

# COVID-19

CORONAVIRUS DISEASE 2019 UPDATE



CITY OF KETTERING  
PARKS, RECREATION AND CULTURAL ARTS DEPARTMENT

## All City of Kettering Employees *Follow the Protocol*

### Wear A Mask

- When outside of your workspace
- Walking to and from the building to your vehicle
- When two people are riding in one vehicle

### Distance & Time Spent

- Maintain six feet distance between coworkers, customers and anyone with whom you come in contact, whenever possible
- Limit in-person interactions and meetings. Please take advantage of phone, video conferencing and email.

### Meals

- Maintain six feet distance. Only remove your mask to eat
- Stagger meal times, when possible
- Sanitize your eating area when finished

### Vehicle

- Generally, one person per vehicle is preferred. Exceptions apply as deemed necessary by supervisors
- When more than one person is in a vehicle, masks will be worn

### Hand-washing — Often

### Office Sanitation — Daily

**Feeling Symptoms:** Fever/chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea — **STAY HOME**

**Possible COVID Exposure — Contact Human Resources**  
**937-296-2446**

**COVID Information** — [www.ketteringoh.org/employee-updates-information-covid-19/](http://www.ketteringoh.org/employee-updates-information-covid-19/)