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To: Fairfield County Employees
From: The Fairfield County Commissioners
Date: April 1, 2020
Subject: Actions taken for county-owned building usage through May 1

As you know, Governor DeWine has declared a state of emergency in Ohio, and the Director of the Ohio Department of Health is limiting gatherings to prevent the spread of COVID-19. The state of Ohio is also under a Stay at Home Order, and school and state agencies are remaining closed to the public through May 1. **Following this example, we in Fairfield County are continuing to close buildings to the public through May 1.**

We are continuing the practices of limiting gatherings and physical contact while providing essential services of the government in a reasonable way. Thank you to everyone who is working so hard to maintain critical services while using teleworking, alternate schedules, and technology. We are impressed with the innovative examples of how you are maintaining services while being as safe as possible.

During this time, we also want everyone to ask everyday: What more could we do? Can we distance ourselves even more physically, as 6 feet might not be an adequate distance? How can we take additional steps to keep our community as safe as possible? Here are some tips to continue to keep in mind.

1. **Supervisors should continue to promote good hygiene.** Reinforce key messages with employees regarding hygiene practices. Encourage employees to stay home when sick. Remind employees of the proper coughing and sneezing etiquette. Educate employees regarding the importance of handwashing. Frequently perform enhanced environmental cleaning of commonly touched surfaces. Remove candy dishes, community food and limit the sharing of pens and workplace equipment.
2. **Encourage as much social distancing as possible.** Maintain personal space as much as possible, even more than 6 feet if possible.
3. **Understand that any issue brought to you by an employee regarding possible health risks associated with working with a co-worker needs to be brought to the attention of Human Resources.** Human Resources will evaluate and give actionable guidance.
4. **Promote using teleworking, alternative work locations, or alternative work schedules.** Employers should also consider avoiding non-essential activities where employees might come into close contact with individuals who might be ill.
5. **Limit all travel to in-state, mission critical travel.** All unnecessary travel should be cancelled or postponed during a pandemic. Use videoconferencing when possible.
6. **Control all expenditures as much as possible during this time.** This will help us prepare for the future.

As we learn more, there will be additional announcements. With this situation, things are changing rapidly. We continue to appreciate your understanding as we strive to maintain the highest level of customer service possible during this challenging time. We hope that by implementing these measures, we are doing our part to help you stay safe and healthy. If you have any questions, please contact Carri Brown, County Administrator, carri.brown@fairfieldcountyohio.gov

For information, see www.coronavirus.ohio.gov .

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