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FOR IMMEDIATE RELEASE
Thursday, April 30

**County Commissioners Announce Workplace Precautions During COVID-19
May Meetings Are Open to the Public, Held At EMA**

Lancaster, Ohio - The Board of County Commissioners have organized county-owned building use plans beginning May 1, 2020. Most buildings are open to the public for scheduled meetings, hearings, and appointments. The attached flyer and memo outline details. Service details are included in the memo, and there is more information at <https://www.co.fairfield.oh.us/important-notice.html>.

Additional Court information can be found at FairfieldCountyClerk.com and FairfieldCountyProbate.com.

County Commission meetings beginning in May will be held at the Emergency Operations Center located at 240 Baldwin Drive, Lancaster. The meetings will be open to the public. Physical distancing will be required for those in attendance. Masks will be available. The meetings in May will also be broadcast on the Internet. The meetings are scheduled each Tuesday. The meeting on May 5th will begin at 1 pm, while all other May meetings will begin at 9 am.

Commissioner Steve Davis, Board President, stated, "The unprecedented nature of the COVID-19 pandemic has caused all organizations to adjust. We have altered our schedules and workplace practices to best meet the needs of the public."

As more information is known, it will be shared.

Enclosed with the press release are:

- COVID-19 Precautionary Measures in Fairfield County (flyer)
- Memo outlining actions taken for county-owned building usage
- Fairfield County COVID-19 Safe Work Practice Guidance
- Frequently Asked Questions for Fairfield County Employees

If you have any questions, please contact Carri Brown, County Administrator, at carri.brown@fairfieldcountyohio.gov at (740) 652-7096.

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COVID-19 PRECAUTIONARY MEASURES in Fairfield County



BUILDINGS OPEN TO THE PUBLIC FOR SCHEDULED MEETINGS, HEARINGS, AND APPOINTMENTS ONLY:

- Administrative Courthouse
- Dog Adoption & Shelter
- Airport
- Hall of Justice
- Fairfield County Health Department
- Agriculture Center
- Engineer's Office
- Tussing Road Government Services Center
- Utilities

BUILDINGS OPEN TO THE PUBLIC:

- Sheriff's Office (non-civil services)
- Board of Elections

WAYS TO DROP OFF DOCUMENTS OR PAYMENTS

FAIRFIELD COUNTY JOB AND FAMILY SERVICES DROP BOX
239 West Main Street
Lancaster, Ohio 43130

FAIRFIELD COUNTY ADMINISTRATIVE COURTHOUSE DROP BOX
210 East Main Street
Lancaster, Ohio 43130

DRIVE-THRU PAYMENT CENTER (CHILD SUPPORT/PROPERTY TAXES)
Open 8 a.m.-4 p.m., Monday-Friday
135 W. Chestnut St.
Lancaster, Ohio 43130

BUILDINGS THAT ARE CLOSED TO THE PUBLIC:

- Supervised Visitation
- Decorative Arts Center
- Emergency and Facilities Management Complex
- Records Center
- Lancaster Title/One-Stop*
- Pickerington Title*
- Main Street Government Services Center**

**(Will re-open when state counterparts open)*

*** (Prosecutor's office available by appointment only)*

COMMISSION MEETINGS

- May commission meetings will be held at the Emergency Operations Center, located at 240 Baldwin Dr., Lancaster.
- The meetings will be open to the public and will be broadcast on the Internet.
- Meeting & log-in information: co.fairfield.oh.us/important-notice.html

FOR INFORMATION ON COURTS:

Fairfield County Common Pleas Court
(General and Domestic Relations Divisions)
FairfieldCountyClerk.com

Fairfield County Juvenile/Probate Court
FairfieldCountyProbate.com

More updates at: co.fairfield.oh.us



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[@FairfieldCoOhio](https://www.instagram.com/FairfieldCoOhio)



Follow us on Twitter
[@FairfieldCounty, OH](https://twitter.com/FairfieldCounty_OH)





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Steven A. Davis
Jeffrey M. Fix
David L. Levacy

County Administrator
Carri L. Brown

Clerk
Rachel A. Elsea

To: Fairfield County Residents, Employees, and Supervisors
From: The Fairfield County Commissioners
Date: April 28, 2020
Subject: Actions taken for county-owned building usage

Thank you for your leadership during the COVID-19 crisis.

As you come to work during the COVID-19 crisis, we want you to all know that we are continuing to take extra precautions to keep the workplace safe.

