



OME-RESA's Work Procedures under Responsible RestartOhio Updated 7/16/2020

The below procedures/processes are to ensure the safety of all OME-RESA employees and their families and will be in effect beginning May 14th until further notice.

All employees should work from home when possible and feasible for OME-RESA operations. There will be times when employees will need to be in the office and/or travel to school buildings for delivery and/or installation of communications equipment. Below are the procedures that will be required when having to work in the office and/or traveling for OME-RESA related business.

- Department Coordinators will schedule/approve work in the OME-RESA offices or travel to school buildings. Employees are required to get approval from their department coordinators before working from the office or traveling to school buildings.
- All employees are required to wear facial coverings when:
 - Coming into and when leaving the office.
 - In common areas of the office such as hallways, kitchen and bathrooms.
 - In a department office at the same time as another department employee if not a minimum of six feet apart.
- If employees are alone in a department area, they do not need to wear a face covering, however must wear one when traveling to the above common areas.
- The only exception to wearing face coverings will be when facial coverings are not advisable for health reasons. If employees cannot wear facial masks for health reasons, a written letter must be submitted and signed by the employees stating such. Again, working from home can be considered an appropriate alternative.
- At a minimum, facial coverings (masks) should be cloth/fabric and cover an individual's nose, mouth, and chin. OME-RESA will provide employees with a minimum of one face covering, however, employees are allowed to wear their own face coverings as long as they are properly cleaned/disinfected.
- Keep a distance of a minimum of 6 feet or more between you and other employees that may be in the office.
- All employees must perform a daily symptom assessment before coming into the office. This includes the following:



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- Taking your temperature with a thermometer. If the temperature is over 99 degrees, the employee must stay home until the temperature has returned to a normal range for at least 72 hours.
- Watch for coughing, trouble breathing, or any other symptoms of illness. If symptoms of illness are discovered, the employee must stay home until symptoms have passed for at least 72 hours.
- When coming into the office, the following process must be followed:
 - 1) Apply face covering before entering the building. If you do not have a face covering or forgot yours, call Kathy or Angie before entering the building, one will be brought out to you.
 - 2) All employees will enter through the main entrance and use hand sanitizer at the station before visiting their office/workstation.
 - 3) Regular hand washing throughout the day.
 - 4) Before using the copier touch screen, use hand sanitizer located on the copy machine.
 - 5) When getting ready to leave the office, employees must wipe down their workstation, mouse, keyboard, phone, and any other items with a disinfecting wipe and spray the office with disinfecting spray. Both wipes and spray have been placed in department offices and extra can be found on the table of the common area and kitchen counter in the training room.
- If travel to a school building is required and a company vehicle is used, employees must wear their face covering and use hand sanitizer, located inside vehicle. Hand sanitizer must be used before touching the steering wheel, after pumping gas and any other time you reenter the vehicle after. If you have any questions, please direct them to Angie Underwood or Adam Truex.