



Dear Businesses and Employers in Holmes County,

To help protect the public against the spread of COVID-19, Governor Mike DeWine and Ohio Department of Health Director Amy Acton, M.D., MPH, strongly recommend that all employers screen employees each day before work by following these steps:

- All employees who are able to work from home should be working from home at this time.
- For those employees who have to come in- each employee should have their temperature taken each day, and if they have a fever at or above 100.4 degrees Fahrenheit, that employee should be sent home.
  - This employee can return to work if:
    - They have had NO fever for at least three (3) days without the taking medication to reduce fever during that time; AND
    - There is improvement in their respiratory symptoms (cough and shortness of breath); AND
    - At least seven (7) days have passed since their symptoms began.
  - It is best to use touchless thermometers if possible (forehead/ temporal artery thermometers), but if you must use oral or other types of thermometers, make sure to clean the thermometer thoroughly between each employee, as to not spread infection.
    - Follow the manufacturer's directions to disinfect the thermometer.
    - If no directions are available, rinse the tip of the thermometer in cold water, clean it with alcohol or alcohol swabs, and then rinse it again.
- If you do not have thermometers on site, have your employees take their temperature at home. They should stay home if they have a fever and follow the same protocol.
- There is currently a shortage on thermometers. If you cannot find thermometers, and the employees does not have one at home to check their temperature you can screen each incoming employee with a basic questionnaire:

- Do you have symptoms of respiratory infection? (fever, cough, shortness of breath) There is currently a shortage on thermometers. If you cannot find thermometers, and the employee does not have one at home to check their temperature you can screen each incoming employee with a basic questionnaire:
- - Do you have symptoms of respiratory infection? (fever, cough, shortness of breath)
    - No – proceed to work
    - Yes – Employee will be sent home. Employee is required to stay home for at least 7 days from the time they experienced symptoms AND at least three days after they have no fever (without taking medication to reduce fever) AND have improvement in their respiratory symptoms (cough, shortness of breath)
    - Does not require a doctor’s release.
- Have you been exposed to someone with confirmed COVID-19?
  - No – proceed to work
  - Yes, and not experiencing symptoms– employee will be required to stay at home for 14-days from the time they were exposed to confirmed COVID-19
  - Yes, and exhibiting symptoms– employee is required to stay home for at least 7 days from the time they experienced symptoms AND at least three days after they have no fever (without taking medication to reduce fever) AND have improvement in their respiratory symptoms (cough, shortness of breath)
- Please remember to continue to follow preventative measures no matter how many employees are in the office— physical distancing, stay home when sick, use cough and sneeze etiquette, and practice hand hygiene as often as possible. Clean all high-touch surfaces regularly.

If you or a loved one are experiencing anxiety related to the coronavirus pandemic, help is available. Call the Disaster Distress Helpline at 1.800.985.5990 (1.800.846.8517 TTY), connect with a trained counselor through the Ohio Crisis Text Line – text the keyword “4HOPE” to 741 741, or call the Ohio Department of Mental Health and Addiction Services help line at 1.877.275.6364 to find resources in your community.

**Additional Resources:**

How to take your temperature from Cleveland

Clinic: <https://my.clevelandclinic.org/health/articles/9959-thermometers-how-to-take-your-temperature>

Screening Employees for COVID-19 from ODH: <https://coronavirus.ohio.gov/wps/portal/gov/covid-19/home/resources/screening-employees-for-covid-19>