- We have additional cleaning supplies and cleaning services.
- Also, we have ordered masks for everyone which will soon be shipped to us. Thanks to HR (and all health benefit plan participants) for their accountability which allows us to use “wellness dollars” for these masks. Once the masks are in, HR will distribute them.
- We have also ordered thermometers, plexiglass, and gloves for departments to use.
- We will have a supply of disposable masks for the public.

Governor DeWine indicated that all industries should prepare their workplaces for future operations, and we in Fairfield County have been collectively doing that – and will continue to do so.

We do expect teleworking to continue in the coming days. People should not be in groups of larger than 10 – and physical distancing of 6 feet (or more) is recommended.

As more information is known, we will share that information.

The purpose of this communication about county-owned building usage is to give guidance as we begin recovery from the pandemic.

These actions are effective May 1, 2020.

Categories of buildings for this memo are:

Open for scheduled appointments or meetings, with employees working alternate shifts and teleworking to provide critical services.

Open for critical, necessary services, such as law enforcement and Board of Elections services.

Closed to the public, although services are continuing.

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Administrative, Historical Courthouse – 210 E. Main St., Lancaster

This building is open for scheduled appointments or meetings, with employees working alternate shifts and teleworking to provide critical services.

- Members of the public should schedule appointments for necessary physical access to the Auditor, Treasurer, Recorder, Regional Planning, and Commissioners Offices. We have learned that many business activities can be conducted using technology. It is safer to maintain as much physical distance as possible at this time.
- When appointments are needed, we are asking for everyone to continue social distancing practices.
- Payments for property taxes or child support can be made at the Chestnut St. drive-thru, M-F, 8 am – 4 pm.
- Documents can also be dropped off at the Chestnut St. drive-thru, and staff will deliver them to the appropriate office.
- The new drop box at the Historical Courthouse is still available.
- Commissioners' Meetings on Tuesdays at 9 am will be open to the public, but they will be held in a larger meeting space – *at the Baldwin Emergency and Facilities Management Complex, 240 Baldwin Drive.*
- County Commission meeting minutes will continue to be posted on the county website, co.fairfield.oh.us.



Hall of Justice - 224 E. Main St., Lancaster

This building is open for scheduled appointments or meetings, with employees working alternate shifts and teleworking to provide critical services.

- We are limiting the number of in-person appointments, hearings, and trials as much as reasonably possible and encouraging work by telephone, email, and videoconference. We have learned a lot about the use of technology. Scheduled appointments, meetings, and hearings will be mostly from 8 am – 4 pm.
- Please use technology to communicate as much as possible. A lot of business for the courts can be conducted on-line or by fax, and we prefer those options at this time. Again, contact information is attached to this letter.
- If in-person appearance is necessary and scheduled, please keep in mind social distancing will be used. This means there will be a limited number of people scheduled for appointments, meetings, and hearings.
- Videoconferencing will continue as appropriate.

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Government Services Center – 239 W. Main St., Lancaster

This building is closed to the public, although services are continuing.

- Employees are continuing to work at the office and in alternate locations to provide essential services.
- Most public interaction in this building is for Job and Family Services. Most JFS services can be conducted by telephone or with technology. This is a safe way to continue critical services.
- The Prosecutor will schedule appointments and meetings as appropriate.
- For more information about accessing JFS services, *please see the attached flier.*
- The Chestnut St. drive-thru payment center is open M-F, 8 am – 4 pm, for the collection of child support payments (and property tax payments). You can also drop off documents at the payment center.
- In-person meetings with the Prosecutor's office are by appointment.



Sheriff's Office and The Fairfield County Jail – 345 Lincoln Ave., Lancaster

The Sheriff's Office is open for necessary law enforcement activity.

- Employees are continuing to work and provide services.
- Visitation at the jail is conducted by video.
- The Sheriff has implemented safe practices to limit contact.
- We are requesting that people come to the office only if necessary.



County Engineer's Office – 3026 W. Fair Ave., Lancaster

This building is open for scheduled appointments or meetings, with employees working alternate shifts and teleworking to provide critical services.

- Employees are continuing to work in open spaces, at the office, and by using technology.
- Meeting activity can be scheduled with social distancing in mind.

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Fairfield County Utilities – 6670 Lockville Rd. NW, Carroll

This building is open for scheduled appointments or meetings, with employees working alternate shifts and teleworking to provide critical services.

