

Mid-Ohio Valley Region- COVID 19

Effective July 6, 2020. Mid-Ohio Valley Workforce Development Board American Job Center and affiliate locations will re-open to the public on a limited basis. Staff members and partner staff members who are of a vulnerable population, should discuss consideration for special accommodations with their direct supervisor.

Service Delivery: The need for social distancing, staggered work shifts, downsizing operations, delivering services remotely, and other exposure-reducing measures will be as follows:

- Social Distancing Signage will be posted at the entrance of all office locations requesting the face to face contact be minimized due to the outbreak of COVID-19. Signage will also remind individuals to remain 6ft apart to limit the possibility of transmission of COVID-19.
- Staff who are required to meet with new or existing customer will have the option to do so remotely through emailing, messaging, social media, utilizing on line options to provide required documentation, or phone calls.
- Staff will be required to schedule in person meetings with customers through an on-line appointment scheduling website.
- Office receptionist will minimize the need for contact by providing phone numbers, email address, etc.... for individuals interested in services or program information for staff to be contacted remotely.
- Should it be necessary, the office (s) will close to the general public with only staff reporting that have not contracted the COVID-19 virus or been exposed to virus. Signs will be posted on the outside entrance of the facility displaying contact information for staff members,
- Employees will be instructed to abide by CDC guidance on recommend quarantine times after exposure.
- Social media and website postings with updated status of office location operational statuses will be created and updated as necessary.

COVID-19 Precautionary Measures: Proper Hand Washing Technique signage has been posted throughout all office locations. Hand sanitizer will also be readily available for staff, partner staff, and customer use. The following additional safety measures will be implemented:

- **If you are sick, stay home.**
- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick
- Put 6 feet of distance between yourself and other people if COVID-19 is spreading in your community. This is especially important for people who are at higher risk of getting very sick.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds.
- Mask will be provided for partner staff located in each office location. Wearing of the mask is optional, not a requirement.
- Mask for customers entering the office locations will be available upon request.

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Sanitization of office location (s): All office locations will be required to ensure the sanitation of the following areas:

- Cleaning supplies (i.e. bleach, Lysol, Clorox wipes)
- Ensure all public access points are cleaned and sanitized; such as:
 - Door knobs (i.e. entrance doors, office doors, restroom facilities)
 - Elevator access points
 - Chair arms
 - Front counters
 - Resource computer key boards
 - Resource computer desk
 - Any other area public area or resources that is not identified
- Staff will be required and responsible for cleaning/sanitizing their personal office areas.