



April 16, 2020

Re: Applications for Business and Organization Representatives

As you are aware, Joint Public Health Order 2020-03 (the “Stay-at-Home Order”) was issued on March 25, 2020 and is effective through May 1, 2020. Under the Stay-at-Home Order only essential businesses, essential infrastructure, and essential governmental functions (together, the “Essential Businesses”) are permitted to have their storefronts and onsite facilities stay open. These Essential Businesses are generally set forth in *Guidance on the Essential Critical Infrastructure Workforce*, CISA (updated March 28, 2020). In some instances, certain Essential Businesses are required to comply with additional business specific protocols (i.e.; grocery stores, physical therapy centers, etc.).

We are working to balance the competing priorities of public health and the local economy, while continuing to look for new and innovative ways that allow businesses to operate safely during this pandemic. The Stabilization Phase of this public health emergency projects to reopen onsite business and organization facilities in a scaled fashion. Based on current modeling, it is our current intent to enter this Stabilization Phase in Summit County (the “County”) mid-May, 2020. To that end, a new public health order is expected to be issued on that date (the “Public Health Order – Stabilization Phase”). It is anticipated that said order will require all businesses and organizations wishing to reopen onsite facilities to comply with the following mandatory, minimum protocols (the “Minimum Protocols”). NOTE: protocols are subject to change based on the changing conditions of this pandemic:

- Management shall and must ensure, on a daily basis and at the beginning of each shift, that no employee who presents symptoms of illness consistent with COVID-19 will be permitted to work.
- Not require a positive COVID-19 test result or health care provider’s note for employees or volunteers who stay home due to illness.
- Reinforce key messages to all employees, including staying home when sick, using appropriate cough and sneezing etiquette, and practicing appropriate handwashing.
- Enhance Social Distancing Protocols by grouping employees and volunteers into cohorts of no more than ten individuals that have limited contact with other cohorts in the workplace.
- Enable employees and volunteers to follow the directives for all individuals, as

described in the Social Distancing Protocols (e.g., by providing hand soap, hand sanitizer, or sanitizing wipes).

- Perform frequent and enhanced environmental cleaning of commonly touched surfaces, such as workstations, countertops, railings, door handles, and doorknobs.
- Members, guests, patrons, or customers who present symptoms of illness consistent with COVID-19 shall be excluded from the establishment.
- Implement protections for elderly employees and other vulnerable employees who may be at higher risk of suffering extreme illness from COVID-19 by minimizing face-to-face contact with high-risk employees and volunteers, or assigning work tasks to high-risk employees and volunteers that allow them to maintain a distance of six feet from other workers, customers and visitors, or to telework if possible.
- Implement flexible work hours (e.g., staggered shifts).
- Allow as many employees as possible to work from home by implementing policies for teleworking and video conferencing.
- For businesses that serve the public, designating with signage, tape, or other means six-foot spacing to ensure employees and members of the public maintain appropriate social distancing, including but not limited to when customers are standing in line.
- Implement social distancing (six feet) measures in communal areas of the establishment.
- Businesses that must accept cash, checks, or credit cards shall use cleansing measures between transactions, including any best practices issued by the Summit County Health Department. Cash transactions are discouraged, but not prohibited.
- Hand sanitizer and/or sanitizing products shall be readily available for employees and customers.
- Implement separate hours of operation for elderly and vulnerable customers.
- Post online or by other means whether a facility is open for business and/or how to contact a facility or obtain services by remote means.
- Management shall post signage approved by the Summit County Health Department which advises patrons of COVID-19 protocols.

Different business sectors and organizations may present unique public health risks that are not addressed in the above Minimum Protocols. As a result, the County is seeking individuals from each of the business sectors and organization-types in our community to represent their sector or organizational-type in crafting additional business specific protocols to allow for the reopening of your business or organization's onsite facilities (the "Business Specific Protocols"). A template and a staff liaison from the County will be provided to assist business sector and organization-type representatives in developing these Business Specific Protocols. The Business Specific Protocols should represent your business sector or organization-type as a whole. Individual plans for a specific business or organization will be rejected. Business sector and organization-type representatives from among those who have applied by April 20, 2020 will be appointed on or around April 21, 2020 (the "Appointed Representatives").

Once submitted, the Business Specific Protocols will be evaluated by the Stabilization Working Group and approved or denied by the Summit County Health Department.

All Appointed Representatives will be invited to a Zoom webinar on April 23, 2020 from 1-2pm at which time additional instructions on how to write Business Specific Protocols will be provided.

Approved Business Specific Protocols will be included in the forthcoming Public Health Order – Stabilization Phase.

In an effort to coordinate and align the stabilization phase in our community with similar efforts occurring in neighboring counties and at the state level, all dates, timelines, guidelines and processes described in this letter are subject to change.

Sincerely,



Richard C. Bullough, PhD
Director of Health



Thomas C. Fisher
County Manager