- What safety procedures and/or guidelines need to be added to our Employee Handbook and/or our Safety Policy Manual?

- How will we effectively communicate our policy changes and attendance policy to prevent ill employees, or employees with ill family members from coming to work?

- What will our cleaning/housekeeping standards be? Who will be responsible?

- What equipment will we need to implement our new safety protocol and procedure?

  -Will you need to take all employee temperatures upon entry each day? If so, you will need to utilize touchless thermometers of which many are backordered.

  -What additional signage will need posted instructing employees of new policy and procedures? What signage should you post encouraging employees to follow safety best practices? What will you do to assist employees to social distance? Do you need rearrange offices spaces, make visual markers on floors and in common areas?

  -Will employees be asked to wear masks? If so, who will responsible for providing the masks? Currently the State of Ohio is asking people to wear cloth masks when in public. Due to the lack of PPE need for health and safety workers, if you will be requiring or requesting employees to wear masks, please consider cloth masks as an option if possible.

  -What additional cleaning supplies will we need, where will we purchase them and how much will we need?

- What will you do in common areas to maintain social distancing? For example, break rooms, time clocks, drinking fountains, restrooms, etc.

- Do we need to consider split shifts to accommodate for additional cleaning and mitigating large gatherings of employees?