Ready – Plan (Technical and Adaptive)

1. Sense of Urgency

2. Guiding Team
   - Inventors – Create the Vision
   - Crafters – Determine feasibilities of Vision
   - Engineers – Design execution

3. Vision – Strategy
**SET**

**Set** – Prepare People (Technical and Adaptive)

4. Communicate ➔ Buy In
   - Motivate • Inform • Educate • Elevate
   - Shift – New Language
     New Mantra
     New Hashtag

5. Empower Others
GO

GO – Initiate

6. Short Term Wins
   - Q1: I know what is expected of me.
   - Q2: I have the materials and equipment I need for my job.
   - X number of GO criteria points in place.

7. Build Momentum

8. New Culture

Turn on the Light Switch
Ohio's Safe Business Practices for Getting Back to Work

1. Require face coverings for employees and clients/customers at all times.

2. Conduct daily health assessments by employers and employees (self-evaluation) to determine if "fit for duty."

3. Maintain good hygiene at all times – hand washing and social distancing.

4. Clean and sanitize workplaces throughout workday and at the close of business or between shifts.

5. Limit capacity to meet social distancing guidelines.
   - Establish maximum capacity at 50% of fire code.
   - And, use appointment setting where possible to limit congestion.

Find industry-specific required criteria at coronavirus.ohio.gov
Beginning on May 4, 2020, general office environments may reopen if these businesses can meet mandatory safety requirements for customers and employees. The full Responsible RestartOhio plan for general office environments can be found at www.coronavirus.ohio.gov/ResponsibleRestartOhio.

### Mandatory
- Ensure minimum 6 ft between people, if not possible, install barriers
- Personnel should work from home when possible
- Employees must perform daily symptom assessment
- Require employees to stay home if symptomatic
- Face coverings must be worn at all times while working
- Require regular handwashing
- Reduce sharing of work materials
- Limit travel as much as possible
- Stagger arrival of all employees and guests
- Post signage on health safety guidelines in common areas

### Recommended Best Practices
- Ensure seating distance of 6 ft or more
- Enable natural workplace ventilation
- Health questionnaire for symptoms at entry
- Temperature taking protocol
- Redesign/space workstations for 6 ft or more of distance
- Close cafeteria and gathering spaces if possible, or conduct regular cleanings
- Limit congregation in office spaces
- Divide essential staff into groups and establishing rotating shift
- Availability of at least 3 weeks of cleaning supplies

### Employees & Guests
- Confirmed
  - Immediately isolate and seek medical care
- Work with local health department
### Mandatory

**Employees**
- Ensure minimum of 6 feet between employees, if not possible, install barriers
- Business must allow all customers, patrons, visitors, contractors, vendors and similar individuals to use facial coverings, except for specifically documented legal, life, health or safety considerations and limited documented security considerations.
- Business must require all employees to wear facial coverings, except for one of the following reasons:
  - Facial coverings in the work setting are prohibited by law or regulation
  - Facial coverings are in violation of documented industry standards
  - Facial coverings are not advisable for health reasons
  - Facial coverings are in violation of the business’s documented safety policies
  - Facial coverings are not required when the employee works alone in an assigned work area
- There is a functional (practical) reason for an employee not to wear a facial covering in the workplace
- Employees must perform daily symptom assessment
- Require employees to stay home if symptomatic
- Require regular handwashing by employees
- Place hand sanitizers in high contact locations
- Clean high-touch items after each use (e.g., carts, baskets)

**Customers & Guests**
- Ensure minimum 6 feet between customers
- Specify hours for at-risk populations (e.g., elderly)
- Place hand sanitizers in high-contact locations
- Ask customers and guests not to enter if symptomatic
- Stagger entry of customers and guests

**Physical**
- Ensure minimum of 6 feet between

### Recommended Best Practices

- Group employees by shift to reduce contact
- Consider having customers wear face coverings at all times
- Health questionnaire at entry points
- Provide face coverings upon entry
- Where possible, accept customers by appointment only
- Increase availability for curb-side pickup
- Consider suspending return policies

Beginning on May 12, 2020, consumer, retail and services, may reopen if these businesses can meet mandatory safety requirements for customers and employees. The full Responsible RestartOhio plan for consumer, retail and services can be found at [www.coronavirus.ohio.gov/ResponsibleRestartOhio](http://www.coronavirus.ohio.gov/ResponsibleRestartOhio).

The general safe business practices that all businesses must follow as they reopen are:

- Requiring face coverings for all employees, and recommending them for clients and customers at all times
- Conducting daily health assessments or self-evaluations of employees to determine if they should work
- Maintaining good hygiene at all times such as hand washing and social distancing
- Cleaning and sanitizing workplaces throughout the day and at the close of business or between shifts
- Limiting capacity to meet social distancing guidelines
CPS Recovery Plan

Schedule to Re-Open

1. Central office
2. School offices
3. Whole schools

(pending Governor DeWine's school opening plan)

Safety Precautions

1. Daily health assessments
2. Face coverings required for staff and visitors
3. No gathering spaces (such as cafeteria)
4. Plastic barriers, hand sanitizer and signage in high contact areas
5. Daily disinfecting
6. Procedures for confirmed cases
7. Procedures for staff absences/leave
8. No meetings with more than 10 people
9. Procedures for travel
10. Department/School Recovery Plans
   1. Remote work when possible
   2. Staggered schedules for 50% of normal capacity
Employee Engagement for Recovery
PREPARING STUDENTS FOR LIFE

Through Academic Achievement
Personal Well-Being
Career Readiness