



# What to Put in Your COVID-19 Policy

- ✓ List the items from Governor DeWine's Responsible Restart guidelines, such as reminders to wear face masks, maintain six-feet distance, and wash hands
- ✓ Encourage sick employees to stay home
- ✓ **Outline procedures for daily symptom and temperature checks.** Add that screenings and results will be kept confidential to the extent possible, but cannot guarantee
- ✓ Describe any extraordinary sanitation procedures being implemented, and clearly identify any new cleaning requirements for non-housekeeping staff
- ✓ Announce closure of common areas and request closed office doors, if applicable. Explain where employees are to eat and how many people are allowed in common areas that cannot be closed.
- ✓ Clearly delineate requirements of sick employees, including reporting to HR and staying home until (1) the employee has been fever free for at least three days without taking medication; (2) the employee has been symptom-free for at least three days; and (3) at least seven days have elapsed since the onset of symptoms.
- ✓ Reserve your right to investigate instances of exposure on a case-by-case basis and send employees home as deemed necessary. Also, set out the amount of time employees must remain at home.
- ✓ **Limit work-related travel.** You should also request that employees report to HR if they travel outside the state and state the amount of time they must remain at home if they travel
- ✓ Limit visitors allowed in the office
- ✓ **Set limits on meetings and gatherings.** Consider removing chairs from conference rooms to avoid violations of social distancing requirements. More drastic measures may be implemented if necessary, including barriers, but keep in mind the cost and time associated with installation.
- ✓ Set out your policy for FFCRA leave, including PTO substitutions
- ✓ Consider temporarily splitting PTO into two separate pots: sick time and vacation time to encourage employees to stay home
- ✓ Include a statement that the policy is effective immediately and until further notice
- ✓ Invite employees who require assistance with the policy or who need an accommodation to contact HR. Engage in the interactive process as necessary.