



Our partners at JobsOhio asked us to share the following message from Lt. Gov. Jon Husted:

FROM: Lieutenant Governor Jon Husted

TO: Cabinet & Governor's Office Senior Staff

RE: Guidance on Essential Businesses

- Please read the order at Coronavirus.Ohio.gov ([Director's Stay at Home Order](#)),
- Use good judgement to follow the plain requirements of the order.
- Businesses do not need a letter, certification or clearance to operate, but it is recommended that a business develop a document providing the rationale on how you qualify as "essential business" and what you were doing to comply with item 18 (see full text below) which includes a checklist of sanitary workplace regulations.
- Please don't call law enforcement and don't call the health department to ask them to interpret it for you. They are in charge of enforcement and can't take thousands of calls to interpret the order for you. Be prepared, because if you are a violator you can expect that a neighbor, competitor or employee will report you and you will be asked to justify your operations and ultimately be held accountable.
- Please read the order: If you see an exemption for your business in the order as an "essential business" then you can remain open. But if you're not on the list of exemptions or you are not part of the essential supply chain then consider yourself closed until April 6 at 11:59 pm.

- And remember, even if you are in an “essential business” you need to follow the health and safety guidelines outlined in this order under section 18. Remember the goal of why we asking you to do this: to limit the spread of coronavirus. If can stay home please do.

The virus only spreads when we spread it.

Full text of item 18:

18. COVID-19 Information and 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).

If your business may qualify for the Small Business Association's Economic Injury Disaster Loan Program, we encourage you to join a webinar with Alex Kohls of the SBA's Columbus District Office on **Tuesday, March 31 from 10:30 to 11:30 a.m.** The purpose of this webinar is to walk through the Economic Injury Disaster Loan Program, review the application process, and answer any questions. Here is the link to join the meeting and post questions: <https://www.uberconference.com/mshimp>. The dial-in conference number is [\(937\) 314-3034](tel:9373143034). No PIN needed.

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