- Employees are continuing to work in open spaces, at the office, and by using technology.
- Meeting activity can be scheduled with social distancing in mind.
- Payments can be made by mail, at any Park National Bank, and at the drive-thru at 6670 Lockville Rd, Carroll.
- Payment plans are available if there is a special need resulting from the pandemic.



Fairfield County Agriculture Center – 831 College Ave., Lancaster

This building is open for scheduled appointments or meetings, with employees working alternate shifts and teleworking to provide critical services.

- Employees are continuing to work using technology.
- Meeting activity can be scheduled with social distancing in mind.



Dog Adoption Center and Shelter – 1715 Granville Pike, Lancaster

This building is open for scheduled appointments or meetings, with employees working alternate shifts and teleworking to provide critical services.

- Employees are continuing to work in open spaces, at the office, and by using technology.
- The Fair Ave. Annex in Lancaster is also available only by appointment.
- The Shelter can care for all dogs at the Shelter with its current capacity.

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Airport – 3430 Old Columbus Rd., Lancaster

All operations are scheduled.

This building is open for scheduled appointments or meetings, with employees working alternate shifts and teleworking to provide critical services.

- Contractors and board members are continuing to work in open spaces, at the office, and using technology.
- Scheduled Airport Board Meetings are open to the public.



Liberty Center – 951 Liberty Drive, Lancaster

This building is open to the public for Board of Elections activity only.

- Employees are continuing to work at the office and by using technology.
- The public is encouraged to only visit the Board of Elections as needed.
- Education Services Center evaluations and screenings are suspended.



Supervised Visitation Center – 227 E. Main St., Lancaster

This building is closed to the public, although services are continuing.

- Supervised visitation is by appointment only, and social distancing is problematic for these services.
- There are alternate shifts scheduled to better serve the public.
- Additional services are provided in a teleworking format.

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Fairfield County One-Stop/Title Office – 982 Liberty Dr., Lancaster



Pickerington Title Office – 485 Hill Rd., Pickerington,

These buildings are closed and will re-open when state counterparts open.

- Some services continue with mailed in or dropped off items.
- State agencies are closely connected with these operations.



Tussing Road Government Services Center – 11050 Tussing Rd., Pickerington

This building is open for scheduled appointments or meetings, with employees working alternate shifts and teleworking to provide critical services.

- Services provided at this building are by appointment only on a regular basis.



Decorative Arts Center, 145 E. Main St., Lancaster

This building is closed to the public.

- Meeting activity can be scheduled with social distancing in mind.
- Visitors are not yet able to go to the museum.

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Chestnut St. Drive-Thru Payment Center – 141 W. Chestnut St., Lancaster

The drive-thru payment center is open M-F, 8 am – 4 pm, for the collection of tax payments and child support payments. You can also drop off documents here for other county offices.



Fairfield County Health Department, 1550 Sheridan Dr., Lancaster

This building is open for scheduled appointments or meetings, with employees working alternate shifts and teleworking to provide critical services.

- Business can be conducted with social distancing in mind.
- Employees are continuing to work and meet responsibilities relating to the COVID 19 pandemic.
- The general public may still call the ODH Coronavirus Call Center at 1-833-427-5634.

Fairfield County Emergency and Facilities Management Complex – 240 Baldwin Dr., Lancaster

This building is closed to the public – except for scheduled public meetings.

- Employees are continuing to work in open spaces, at the office, and by using technology.
- Meeting activity can be scheduled with social distancing in mind.
- County Commission meetings will be held here at 240 Baldwin Drive during May. This information will be posted on the county website (co.fairfield.oh.us) and in the media.



Records Center – 138 W. Chestnut St., Lancaster.

This building is closed to the public.

- Employees are continuing to work at the office and by using technology.
- Social distancing will be maintained for all meetings and appointments.

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General Information

- DD, ADAMH, and Veteran Services will schedule their meetings and post pertinent information on their webpages.
- Courts have issued guidance on how they are continuing to take proactive measures. This guidance will be posted on county webpages, too.
- This memorandum will be placed on the county website and in social media, along with many other posts at the departmental levels.
- The cleaning of county buildings continues as planned, and there are adequate supplies for this.
- Here are some highlights of ongoing guidance for good practices to continue:
 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 social distancing.** Maintain about six feet or more of personal space as much as 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 continue to use these practices to better serve the public whenever possible.
 5. **Limit all travel to in-state mission critical travel.** All unnecessary travel should still be cancelled or postponed.

