • Additional cleaning and disinfecting if someone is sick.
Out-of-State Travel	<p>Out-of-state travel will be reported to your Department Director through your immediate supervisor. Please include travel dates and destination only. Employees will contact their supervisor or director prior to returning to work to confirm they are asymptomatic. Human Resources will be notified if COVID-related symptoms result.</p>
<u>Employees Who Are Sick – With or Without COVID-19 Symptoms</u>	<p>The employee and the City will follow CDC criteria for confirmed or suspected COVID-19. Report sick leave to supervisor or Department Director. Department Directors will continue to report COVID-19 related illnesses to the Human Resource Department.</p>

If you have additional questions, please feel free to contact your supervisor, Department Director or 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 – Phase II

June 15, 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

Phase I is complete. Phase II begins June 29, 2020, as employees return to offices and work spaces.

All employees will return to their normal work locations on or prior to June 29, 2020. Employees who have concerns returning to the work / office environment should contact their supervisor, Department Director or the Human Resource Department.

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

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 HR at 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.

See [Appendix 1](#): *Business Protocol for Safe Work Environment*

Office Rules and Precautionary Measures

- Six feet social distancing in the work environment continues.
- Meetings will preferably continue to be held virtually.
 - If necessary, in-person meetings are permitted so long as six feet social distancing can be achieved and/or face coverings are worn.
 - The maximum number for in-person meetings is 14 using the largest conference rooms (Deeds, Virginia, KFD Community Center, etc.).
 - For smaller conference rooms (i.e., Olive, Kettering, Brubaker, etc.), no more than 7 attendees are permitted while adhering to social distancing.
 - Council Workshops will be held in the Deeds Room with a maximum of 14 attendees.
- No face-to-face interactions less than six feet apart.
- Shielding and routing plans will be implemented to protect employees, as necessary (see below for further details).

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.

PPE / Face Mask Covering 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. While in other departments and City facilities outside the normal work environment, employees shall adhere to general Recovery Plan PPE guidelines.

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.

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 3: Cleaning and Disinfecting Your Facility](#) (CDC) guideline for additional details.

Out-of-State Travel

Out-of-state travel will be reported to your Department Director through your immediate supervisor. Please include travel dates and destination only. Employees will contact their supervisor or director prior to returning to work to confirm they are asymptomatic. Human Resources will be notified if COVID-related symptoms result.

Employees Who Are Sick – With or Without COVID-19 Symptoms

As we continue to return employees to the on-site work environment under the Responsible RestartOhio plan, we have established a COVID-19 Protocol for certain City personnel. This protocol does not apply to Police and Fire Personnel covered under policies specific to those departments.

This protocol is subject to change dependent upon the guidance and interpretation of the same from the Centers for Disease Control and Prevention (CDC); the state of Ohio, Ohio Department of Health (ODH) and Public Health-Dayton and Montgomery County guidelines, as well as the health department/district in the village, township, city or county in which an employee resides. Please forward this protocol to your supervisors and employees, as necessary.

The employee and the City will follow CDC criteria for confirmed or suspected COVID-19. Report sick leave to supervisor or Department Director. Department Directors will continue to report COVID-19 related illnesses to the Human Resource Department.

For further details, see [Appendix 4](#).

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.

COVID-19 Responsible Protocols FOR GETTING OHIO BACK TO WORK



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



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

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 to local health officials, 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

*Per the CDC, symptoms include cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, and new loss of taste or smell.

Revised 5/26

Responsible RestartOhio

Consumer, Retail, Services & Entertainment



	Mandatory	Recommended Best Practices
Employees	<ul style="list-style-type: none"> • Ensure minimum of 6 feet between employees, if possible. If not possible, install barriers. • 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. • Businesses must require all employees to wear facial coverings, except for one of the following reasons: <ul style="list-style-type: none"> • 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. <p><i>(Businesses must provide written justification to local health officials, 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> • 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 • Clean high-touch items after each use (e.g. carts, baskets, and other items and equipment) 	<ul style="list-style-type: none"> • Group employees by shift to reduce exposure
Customers & Guests	<ul style="list-style-type: none"> • Ensure minimum 6 feet between customers, when possible • Specify hours for at-risk populations, as appropriate (e.g. elderly) • Place hand sanitizers in high-contact locations • Ask customers and guests not to enter if symptomatic • Stagger entry of customers and guests • Entertainment businesses that offer sports activities and sports leagues must follow guidance for General Non-Contact Sports 	<ul style="list-style-type: none"> • Consider having customers wear face coverings at all times. • Health questionnaire for symptoms at entry point • Provide face coverings upon entry • Where possible, accept customers by appointment only • Increase availability for curbside pickup • Consider suspending return policies
Physical Spaces	<ul style="list-style-type: none"> • Ensure minimum if 6 feet between people, if possible. If not possible, install barriers • Post social distancing signage and disinfect high-contact surfaces hourly • Clean merchandise before stocking if possible • Establish maximum capacity • Discontinue self-service food stations, product samples • Food courts must follow Restaurants, Bars, and Banquet & Catering Facilities/Services Guidance • Entertainment businesses with food service operations must also follow Restaurants, Bars, and Banquet & Catering Facilities/Services Guidance 	<ul style="list-style-type: none"> • Close once a week for deep cleaning • Maximize available checkout space to promote social distancing (e.g., space customer lines with floor markers, use alternate registers) • Use contact-less payments where possible • Increase capacity for delivery and curbside pickup
Confirmed Cases	<ul style="list-style-type: none"> • 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 • Shut down shop/floor for deep sanitation if possible 	<ul style="list-style-type: none"> • 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

