**SAMPLE CHECKLIST**

**COVID-19 RESTART**

*(Prepared by Fishel Downey Albrecht & Riepenhoff LLP)*

This checklist can be used by Townships when developing and implementing their COVID-19 restart policy, such as the OTA’s Sample Policy: COVID-19 Township Building and Workplace Policy. Employers should consult legal counsel with questions about the applicability of other township policies, collective bargaining obligations and other legal requirements.

1. **Prepare Township Facilities**
* Assess and establish the maximum capacity for Township buildings. Responsible Restart Ohio asks businesses to establish a maximum capacity of 50% of the fire code.

<https://coronavirus.ohio.gov/wps/portal/gov/covid-19/responsible-restart-ohio/Responsible-Protocols/>

* Assess common areas and utilize visible floor tape or signage to demarcate 6-feet social distancing between individuals where interaction is likely to occur, including:
* Lobbies and waiting areas
* Reception areas
* Conference rooms
* Meeting rooms
* Breakrooms
* Places where employee temperatures are taken
* Places where members of the public may stand in line awaiting township services
* Remove surplus seating in these areas, to discourage violations of the six-feet social distancing requirement.
* Where 6-feet distancing is not feasible, such as at reception windows, install barriers (ex. glass or plexiglass window coverings) to limit contact as much as possible.
* Disburse hand sanitizer, disinfecting wipes and spray and cleaning supplies throughout township facilities for use by employees.
* Post signage throughout the facility as reminders of the township’s social distancing and facial covering policies.
1. **Cleaning and Disinfecting**
* Establish a daily cleaning and disinfecting policy and coordinate with the township’s cleaning staff or vendor.
* Remind employees (for example, post signage throughout the office) of their obligation to disinfect and clean their workspace and shared office supplies and materials.
* Develop immediate response and cleaning protocol in the event of an exposure or potential exposure in the workplace.
1. **Develop and Communicate the Township’s policy**
* Develop the township’s policy governing facility access and employee responsibilities, such as the OTA’s Sample Policy: COVID-19 Township Building and Workplace Policy:
* Other policy elements that may be considered include, a requirement that employee wear gloves at work or while performing certain tasks, and mandatory on-site temperature of employees and visitors.
* If the township has teleworking employees, it should also institute a teleworking policy.
* Consult any applicable collective bargaining agreement and communicate the policy to the union. The township may have an obligation to bargain over any change that affects the wages, hours terms or conditions of employment of bargaining unit members. Consult legal counsel regarding any applicable collective bargaining obligations.
* Circulate the policy to each employee and obtain each employee’s signature acknowledging receipt of the policy.