We appreciate your understanding as we strive to maintain the highest level of customer service possible. We hope that by implementing these measures, we are doing our part to help you stay safe and healthy.

Telephone contact information for each service area of the county government is attached. This contact information can be used to schedule necessary appointments.

If you have any questions, please contact Carri Brown, County Administrator, carri.brown@fairfieldcountyohio.gov

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Access Our Services FROM HOME

Access Our Website at fcjfs.org

This is the easiest way to find out information for Child Support, Public Assistance, Workforce, and Protective Services programs.

Drop Off Documents

Documents for all programs can be placed in the **agency drop box**, which is located off the Main Street entrance. Please do not leave cash or checks in this box.

Child Support

fcjfs.org/services/child_support/contact_us

The above link allows you to access the direct phone lines and email addresses for case managers, as well as the link to the state web portal. The web portal provides online access to report changes and view/print case and payment information.

Public Assistance Programs benefits.ohio.gov

The above link allows you to apply, renew, or make changes for cash, food, or medical assistance.

You can also call 1-844-640-6446 to apply, renew, or make changes for cash, food, or medical assistance. You can drop off documents to the drop box located off of the Main Street entrance (please do not leave cash or checks in this box) or email them to case23@jfs.ohio.gov.

For case questions, you can call our call center at 740-652-7889.

Protective Services

Protective Services staff will remain accessible during normal business hours, Monday-Friday, 8 a.m. - 4 p.m., and will continue to provide emergent on-call coverage 24 hours a day, seven days a week. We are evaluating the ability to safely provide parenting time and other contact services to assure the safety of staff and customers at all times.

Workforce and OhioMeansJobs Services

If you have internet access you can utilize ohiomeansjobs.com

You can also reach any member of the Workforce team at fcjfs.org/services/jobs/faq_contact_us



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HOW TO CONTACT US

Fairfield County Website

<https://www.co.fairfield.oh.us>

ELECTED OFFICIALS

Board of Commissioners

Steven A. Davis..... (740) 652-7090
Jeff Fix (740) 652-7090
David Levacy..... (740) 652-7090

Auditor

Jon A. Slater, Jr. (740) 652-7020

Clerk of Courts

Branden Meyer (740) 652-7358

Coroner

Dr. L. Brian Varney (740) 652-2865

Engineer

Jeremiah Upp (740) 652-2300

Prosecutor

R. Kyle Witt (740) 652-7560

Recorder

Gene Wood (740) 652-7100

Sheriff

Dave Phalen (740) 652-7900

Treasurer

James N. Bahnsen. (740) 652-7140

Court of Common Pleas:

General

Judge Richard Berens..... (740) 652-7428
Judge David A. Trimmer (740) 652-7429

Court of Common Pleas:

Probate and Juvenile

Judge Terre L. Vandervoort (740) 652-7460

Court of Common Pleas:

Domestic Relations

Judge Laura Smith..... (740) 652-7440

PRINCIPAL APPOINTED OFFICIALS AND DEPARTMENT HEADS

County Administrator

Carri Brown (740) 652-7090

Human Resources Director

Jeff Porter (740) 652-7895

Board of Elections Director

Jane Hanley (740) 652-7000

Facilities Operations Manager

Dennis Keller..... (740) 652-7940

Dog Adoption Center and Shelter Warden

Todd McCullough (740) 652-7180

Utilities Director

Tony Vogel (740) 652-7120

Department of Job and Family Services Director

Aundrea Cordle (740) 652-7890

Alcohol, Drug Addiction and Mental Health Board Director

Rhonda Myers (740) 654-0829

Developmental Disabilities Board Superintendent

John Pekar (740) 652-7220

Emergency Management Director

Jon Kochis..... (740) 652-7960

Economic Development Director

Richard Szabrak (740) 652-7162

Information Technology Administrator

Mark Conrad (740) 652-7075

Geographical Information Systems Administrator

David Burgei..... (740) 652-7055

Veteran Services Commission Director

Park Russell..... (740) 652-7921

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Fairfield County COVID-19 Safe Work Practice Guidance

OBJECTIVE

The objective of the Fairfield County Safe Work Practice Guidance is to reduce the spread of infection by decreasing contact between sick and uninfected persons. This Guidance is a supplement to the Fairfield County Personnel Policy Manual and other formal policy documents; it is not a replacement.