**Per the CDC, symptoms include cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, and new loss of taste or smell.*

Revised 5/29

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
 - Practical reasons include, but are not limited to, high temperatures in facilities or employees separated by more than 6 feet or by a barrier when performing the jobs on the manufacturing floor

(Businesses must provide written justification to local health officials, 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

*Per the CDC, symptoms include cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, and new loss of taste or smell.

Revised 5/29

Appendix 2

How to Safely Wear and Take Off a Cloth Face Covering

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



USE THE FACE COVERING TO HELP PROTECT OTHERS

- Wear a face covering to help protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



CS 316488A 06/10/2020

Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

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

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**

Bleach solutions will be **effective** for disinfection **up to 24 hours**.

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.



CS316270A 05/15/2020

- **Launder 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

- Launder items according to the manufacturer's instructions. Use the **warmest appropriate water setting** and dry items completely.
- **Wear disposable gloves** when handling dirty laundry from a person who is sick.
- Dirty laundry from a person who is sick **can be washed with other people's items.**
- **Do not shake** dirty laundry.
- Clean and **disinfect clothes hampers** according to guidance above for surfaces.
- **Remove gloves**, and wash hands right away.



Cleaning and disinfecting your building or facility if someone is sick

- **Close off areas** used by the person who is sick.
- **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 person who is sick**, 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 person who is sick 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 person who is sick.



- 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).

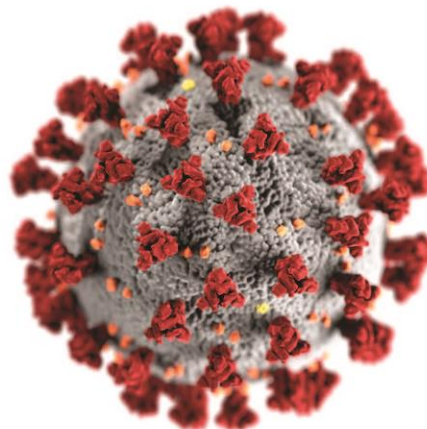
Additional Considerations for Employers



- **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 the bedroom/bathroom for someone who is sick, review CDC's guidance on [disinfecting your home if someone is sick](#).



Appendix 4



Date: June 1, 2020

To: Department Directors
Honorable Judge James F. Long
Honorable Judge Frederick W. Dressel
Andrea White, Clerk of Courts

From: Mark W. Schwieterman, City Manager 
Steven E. Bergstresser, Assistant City Manager 
Sara E. Mills Klein, Human Resource Director 

Re: **COVID-19 PROTOCOL FOR PERSONNEL (EXCLUDING FIRE DEPARTMENT PERSONNEL, SWORN POLICE OFFICERS, SUPERVISORS, DISPATCHERS, COURT SECURITY OFFICERS AND JAILERS) REGARDING SIGNS AND SYMPTOMS, EXPOSURES AND CONFIRMED POSITIVE TESTS**

As we continue to return employees to the on-site work environment under the Responsible RestartOhio plan, we have established a COVID-19 Protocol for certain City personnel. This protocol does not apply to Police and Fire Personnel covered under policies specific to those departments.

This protocol is subject to change dependent upon the guidance and interpretation of the same from the Centers for Disease Control and Prevention (CDC); the state of Ohio, Ohio Department of Health (ODH) and Public Health-Dayton and Montgomery County guidelines, as well as the health department/district in the village, township, city or county in which an employee resides. Please forward this protocol to your supervisors and employees, as necessary.

Because much of this protocol is based on signs and symptoms, below are the symptoms for COVID-19.

Signs and Symptoms:

- Temperature scan $\geq 100.4^{\circ}$ 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.

Departments are also reminded that all illnesses and absences that have any COVID-19 symptoms are to be reported to the HR Department as we continue to monitor the health and safety of the workforce during this pandemic.

