

A Checklist of Recommendations to Reopen Your Business

The Licking County Chamber of Commerce (LCCC) and the Licking County Health Department (LCHD) want businesses in Licking County to be successful as they begin reopening in accordance with the Stay Safe Ohio order. All sections of our society – including businesses and employers – must play a role if we are to limit the spread of Coronavirus. LCCC and LCHD are providing resources and information to local business to ensure their confidence and support their recovery-mode process. We recommend these practices in order to keep our community safe and healthy. Please turn to LCCC and LCHD for reliable, local information for a safe reopening.

Step 1: Getting Your Workplace Ready for Reopening

- Evaluate your hours of operation. What makes sense for your business currently?
- Communicate new procedures and policies to all employees returning and currently working and offer trainings as necessary to ensure employees understand the new procedures and policies.
- Build a marketing plan to promote the reopening of your business.
 - Communicate your safe-to-work practices to customers to build consumer confidence.
- Find sector specific operating requirements for businesses to open as part of Responsible RestartOhio [here](#).
- Find detailed guidance from the Ohio Department of Health on how to get your workplace ready for reopening [here](#), and guidance from World Health Organization [here](#).

Step 2: Protect Employees

- Screen temperatures of all on-site workers each day prior to entering the business. Employees with a fever of 100.4 or greater should be sent home and not return to work until 3 days fever-free without assistance of fever-reducing medication.
 - Ask employees to continually self-monitor themselves for any other COVID-19 symptoms.
 - When an employee feels sick or is exhibiting any symptoms, allow them to stay home when sick.
 - Employers should maintain temperature logs if possible for all employees for their own records.
 - If an employee arrives to work without a fever but has a persistent cough, the employer should consider sending the employee home until the cough subsides.
- Require employees to wear face masks (or face coverings).
 - The requirement to wear cloth face coverings applies to employers and employees at Ohio workplaces.
 - Find all guidance on masks in the workplace [here](#).
- Ensure that all employees are stationed and working at least 6 feet apart when possible.
- Stagger breaks and lunches in groups of 10 or less; and arrange break rooms or common areas so individuals are all at least six feet apart. Also consider breaks being taken in outdoor areas.
 - Consider limiting in-person meetings to groups of 10 or less, with the option of joining via telework.
- Require employees to stop working at least every two hours to thoroughly wash hands with soap and water and wipe down their work areas with sanitizing/disinfecting cleaning supplies.

A Checklist of Recommendations to Reopen Your Business

- Display posters promoting handwashing.
- Provide hand sanitizer on counters or other highly utilized areas.

Step 3: Reopening Guidance for Cleaning and Disinfecting

- Cleaning and disinfecting public spaces including your workplace and business will require you to create a plan:
 - Develop your plan
 - Implement your plan
 - Maintain and revise your plan
 - See full guidance on how to create a cleaning and disinfecting plan [here](#).
- Disinfect and clean building/office space.
 - See full cleaning and disinfecting guidance from the CDC [here](#).
 - Be sure to follow the instructions for the cleaning and disinfecting agents that are being used at your facility.
 - Facilities should be cleaned and disinfected at least daily, and high traffic areas and high touch items (doorknobs, credit card machines, etc.) should be cleaned and disinfected more often.
- The general framework for cleaning and disinfection practices [includes](#):
 - Normal routine cleaning will decrease how much of the virus is on surfaces and objects, which reduces the risk of exposure.
 - Disinfection, using EPA-approved disinfectants against COVID-19, can also help reduce the risk. Frequent disinfection of surfaces and objects touched by multiple people is important.
 - When EPA-approved disinfectants are not available, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions). Do not mix bleach or other cleaning and disinfection products together. This can cause fumes that may be very dangerous to breathe in. Keep all disinfectants out of the reach of children.

If an employee has a confirmed case of COVID-19, ensure the employee does not report to work until their quarantine period has ended, and report the infection to the Licking County Health Department at (740) 349-6535. You will be asked to work with LCHD to identify potentially exposed individuals to help facilitate appropriate communication/contact tracing.

Any phased reopening must be done in accordance with the Stay Safe Ohio order issued by the Ohio Department of Health Director, Dr. Amy Acton. If you have questions about how the order applies to your business, please contact LCHD at (740) 349-6535 or stayathome@lickingcohealth.org.