Date:    April 30, 2020

FOR IMMEDIATE RELEASE:

**Warren County Board of Developmental Disabilities COVID-19/Coronavirus Update**

The WCBDD continues to monitor the fast-moving situation with the novel coronavirus, and we are following guidance from local health officials and state officials to reduce risks.

At Governor DeWine’s press conference on Monday, April 27, 2020, he released some beginning steps to “reopen” Ohio. They included:

**As of May 1, 2020:**

- Elective medical procedures or operations that do not require an overnight stay can move forward
- Dentists and veterinarians can also move forward with elective/non-emergency procedures

**As of May 4, 2020:**

The following industries can begin to come back to work with much tighter restrictions than were in place before the pandemic

- Manufacturing, Distribution and Construction
- General Office

**As of May 12, 2020:**

- Consumer Retail and Services can begin to open, again with much tighter restrictions than were in place before the pandemic

Governor DeWine announced that the Stay at Home Order has not been lifted, just modified to include the above. Several industries still remain closed, with no defined plans to reopen yet. They include:

- Schools
- Restaurants and Bars (Dine-in)
- Personal Appearance and Beauty Businesses
- Senior Centers
- Adult Day Support or Vocational Habilitation Services
- Entertainment, Recreation and Gyms
The Governor also stated in his press conference that employers that could continue to have employees work from home should do so. At the Warren County Board of Developmental Disabilities, we serve many people who are especially vulnerable to a virus like COVID-19, so we have a responsibility to do everything we can to make sure we are not putting people at risk.

Therefore, effective May 4, 2020 the WCBDD will continue to operate under our current plan of having most of our employees working from home. There are some of our employees who will need to come in to the office to complete their work, and we will be following the state guidance for those employees while they are in the office. This includes:

- Daily self-evaluation health assessments, including taking their temperature
- Clean and sanitize workplaces throughout the day
- Those employees who will be in the office will be expected to meet the social distancing requirements and utilize personal protective equipment (PPE). We will provide the PPE to employees who are in the office.
- Mask wearing will be required under the following scenarios:
  - Any interaction with the general public
  - Moving in any common area of the office (restroom, hallway, lunchroom, etc.)
  - Outside one’s office that would place someone within six feet of another person/coworker

With this notice, we have included:

- Ohio’s COVID-19 Responsible Protocols
- Responsible RestartOhio General Office Environments Practices that we will follow

Our agency is open, but our buildings are not considered open to the public. We will still not be having any in-person group meetings, events or trainings. However, we continue to be available to you as we have always been. If you have any specific questions, feel free to contact your Service Coordinator, Early Childhood Primary Service Provider, or Transition Coordinator, or call (513) 228-6400. In cases of emergencies, please call 1-800-800-6847.

Thank you for your understanding and cooperation. Please be safe.
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. **No mask, no work, no service, no exception.**
   - Require face coverings for employees and 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.

Mandatory

Employees & Guests
- Ensure minimum 6 ft between people, if not possible, install barriers
- Personnel should work from home when possible
- Employees must perform daily symptom assessment*
- Require employees to stay home if symptomatic
- Face coverings must be worn at all times while working
- Require regular handwashing
- Reduce sharing of work materials
- Limit travel as much as possible
- Stagger arrival of all employees and guests
- Post signage on health safety guidelines in common areas

Recommended Best Practices
- Ensure seating distance of 6 ft or more
- Enable natural workplace ventilation
- Health questionnaire for symptoms at entry
- Temperature taking protocol

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 (e.g. 50% of fire code)

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

- Redesign/space workstations for 6 ft 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.