



SAMPLE POLICY

(Prepared by Fishel Downey Albrecht & Riepenhoff LLP)

COVID-19 Township Building and Workplace Policy

A. Purpose

The purpose of this document is to establish Township policy for use and occupancy of Township buildings by the public and staff to help prevent the spread of COVID-19. It is to be interpreted consistently with the Ohio Department of Health Director's Stay Safe Ohio Order issued April 30, 2020, and any amendments thereto, and all other applicable laws.

B. Policy and Effective Dates

This Policy is temporary and is effective starting _____ and will continue until further notice.

C. Reopening Township Facilities to the Public

1. Reopening. Effective _____, Township buildings are re-opened to the public during its normal business hours, subject to the restrictions of this Policy. However, members of the public are strongly encouraged to contact the respective Township Department to make an appointment before coming on site.
2. Change of Business Hours. The Township may from time-to-time close or limit the business days or hours for some or all Township buildings. Members of the public are encouraged to call the Township department in advance of their visit to assure the building is open, and to schedule an appointment.
3. Building Capacity. The Township will limit capacity in Township buildings as feasible to meet social distancing guidelines.
4. Social Distancing. All individuals on Township premises must maintain six-foot social distancing at all times, including when sitting or standing in line, in meetings, or in any parts of Township facilities, except:
 - a. First responders when conducting law enforcement, fire, EMS or other emergency operations or rendering aid;
 - b. In emergency situations.

As a guide, the Township will demarcate six-foot spacing requirements with signage, floor tape or other markings in Township meeting halls, conference rooms and lobbies, near support staff or receptionist desks, and where visitors must stand in line. Where six-foot distancing cannot be maintained, individuals are to attempt to utilize barriers or shields, such as window coverings.

5. Facial Coverings. All Township visitors are requested to wear face coverings (such as masks) covering their nose, mouth, and chin at all times while on Township premises.

6. Ten-Person Limit at Public Meetings. Where the Township provides public electronic access to public meetings, no more than ten people will be permitted to attend any Township meeting in person at one time. In the case of a public hearing, where the Township provides public electronic access for the public, interested parties will also be provided a means to attend the meeting virtually, as well as means to question witnesses, examine materials, and provide input if in-person attendance is not possible due to the ten-person limitation.

D. Employees in the Workplace

1. Employee On-Site Schedule. Employees will be advised by their supervisor of the days and times during which they are to work on-site on Township premises. The Township may stagger on-site workdays, shifts, and starting and ending times, and may require full- or partial-teleworking.

2. Employee Self-Assessment. Before coming to the Township for work each day, Employees are to conduct a self-assessment* of COVID-19 symptoms and may not come to work if they are experiencing symptoms:

- a. *A daily symptom assessment should include taking your temperature with a thermometer and monitoring for fever. Also watch for coughing or trouble breathing.

Per the U.S. CDC, the following symptoms may be associated with COVID-19:

People with these symptoms or combinations of symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing

Or at least two of these symptoms:

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain

- b. Employees who have a fever are to stay home until they are free of fever (without the use of medication) for at least 72 hours (three full days) AND symptoms have improved for at least 72 hours AND at least seven days have passed since symptoms first began.

3. Business Travel. All Township business travel is cancelled until further notice, except with the prior express permission of the Township.

4. Personal Travel. Employees who chose to undertake personal travel out-of-state should expect to self-quarantine and utilize paid time off for up to 14-calendar days upon returning. Employees who are self-quarantining for this reason may be required to telework or use their accrued paid time off.

5. Social Distancing. While at work, all Township employees must observe the six-foot social distancing protocol in Section C of this Policy. Where social distancing is not possible, employees should interact with another person from behind a barrier, such as a glass window covering. In addition, employees shall not congregate in break rooms, restrooms, entrance ways,

lobbies, stairwells, designated smoking areas or other locations in Township buildings. There shall be no more than one employee in each Township vehicle, except for emergency vehicles.

6. Facial Coverings. All Township officials and employees shall wear facial coverings* while in Township buildings or vehicles, or while at Township meetings or events, except:

- a. While the employee is working alone in their assigned and segregated work area, such as an office or cubical.
- b. When facial coverings interfere with personal protective equipment.
- c. Where the employee cannot wear the mask due to health reasons (the Township may require documentation of the health reasons and may discuss other options with the employee).
- d. Upon pre-approval by the Township based upon the Township's determination that facial covering is not necessary to comply with the Director's Stay Safe Ohio Order or other safety recommendations.

*At a minimum, facial coverings (masks) should be cloth/fabric and cover an individual's nose, mouth, and chin. Individuals should refer to U.S. Centers for Disease Control guidance for the proper fitting of masks. www.cdc.gov.

Employees are to utilize their own facial coverings, or contact their supervisor if they are unable to do so. In some circumstances, the Township may require employees to utilize Township-provided masks.

7. Disinfecting Products. The Township will disperse hand sanitizer and other sanitizing or disinfecting products throughout Township facilities and make them readily available for use by employees.

8. Employee Hygiene. Throughout the workday, employees are to wash hands with soap and water for at least 20 seconds and as frequently as possible, or use hand sanitizer, cover cough and sneezes into their sleeve or elbow, but not their hands, regularly clean high-touch surfaces and not shake hands.

9. Disinfecting Workspaces. Employees are to clean their own workspaces with disinfectant at the end of each workday:

- ✓ Keyboards
- ✓ Computer mouse
- ✓ Touch screens
- ✓ Office telephone headsets and keypads
- ✓ Office door handles

10. Shared Equipment, Supplies and Documents. Employees should limit the sharing of physical work materials, such as papers and physical files, except as necessary. Employees must wipe-down with disinfectant shared office equipment and supplies after each use, this includes: copiers, printers, staplers and hole-punches, as well as refrigerator and microwave handles.

11. Shared Food. No communal food or potlucks are permitted the workplace at this time.

12. Employees Appearing Ill. Employee who appear to have acute respiratory illness, fever or symptoms of illness will be sent home immediately and are to follow Township leave policies.

E. Amendments to the Policy

1. This policy will be reviewed on an ongoing basis and may be modified or canceled at any time.

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