Please note – COVID-19 is a quickly-evolving pandemic, and recommendations in work practices are subject to change quickly if recommendations from Centers for Disease Control, Ohio Department of Health, the Fairfield County Health Department, or your Department/Appointing Authority change.

DAILY MONITORING

Required daily self-monitoring (at home)

This applies to all employees who will be reporting to work. Prior to coming to work each day, employees must self-evaluate for the following:

- **Do you have a fever?** Fever is $\geq 100.4^{\circ}\text{F}$
- **Have you developed a cough?**
- **Are you experiencing shortness of breath?**
- **Are you experiencing illness related body aches?**

If you answer yes to any of the above questions, do not report to work. Call your supervisor and your health care provider. Supervisors should contact their Department Head. If you do not have a health care provider, call the Fairfield County Health department at 740-652-2800. You may also call the Fairfield County Wellness Clinic at 740-689-4404.

Department/Division monitoring

It is not a requirement that employees are monitored as they come to the workplace; however, the Ohio Department of Health is encouraging employers to monitor employees coming into the workplace for COVID-19 symptoms.

If the monitoring warrants it, employees should be asked the questions below. If they answer “Yes” to any of the questions below, they should be sent home immediately.

The employee’s supervisor should contact their Department Head to notify them of any employees sent home due to yes responses to these questions:

Questions:

- **Are you feeling feverish today?**
 - Fever is $\geq 100.4^{\circ}\text{F}$
 - If the Department/Appointing Authority chooses to take temperatures of employees as they begin their shift, the temperatures should be taken with a non-invasive (i.e., not oral) thermometer in place of this question. The thermometer MUST be a medical grade thermometer and careful attention should be paid to the accuracy range of the thermometer.
 - In-mouth thermometers are not recommended due to potential for cross contamination.

Fairfield County COVID-19 Safe Work Practice Guidance

- Are you experiencing shortness of breath or difficulty breathing?
- Have you developed a cough?
- Are you experiencing flu-like body aches?

There are multiple, recommended safe work practices. They are listed below by method of control.

Control Method	Safe Work Practices
Time	Eliminate in-person or face to face meetings and utilize virtual options whenever possible. Avoid crowded settings.
Distance (Initiate Social (Physical) Distancing Behaviors)	<p>Keep a safe distance, at least six feet away, from people as much as possible. Increasing the distance significantly reduces the likelihood of exposure.</p> <p>Limit personal face-to-face interactions.</p> <p>Avoid gatherings of more than 10 people.</p> <p>If necessary, choose a large room for meetings and sit at least 6 feet away from each other.</p> <p>Apply department approved staggered work shifts and lunch times.</p> <p>Change shift times and practice wherever possible, with employees going off duty leaving the workplace before the new shift enters.</p> <p>Draft flexible work schedules and telecommuting arrangements to reduce contact and allow for social distancing.</p> <p>Use pick-up or delivery systems where clients and customers can pick up or deliver without face to face contact. Request information via telephone/email/fax.</p>
Shielding	<p>If repeated contact with people who are ill is unavoidable, take precautionary measures (examples include using a physical barrier which maintains a distance of 6 feet or having the other person don a surgical mask to prevent droplet exposure).</p> <p>A cloth face covering can be used to reduce exhaled droplets in crowded settings when controls like physical distancing cannot be maintained. Please see the end of this guidance document for more information regarding cloth face coverings. It is encouraged that you wear a cloth face mask when you cannot maintain a distance of 6 feet from others in the workplace.</p>
Hygiene Practices	<p>Frequently disinfect work surfaces (e.g., doorknobs). Disinfect shared work surfaces between uses and other frequently touched surfaces at least between shifts.</p> <p>Wash hands frequently with soap and water or alcohol-based hand cleaners, especially after coughing or sneezing and before smoking or eating. Avoid touching your face, mouth, nose, or eyes.</p> <p>Hand sanitizer: Should be at least 60% or greater alcohol content.</p> <p>Use cough and sneeze etiquette: cough and sneeze into your inner elbow or arm to reduce droplets. If you contaminate your hands with a cough or sneeze, immediately wash your hands with soap and water or use sanitizer if hand washing is not available.</p> <p>Reduce sharing work surfaces, telephones, computers, etc. Avoid hand shaking.</p>

