

New Philadelphia City Health Department
Director's Order – Essential Business Requirements



All Essential Businesses and Operations are required to comply with the requirements of the recent ODH Director's Order. This order requires you to do the following:

Required measures. Essential Businesses and Operations and businesses engaged in Minimum Basic Operations must take proactive measures to ensure compliance with Social Distancing Requirements, including where possible:

- i. Designate six-foot distances. Designating with signage, tape, or by other means six foot spacing for employees and customers in line to maintain appropriate distance;
- ii. Hand sanitizer and sanitizing products. Having hand sanitizer and sanitizing products readily available for employees and customers;
- iii. Separate operating hours for vulnerable populations. Implementing separate operating hours for elderly and vulnerable customers; and
- iv. Online and remote access. Posting online whether a facility is open and how best to reach the facility and continue services by phone or remotely.

Checklist for Businesses/Employers. Business and employers are to take the following actions:

- a. Allow as many employees as possible to work from home by implementing policies in areas such as teleworking and video conferencing.
- b. 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. Do not require a healthcare provider's note to validate the illness or return to work of employees 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.
- c. Ensure that your sick leave policies are up to date, flexible, and non-punitive to allow sick employees to stay home to care for themselves, children, or other family members. Consider encouraging employees to do a self-assessment each day to check if they have any COVID-19 symptoms (fever, cough, or shortness of breath).
- d. Separate employees who appear to have acute respiratory illness symptoms from other employees and send them home immediately. Restrict their access to the business until they have recovered.
- e. Reinforce key messages stay home when sick, use cough and sneeze etiquette, and practice hand hygiene to all employees, and place posters in areas where they are most likely to be seen. Provide protection supplies such as soap and water, hand sanitizer, tissues, and no-touch disposal receptacles for use by employees.
- f. Frequently perform enhanced environmental cleaning of commonly touched surfaces, such as workstations, countertops, railings, door handles, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label. Provide disposable wipes so that commonly used surfaces can be wiped down by employees before each use.
- g. Be prepared to change business practices if needed to maintain critical operations (e.g., identify alternative suppliers, prioritize customers, or temporarily suspend some of your operations).

Please note: All "Essential Business and Operations" are still required to comply with the provisions of the Director's Order. It is the understanding of this office that if a business is deemed "essential," this **does not** mean that such a business can neglect or ignore the other provisions of this order (such as social distancing requirements). Changes **MUST** be made where possible. In some cases this will mean "business as usual" cannot continue. In its place, it will mean "business as modified" by complying with the provisions of this order as much as it possible. Your facility is fully expected to comply with Para 15 and Para 18 of the Order. The modifications may not be perfect, but whatever changes can be made need to be made. **Businesses and industries that are conducting essential work but are still not implementing the required provisions of this order can still be closed under an order from the New Philadelphia City Health Commissioner, as per the authority of the Ohio Revised Code (ORC) 3707 and 3709** as per Para 19 of this order, regardless of their "essential" status.

In addition, a Food Service Operation (FSO) or a Retail Food Establishment (RFE) that fails to comply with the provisions of this order, can have its FSO/RFE license and/or revoked as per the provisions of ORC 3717.29 and 3717.49, in that failure to comply with the provisions of the Director's Order constitutes a clear and present danger to public health (ORC 3717.29) and an immediate danger to the public health (ORC 3717.49). As such said license shall be suspended immediately, and shall be suspended until such time as these provisions of this Order are duly implemented.