IF A CITY OF KETTERING EMPLOYEE HAS SIGNS/SYMPTOMS OF COVID-19 WHILE AT HOME/AWAY FROM WORK:

The steps below outline the actions an employee should take if they experience COVID-19 signs/symptoms while at home/away from work:

Stay home, self-quarantine. As much as possible, you should stay in a specific “sick room” and away from other people in your home. Use a separate bathroom, if available. Restrict contact with pets and other animals, just like you would around other people. People who are mildly ill with COVID-19 are able to recover at home. Do not leave, except to get medical care if so advised. Do not visit public areas.

- **Seek medical attention.** Contact your medical care provider - before going to the doctor's office or emergency room, call ahead and tell them your symptoms. They will tell you what to do. Seek medical care right away if your illness is worsening (for example, if you have difficulty breathing).
- **Wear a mask.** You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) or pets and before you enter a healthcare provider's office.
- **Cover your coughs and sneezes.** Cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in a lined trash can. Immediately wash your hands with soap and water.
- **Clean your hands often.** Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food. If soap and water are not readily available, use an alcohol-based sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Avoid touching your eyes, nose, and mouth with unwashed hands.
- **DO NOT RETURN TO WORK until cleared to do so.** Contact your supervisor who will coordinate with Human Resources. Specifically, the CDC has released non-test-based criteria for discontinuation of home isolation. Non-test-based guidelines have been issued due to the frequent medical determination not to test for a multitude of reasons including: age, underlying health conditions, and risk of exposure. The non-test-based strategies are:
 - ❖ At least 3 days (72 hours) have passed since recovery; defined as fever-free without the use of fever reducing medications **AND** improvement in respiratory symptoms (e.g., cough, shortness of breath); **AND,**
 - ❖ At least 10 days have passed since symptoms first appeared.

IF A CITY OF KETTERING EMPLOYEE HAS OR DEVELOPS SIGNS/SYMPTOMS OF COVID-19 WHILE AT WORK:

The City of Kettering will follow the Center for Disease Control (CDC) and Public Health-Dayton and Montgomery County guidelines.

- The employee shall maintain a 6' distance from all persons and immediately leave the building.
- The employee shall immediately notify their supervisor/Department Director and immediately be sent home.
- If you did not do so, your supervisor shall immediately notify your Department Director.
- Your Department Director shall immediately notify the Human Resource (HR) Department.
- The employee shall contact their medical provider for instructions/care.
- The employee shall keep his/her immediate supervisor up to date on their condition.
- **DO NOT RETURN TO WORK**- specifically, the CDC has released **non-test-based criteria** for discontinuation of home isolation. Non-test-based guidelines have been issued due to the frequent medical determination not to test for a multitude of reasons including: age, underlying health conditions, and risk of exposure. The **non-test-based** strategies are:
 - ❖ At least 3 days (72 hours) have passed since recovery; defined as fever-free without the use of fever reducing medications **AND** improvement in respiratory symptoms (e.g., cough, shortness of breath); **AND**,
 - ❖ At least 10 days have passed since symptoms first appeared.

IF AN EMPLOYEE TESTS POSITIVE FOR COVID-19:

- **DO NOT RETURN TO WORK until cleared to do so.** Contact your supervisor/Department Director who will coordinate with Human Resources.
- If the employee does not contact the applicable Department Director, the supervisor shall notify the applicable Department Director immediately.
- If the employee is not comfortable communicating this information with supervision the employee can communicate the information directly to HR.
- The employee shall also advise their supervisor/Department Director/HR of all co-workers with whom he/she has had close contact during the work day.
- The Department Director shall notify HR immediately if HR has not already been informed.
- HR will notify the City of Kettering COVID-19 Task Force.
- The Department Director/HR shall contact David Duritsch (Public Service) for cleaning and disinfection of the workplace (vehicles, etc.).
- Public Service will implement the applicable COVID-19 Cleaning and Disinfecting Procedures Within City Facilities Plan.
- The employee's medical provider will contact Public Health-Dayton and Montgomery County and/or the local health department where the employee resides.

- The employee and the City will follow CDC criteria for confirmed or suspected COVID-19. At the date of this memo, if an employee has had a positive test for COVID-19, an employee can return to work as follows:
 - (a) the employee can return to work 10 days after the COVID-19 test as long as they have been fever free at least 3 consecutive days (72 hours) prior to the return to work defined as fever free without the use of fever reducing medications **AND** improvement in respiratory symptoms (e.g., cough, shortness of breath) or;
 - (b) ten (10) days have passed after the test and the employee is symptom free. Per the CDC and dependent on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID -19. If you will be tested, you can be around others after you received two negative test results in a row, at least 24 hours apart.

Conclusion

This is a fluid situation and guidance frequently changes. The COVID-19 Task Force continues to monitor the situation and all applicable guidelines. Please do not hesitate to contact HR with any questions or concerns.

Cc: Human Resource Department