Fairfield County COVID-19 Safe Work Practice Guidance

Reporting Guidelines	<p>Stay home when you are sick. Do not report to work if experiencing a fever, respiratory illness, or flu like symptoms. Please see above for monitoring guidance.</p> <p>Refer to Fairfield County Personnel Policy Manual for proper reporting procedures when ill.</p>
Additional Guidance for Field Employees	<p>Whenever possible, limit or eliminate County business inside anyone's home or business.</p> <p>Any County business that will occur within someone's home or business should first be triaged by phone to determine:</p> <ul style="list-style-type: none"> • If the site visit is necessary. • If anyone in the home is experiencing any symptoms of illness (fever, or other flu-like symptoms) <ul style="list-style-type: none"> ○ If they answer no to illness symptoms, let the citizen know that the County employee will ask those questions again upon arrival. If anyone in the home is experiencing those symptoms, the need for the home visit will be re-evaluated. <p>If a County employee must perform an in-home or business visit:</p> <ul style="list-style-type: none"> • Upon arrival and before entering the home or business – ask again if anyone in the home is experiencing any symptoms of illness. If they are – reach out to your supervisor to determine if the visit will move forward. • If you continue with the visit – let the homeowner or client know that as a precautionary measure you will be asking them to maintain a 6' distance <ul style="list-style-type: none"> ○ If this recommended 6' distance cannot be maintained during the performance of the inspection, please contact your Supervisor for guidance as to the appropriate way to conduct the in-home or in-business visit. • Hand Hygiene: Hand sanitizer or hand wipes should be used prior to entering the home or business. Gloves are also recommended, particularly if you will be touching anything in the home or business. <ul style="list-style-type: none"> ○ As much as possible, do not touch anything. ○ Do not touch your face, mouth, nose, or eyes while in the home or business. ○ Do not shake hands with the resident or client, and do not share pens or other equipment. ○ Remove gloves upon exiting in a manner that does not contaminate the hands. ○ Perform hand hygiene with hand sanitizer or wipes upon exiting. Wash hands with soap and water as soon as possible. • If an in-home or in-business inspection MUST be conducted at a location of someone who is exhibiting flu-like symptoms or other similar symptoms of illness – PLEASE SEEK THE GUIDANCE FROM YOUR DEPARTMENT HEAD PRIOR TO CONDUCTING THE IN-HOME OR IN-BUSINESS VISIT. <ul style="list-style-type: none"> ○ Human Resources and EMA are available for guidance in determining appropriate measures, if requested.
Additional Guidelines for Return to Work	<ul style="list-style-type: none"> • Be resourceful and innovative in finding solutions to continue to perform County functions while creating and maintaining a safe work environment. Consider these guidelines to determine what works best for your workplace. <ul style="list-style-type: none"> ○ Examine each task that is performed by County employees and determine how the task can be performed using distancing, technology, barriers, or other means to prevent or limit employees from being within 6 feet of another employee or member of the public for more than 5 minutes. ○ Stagger work shifts, allow flexible work hours, and continue to allow telework, when possible, to decrease the amount of people working in the same workspace at the same time. ○ Move workstations, wherever possible, to increase distance between people. ○ Create drop off availability for documents when electronic submittal is not possible.

Fairfield County COVID-19 Safe Work Practice Guidance

Additional Guidelines for Return to Work	<ul style="list-style-type: none">○ Consider installing physical barriers, such as clear plastic sneeze guards, in areas where social distancing is not possible.● Be aware that some employees may be at higher risk for serious illness, such as older adults and those with chronic medical conditions. Consider minimizing face-to-face contact between these employees or assign work tasks that allow them to maintain a distance of 6 feet from other workers, customers, and visitors. Telework if possible.● Consider placing posters (that encourage hand hygiene to help stop the spread) at the entrance to your workplace and in other workplace areas where they are likely to be seen.● Consider cross-training employees to perform essential functions so the workplace can operate even if key employees are absent.● Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible● Establish a cleaning schedule in your workstation/area if you do not already have one. Work areas should be cleaned/sanitized often with EPA approved sanitizer that kills COVID-19.● Employees are encouraged to wear cloth face coverings/masks per CDC and ODH guidance whenever distancing of 6 feet cannot be maintained between people. These occurrences of times when you are not distancing at least 6 feet should be limited in occurrences and duration as much as possible.
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Fairfield County COVID-19 Safe Work Practice Guidance

Use of Cloth Face Coverings to Help Slow the Spread of COVID-19 Guidance for Fairfield County Employees

