



BCW|Workforce

Operated by the Workforce Investment Board of Butler|Clermont|Warren

---

## Memorandum

**To:** BCW|Workforce System Operator (OMJ | BCW); OMJ|BCW Center Directors (OMJ|Butler; OMJ|Clermont; OMJ|Warren)

**From:** Stacy Sheffield, BCW|Workforce Executive Director

**Date:** June 8, 2020

**Subject:** BCW|Workforce Area *OhioMeansJobs* Guidance for Service and Social Distancing

---

Based on the May 29, 2020 Special Order from Amy Acton, MD, MPH, Director of the Ohio Dept. of Health (ODH), the following guidance is for the BCW|Workforce Area's comprehensive and affiliate *OhioMeansJobs* Centers.

- 1. Facial Coverings (Masks):** The BCW|OMJ Centers must allow all customers, 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.

Area 12's OMJ Centers should require all employees to wear facial coverings, except for one of the following reasons:

- a. Facial coverings are not advisable for health reasons
- b. Facial coverings are not required when the employee works alone in an assigned work area; or
- c. There is a functional (practical) reason for an employee not to wear a facial covering in the workplace.

Employees must provide written justification, upon request, explaining why an employee is not required to wear a facial covering in the workplace. At a minimum, facial coverings (masks) should be cloth/fabric and cover an individual's nose, mouth and chin.

Centers 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 on an individual's nose, mouth, and chin.

- 2. Social Distancing:** Area 12's OMJ Centers will continue to comply with Social Distancing Requirements, including maintaining six-foot social distancing for both employers and members of the public when possible, including, but not limited to, when any customers are standing in line. Gatherings of greater than 10 people are prohibited, in accordance with President Trump's coronavirus guidelines issued March 16, 2020.

Based on the ODH Special Order, Social Distancing Requirements include:

- a. **Online and remote access.** Posting online whether the *OhioMeansJobs* Center is open, how to reach the center, and if they'd prefer services remotely, by phone or by email.

- b. **COVID-19 Symptoms Information and Checklist.** Customers will receive a *Symptoms Information and Checklist* to help them decide whether they'd prefer a virtual appointment, phone call, email or on-site visit.
  - c. **Designate six-foot distances.** Designating with signage, tape, barriers or by other means six-foot spacing for employees and customers in line to maintain appropriate distance, and;
  - d. **Hand sanitizer and sanitizing products.** Having hand sanitizer and sanitizing products readily available for employees and customers.
- 3. Responsible RestartOhio Actions for Fully Integrated OMJ Center Services and Safety:**
- a. **Employees**
    - i. As many employees as possible will be encouraged to work from home via teleworking and video conferencing.
    - ii. Sick Employees will be actively encouraged to stay at 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 symptoms have improved for at least 72 hours AND at least seven days have passed since symptoms first began. A healthcare provider's note is not required to validate the illness or return to work of an employee sick with acute respiratory illness; healthcare provider offices and medical facilities may be extremely busy and may not be able to provide such documentation in a timely way;
    - iii. Ensure that sick leave policies are up to date, flexible, and non-punitive to allow sick employees to stay home to care for themselves, children, or other family members. Employees are encouraged to do a self-assessment each day to check if they have any COVID-19 symptoms (fever, cough, or shortness of breath);
    - iv. Separate employees who appear to have acute respiratory illness symptoms from other employees and send them home immediately. Restrict their access to the center until they have recovered;
    - v. Reinforce key messages – stay home when sick, use cough and sneeze etiquette, and practice hand hygiene – to all employees, and place posters in areas where they are most likely to be seen. Provide protection supplies such as soap and water, hand sanitizer, tissues, and no-touch disposal receptacles for use by employees;
    - vi. Disinfect desks, workstations, and high contact surfaces hourly, with daily disinfection of common areas.
    - vii. Frequently perform enhanced environmental cleaning of commonly touched surfaces, such as workstations, countertops, railings, door handles, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label. Provide disposable wipes so that commonly used surfaces can be wiped down by employees before each use; and
    - viii. Be prepared to adjust business practices if needed to maintain critical operations (e.g. identify alternative suppliers, prioritize customers, or temporarily suspend some on-site services).
    - ix. Comply with all applicable guidance from the U.S. Centers for Disease Control and Prevention and the Ohio Department of Health regarding social distancing.

**b. Customers & Guests**

- i. Specify hours for at-risk populations, as appropriate (e.g. elderly/SCSEP).
- ii. Stagger entry of customers and guests.
- iii. Recommend that customers always wear face coverings.
- iv. Provide face coverings upon entry.

**c. Physical Spaces**

- i. Post signage on health safety guidelines, including social distancing, in common areas.
- ii. Ensure minimum of 6 ft between people and workstations or, if not possible, install barriers.
- iii. Establish maximum capacity.
- iv. Cancel /postpone in person events, when social distancing guidelines cannot be met.
- v. Divide essential staff into groups and establish rotating shifts.
- vi. Reduce sharing of work materials.
- vii. Have at least 3 weeks of cleaning supplies.
- viii. If possible, close once a week for a deep cleaning.

**d. Confirmed Cases**

- i. Immediately isolate and seek medical care for any individual who developed symptoms while at work.
- ii. Contact the local health district about suspected cases or exposures.
- iii. Shut down OMJ Center for deep sanitation, if possible.
- iv. Work with the county health department to identify and/or refer potentially infected or exposed individuals to help facilitate effective contact tracing/notifications. Including once testing is readily available.
- v. If possible, work with local health department to identify potentially infected or exposed individuals to help facilitate effective contact tracing/notifications.
- vi. If possible, once testing is readily available, refer all suspected infections or exposures to the local health district. Suspend services until test results are confirmed.

**Duration.** These revisions will be effective from May 30, 2020 until 11:59 p.m. on July 1, 2020, unless the Director of the Ohio Department of Health rescinds or modifies this Order at a sooner time and date.

COVID-19 is a respiratory disease that can result in illness or death, is caused by the SARS-CoV-2 virus, which is a new strain of coronavirus that had not been previously identified in humans and can easily spread from person to person. The virus is spread between individuals who are in close contact with each other (within about six feet) through respiratory droplets produced when an infected person coughs or sneezes. It may be possible that individuals can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose or eyes.

Multiple areas of the United States are experiencing “community spread” of the virus that causes COVID-19. Community spread, defined as the transmission of an illness for which the source is unknown, means that isolation of known areas of infection is no longer enough to control spread.

The CDC reports that people are most contagious when they are most symptomatic (the sickest) however some spread might be possible before people show symptoms, although that is not the main way the virus spreads.

Mass gatherings (10 or more persons) increase the risk of community transmission of the virus COVID-19.

CC: Workforce Investment Board of Butler|Clermont|Warren (WIBBCW)

Thomas J. "Tom" Eigel, Administrator, Clermont County

William "Bill" Morrison, JFS Executive Director, Butler County Dept. of Job and Family Services

Martin T. Russell, Dep. Administrator, Warren County