



OSBA Model Return to Work Plan

As of July 9, 2020

At the OSBA, the health and safety of our members and our team is paramount. In the early days of the pandemic, we committed to following guidance from state and local health officials and to revisiting our work plan to make sure that our employees are safe while performing their duties. Based on guidance provided by the Governor and the Director of Public Health, below is an update to our work plan. More updates may be forthcoming as new information becomes available.

I. Remote Work Status/Limited Office Accessibility

OSBA employees are encouraged to continue to work from home until further notice. Should employees wish to work in the office, employees should coordinate with their supervisor and, if permitted, employees must follow the required safety and hygiene procedures outlined below.

II. Office Safety Guidelines

Going forward, anyone accessing the building must abide by the safety and hygiene requirements below. These guidelines have been put into place because they have been proven to help stop the spread of COVID-19. This is truly a team effort and we need each of you! If you see something of concern or have an idea, let us know. Together we will get through this.

A. Physical Space Requirements & Social Distancing

1. Health officials have advised that *barriers between work stations and/or a minimum of 6-foot social distance* is required to lessen the risk of spread of COVID-19.
2. OSBA's work stations and office layouts do provide barriers to help prevent the spread, but employees should also be mindful that social distancing is required while walking in hallways, use of restrooms and other common areas and in meeting spaces.
3. If you share an office that does not have an appropriate barrier, then you should take care to ensure that only one person at a time is working in the office.

B. Use of Common Areas

1. To help stop the spread of COVID-19, it is important that we maintain social distancing in common areas. The common areas include the **restrooms, hallways, elevators, meeting spaces and kitchen facilities**. A guideline on how to handle these scenarios is provided below but, as always, common sense should be used:
 - i. **Restrooms:** No more than two people should be in a restroom at one time.
 - ii. **Hallways:** Employees should not linger or walk together in hallways. Employees should also limit passing by others in the hallway to the extent possible by yielding to others. Think of this like driving. You will see arrow stickers pop up around the office in order to direct our foot traffic. These stickers will help guide us to safety!
 - iii. **Kitchen Facility:** Please limit the time spent in the kitchen to retrieving your food/drink items. *Do not stand and chat or have your lunch/beverage at the kitchen tables.* We would like to limit the kitchen to one employee at a time. This will mean that this will be a very busy place during certain times of the day. Employees should work with one another to stagger kitchen trips, where possible.



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As of July 9, 2020

- iv. **Elevators:** Employees should ride the elevator only two at a time, based on the size of the OSBA's elevator. This may result in an increased number of people on the stairs. While this will undoubtedly produce a great wellness byproduct, we need to ensure that we keep the social distance with fellow stair goers.
- v. **Meeting Spaces:** Employees should try to limit in-person meetings. When face to face meetings are unavoidable, employees may use meeting space.
 - 1. To ensure social distancing, we have **set maximum occupancy for each meeting space and will post that information**. Any employee setting up a face-to-face meeting must make sure that the maximum occupancy is not violated.
 - 2. At no time should a meeting exceed the mass gathering threshold as defined by the Centers for Disease Control and Prevention.

C. Hygiene, Cleaning & Preventative Measures

- 1. Good hygiene and sanitation prevents the spread of COVID-19! Public health officials have been clear in this guidance. We will be posting signs reminding employees of these good hygiene/sanitation guidelines. A brief description of requirements is listed below.
 - i. **Personal Hygiene:** Wash your hands – thoroughly and often! Use soap and a clean towel.
 - 1. Each employee should purchase and have a bottle of hand sanitizer at his/her desk and are encouraged to use it regularly.
 - 2. Also, while not new, employees should cover their mouths with a tissue or sleeve when sneezing or coughing and should avoid touching their eyes, nose and mouth.
 - ii. **Face Masks:** Public health officials have advised that face masks reduce the spread of COVID-19.
 - 1. Unless working alone in an office, every employee is required to wear a face mask while at the OSBA. Employees should have their own, and OSBA is also working to obtain some for our use while in the office.
 - iii. **Workstation Hygiene:** Employees should purchase and use disinfecting wipes to regularly wipe down workspace, such as office doorknobs, computer equipment and phones.
 - iv. **Office Cleaning:** The OSBA will arrange for intensified cleaning of the common spaces. This will take place throughout the day.

D. Employee Temperature & Illness Reporting

- 1. **Temperature:** Employees are asked to take their temperature before reporting to work each morning. *If your temperature exceeds 100.4, you must remain at home.* Employees who have a fever must stay home until free of fever without use of medicine 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. Upon entering the building, employees must make use of the lobby "wellness station" in order to check their own temperature and assess whether they are demonstrating any symptoms of COVID-19.
- 2. **Reporting:** Employees must report to Human Resources if they or a family member has been exposed to someone with COVID-19, suspected to have COVID-19 or becomes ill themselves with either COVID-19 or suspected COVID-19. *Exposed employees are required to remain at home for a period of 14 days.*



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III. Limitation on Vendors, Guests & Members in Building

There may be times where it is not feasible to conduct all business via phone or email. Employees should limit any face-to-face meetings, including with clients, members or other guests.

To the extent a face-to-face meeting is required, employees must make sure that the following measures are taken:

- By order of the Ohio Department of Health, while Franklin County remains under a Level 3 (red) alert and/or should it be deemed a Level 4 (purple) alert, visitors are required to wear masks;
- Visitors are only permitted on the first floor;
- A visitor should be encouraged to bring his/her own mask, but will be provided and required to wear a mask should he/she not have one;
- Visitors must sign into the logbook at the front desk; and
- All meetings with visitors must comply with the occupancy requirements of the meeting room in use. *In no event, may a meeting exceed the mass gathering threshold defined by the Centers for Disease Control and Prevention (currently at 10 people).*

IV. Travel for Work - *Until further notice, travel for work is also prohibited.*