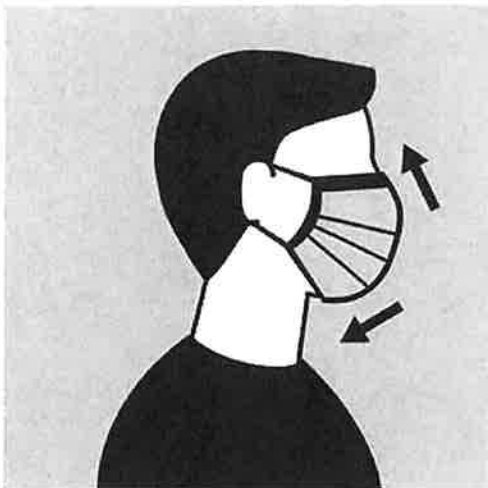
CDC continues to study the spread and effects of the novel coronavirus across the United States. We now know from recent studies that a significant portion of individuals with coronavirus lack symptoms (“asymptomatic”), and that even those who eventually develop symptoms (“pre-symptomatic”) can transmit the virus to others before showing symptoms. This means that the virus can spread between people interacting in proximity—for example, speaking, coughing, or sneezing—even if those people are not exhibiting symptoms. Considering this new evidence, CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain.

It is critical to emphasize that maintaining 6-foot social distancing remains important to slowing the spread of the virus. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

County employees are encouraged to wear cloth face coverings at this time. Each county employee will be provided a reusable cloth face covering. Please follow your specific Department/Appointing Authority requirements regarding this issue.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance. *County employees performing clinical tasks, field inspections inside of residential or commercial locations, or other tasks that put them within 6’ of others will likely have additional guidance and should also review the matrix above. If there are further questions, contact Human Resources or EMA.*

How to Wear a Cloth Face Covering



DO NOT place cloth face coverings on children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.

Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

Fairfield County COVID-19 Safe Work Practice Guidance

DIY Face Coverings

- Use tightly woven fabric (preferably cloth that lets minimal light shine through) such as quilting cloth.
- If you need to buy materials, consider purchasing online to avoid public places.
- The CDC offers instructions on creating a [no-sew face covering](#) out of a T-shirt; or out of a bandanna, coffee filter, and rubber bands. You will also need scissors.

Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

- Yes. They should be washed daily using hot water.

How does one safely sterilize/clean a cloth face covering?

- A washing machine should suffice in properly washing a face covering.

How does one safely remove a used cloth face covering?

- Individuals should be careful not to touch their eyes, nose, and mouth when removing their face covering and wash hands or use hand sanitizer immediately after removing.

For more information on DIY face coverings please visit the CDC website for more guidance:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

COVID-19 Frequently Asked Questions (FAQs) for Fairfield County Employees

(To accompany the Fairfield County COVID-19 Employee Safe Work Practice Guidance)

These FAQs have been developed to answer questions about the Fairfield County Safe Work Practice Guidance.

1) **What is coronavirus disease (COVID-19)?**

COVID-19, or coronavirus disease 2019, is a respiratory disease caused by one of the seven coronaviruses known to infect humans. The virus that causes COVID-19 is called SARS-CoV-2.

2) **What can I do to protect myself and others from COVID-19?**

The following actions help prevent the spread of COVID-19, as well as other coronaviruses and influenza:

- Stay home except for essential activities.
- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Avoid shaking hands.
- Stay home when you are sick.
- Cover your cough or sneeze with your arm or inner elbow.
- Clean and disinfect frequently touched objects and surfaces using household cleaners and EPA-registered disinfectants that are appropriate for the surface, following label instructions.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
 - If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol (see below for guidance if you do not have a sink or hand sanitizer available).
 - Always wash hands with soap and water if hands are visibly dirty.

3) Who is at higher risk for becoming seriously ill from COVID-19?

Though no one is invulnerable, older adults are at increased risk for severe illness or death from COVID-19. Underlying conditions, including heart disease, lung disease, diabetes, and compromised immune systems, increase risk even further in those who are older. In addition, anyone with an underlying medical condition, regardless of their age, faces increased risk of serious illness.

4) When is someone defined as Quarantined or in Isolation?

- a. **Isolation** is reserved for those who have **tested positive or been clinically diagnosed with COVID-19**. It keeps infected people away from healthy people to prevent the sickness from spreading. Isolation time frame is determined by the Fairfield County Health Department.
- b. **Quarantine** in general means the separation of a person or group of people reasonably believed to have been *exposed to a communicable disease, but not yet symptomatic*, from others who have not been so exposed, to prevent the possible spread of the communicable disease.
- c. COVID-19 symptoms include: Fever $\geq 100.4^{\circ}\text{F}$, dry cough, shortness of breath, and difficulty breathing.

