

# Responsible RestartOhio

## General Guidelines for Returning to the Office



### Employees and Guests

#### Mandatory



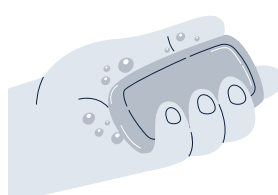
Ensure at least **six feet minimum distance** between employees



**Face coverings are required by all employers and employees while on the job**



**Regularly disinfect high-touch surfaces** like doorknobs, workspaces, phones, and computers



**Require regular hand-washing** and make hand sanitizer available

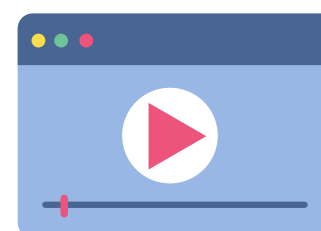
#### Highly Recommended



Ensure seating distance of at **least six feet or more**



Guests and customers **should wear face coverings**, but it is not required



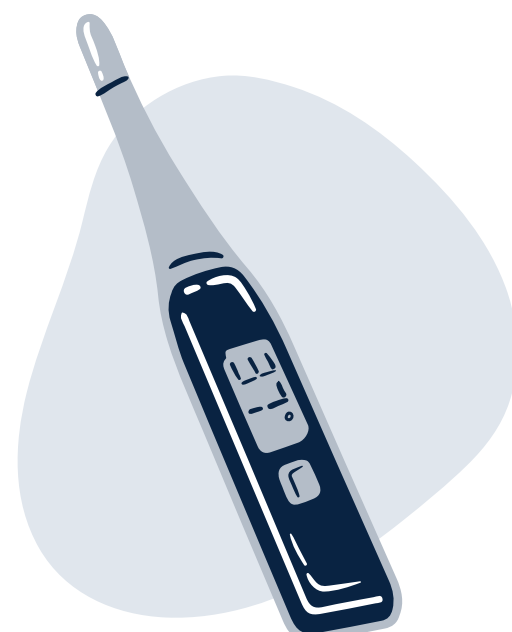
Use **video conferencing** instead of face-to-face meetings



When video calls are not possible, hold your meetings in **well-ventilated rooms and spaces**

#### Stay home if...

- You are **feeling sick**
- You have a **sick family member** at home



#### Take care of your emotional and mental well-being

Outbreaks are a stressful and anxious time for everyone. Talk to your employer about available services or use the Crisis Text Line by texting "HOPE" to 741741