5) When do symptoms appear?

Symptoms generally appear 2-14 days after exposure. You are most contagious when exhibiting symptoms of COVID-19.

6) How does COVID-19 spread?

COVID-19 is believed to spread mainly from person to person between people who are in close contact (within about 6 feet) from one another and through respiratory droplets produced when an infected person coughs or sneezes. It also may be possible that a person 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, but this is not thought to be the main way the virus spreads.

7) Can I get tested for COVID-19?

Testing supplies are limited all around the country. The vast majority of people who get sick with COVID-19 do not need testing. Currently, testing is limited to Ohioans who are the sickest, the most at risk of developing severe symptoms, and professionals who provide care for the ill. This will allow providers to immediately and aggressively act to treat these at-risk patients and to take safety precautions to prevent spread of the disease. Testing is not recommended for people without symptoms or people who have mild-to-moderate symptoms and NO risk factors for becoming seriously ill.

8) What if I have had a lingering cough? Should I be concerned I have COVID-19?

- a. You should reach out to your primary care provider if you are concerned you have symptoms of COVID-19. **Do not report to work** if you have symptoms of COVID-19. Follow your healthcare provider's guidance about what to do next.
- b. If you do not have a healthcare provider, you can call the Fairfield County Wellness Clinic at 740-689-4404 or call the Fairfield County Health Department at 740-652-2800.

9) How should I clean my work vehicle?

- a. You should clean and disinfect your work vehicle both before and after use, particularly if it is a shared vehicle. Keep in mind, the areas of the vehicle that you should focus on when cleaning are the areas you will be touching with your hands. Do not forget to include key fobs and key boxes when performing disinfection related to vehicle use. These items are constantly touched and should be disinfected between uses as best you can.
- b. Ensure the disinfectant is suited for the material on which it is being used.
- c. Utilize disposable, nitrile gloves and safety glasses or goggles during disinfection.
- d. Clean commonly used areas where dirt or mud is present with a wet towel prior to disinfection. This is an important step to ensure efficacy of the disinfectant.
- e. Spray disinfectant on all areas used during the shift. (Note: Ensure that the area where disinfection will occur has proper ventilation.) Areas to clean includes, but are not limited to, the:
 - Cab/driver's areas and all components. Ensure steering wheel, gear shifter, radio, armrest, power window buttons, seatbelt buckles, door handles and other areas regularly touched are sprayed.
 - Exterior door handles.
 - Vehicle mounted toolbox handles and doors.
 - Tools (hand tools, power tools, ladders, carts etc.).
- f. Allow disinfectant spray to self-dry or ensure 10-minute contact time prior to drying the surface
 - If drying the area, use a clean towel and a new pair of nitrile gloves.
- g. Dispose of nitrile gloves in a trash receptacle after use.
- h. Conduct proper hand washing as soon as feasible after disinfecting a vehicle.

10) When should I return to work following a reported illness?

We actively encourage sick employees 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.

We do not now require a healthcare provider's note to validate the illness or return to work if employees are sick with acute respiratory illness; healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way.

11) What if my job involves handling mail? Should I take any extra precautions?

COVID-19 is mainly spread person-to-person via respiratory droplets when an infected person coughs, sneezes, or talks. However, it may be possible that a person can be infected when touching a surface with the virus and then touching their own mouth, nose, or eyes. To minimize the risk employees can use the following steps:

- Wear disposable nitrile or vinyl gloves when handling mail
- Never re-wear a pair of gloves you have previously taken off
- Always wash hands with soap and water immediately after removing gloves
- Surfaces that have contact with mail should be disinfected regularly
- Avoid touching your face
- Follow any additional guidance or procedures provided by your department

12) Do I need to wear a cloth face covering to work?

Face masks are recommended for County employees at this time. You can refer to the Fairfield County COVID-19 Safe Work Practices Guidance (most recent version) for further guidance on what a cloth face covering is, how to wear it, how to care for it, and its limitations. Reusable cloth face coverings are being provided.

We are also securing a supply of disposable masks for the public.

For more information:

- Centers for Disease Control and Prevention
 - <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>
- Ohio Department of Health
 - <https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/Novel-Coronavirus>