



April 23, 2020

To All Businesses in Logan County: Economic Recovery Instructions to Reopen and Operate a Business

1. Social distancing and public health protections must be maintained as much as possible:
 - Indoor spaces must limit the total number of people at one time.
 - Hand sanitizer or wipes must be available for employees and customers. If unavailable please follow these guidelines: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
 - Hands must be washed with soap and water for at least 20 seconds as frequently as possible.
 - High-touch surfaces must be cleaned regularly with interior doors propped open to reduce contact points.
 - Hand shaking should be discouraged.
 - Elderly and vulnerable customers should have separate operating hours for their added protection.
 - Every store shall prominently display at every entrance their "Covid-19 Maximum Occupancy" number.
 - Every store shall ensure that baskets, shopping carts and the like are properly cleaned between customers.
 - If a line is present either inside or outside the store, a six-foot distance shall be maintained between those not residing in the same household through the placement of tape or other markings.
 - Ill individuals and those living with persons that have Covid-19 (by a positive test) must stay home.
 - Employees reporting to work must confirm a daily temperature reading below 100.4° F.
 - Children should be kept separated from compromised individuals as much as possible.
 - People over 65 will be strongly encouraged to maintain significant social distancing.
2. Employees will be required to wear a mask while working directly with customers or when within six feet of another employee. Homemade cloth "surgical-type" masks or bandanas/handkerchiefs are acceptable. A clear protective shield such as plexiglass should be installed to provide a barrier at registers, if feasible. Employers that have workers that must work within six feet of a customer without a barrier shall be prepared to provide masks/face coverings to those customers that enter without one.
3. For small operators not working in a building, employees will be expected to wear masks when traveling in the same vehicle and to sanitize shared equipment and vehicle touch points between uses by different employees that are not living in the same household.

For all businesses the following additional criteria are to be met, where possible, in order to allow for reopening while still providing for the protection of owners, operators, employees, delivery persons and the general public against infection from the COVID-19 virus:

1. Submit a one-page request to the Logan County Health District to reopen your business. Include a description of the business and indicate in what ways the public health concerns mentioned above will be addressed.
2. Submit a diagram using the instructions on the following page to determine the "Covid-19 Maximum Occupancy" for interior spaces where employees must interact with customers.

Please mail, email or fax your information or use the drop box outside the Health District. Provide the best way for us to contact you once we review your plans. If any further concerns need to be addressed, we will let you know. **The effective date is when Governor DeWine releases your industry to re-open based on Federal Guidelines.** Please call **937-651-6206** with questions.

Boyd C. Hoddinott, MD, MPH
Health Commissioner

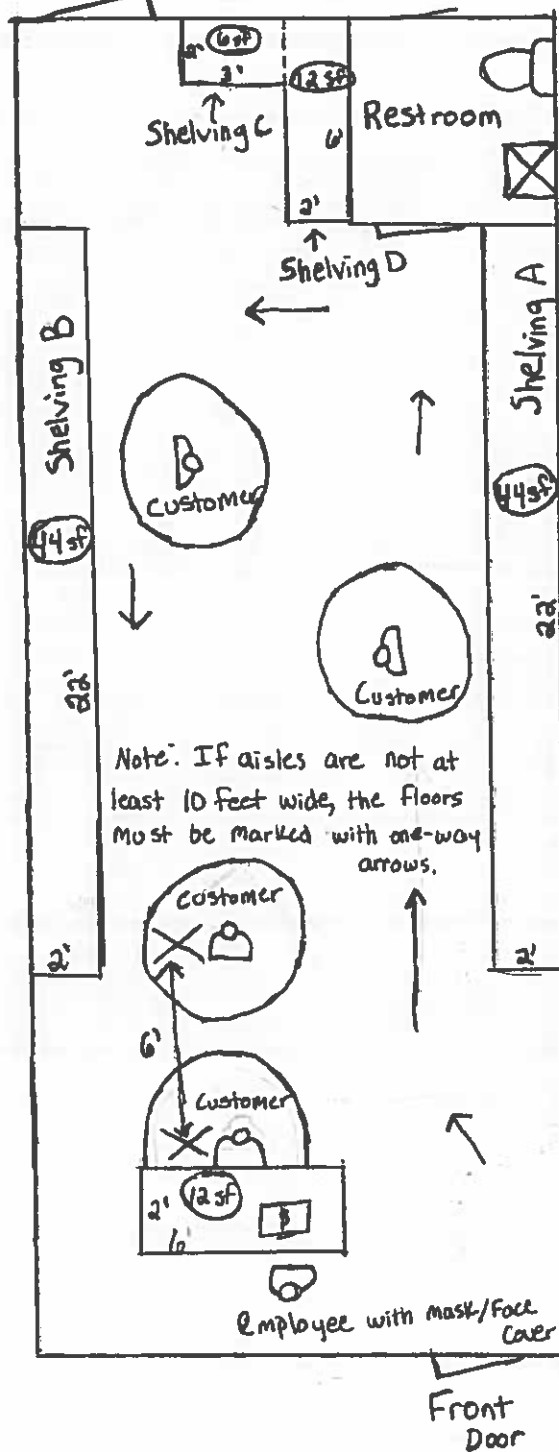
Diagram instructions:

1. The diagram should be drawn relatively to scale (such as ¼ inch equals 1 foot) showing the usable area where people can physically walk (not areas blocked by shelving, equipment and furnishings). The square footage of the usable area shall then be divided by the number of three (3) foot circles around each person (for all employees and customers in the business at one time) to obtain the allowable number of persons inside.
2. For example: Area in square feet of a person's 6-foot diameter = 6-foot diameter squared (6' x 6' = 36 sf) x .7854 = 28.27 square feet or roughly 28 square feet per person.
3. To determine the actual "COVID-19 Maximum Occupancy" for a business, please use the following sample dimensions as a guide. 640 square foot structure minus 154 square feet of unusable area = 486 square feet of usable area. Then, 486 square feet of usable area divided by 28 square feet/person = 17.357 or a "Covid-19 Maximum Occupancy" of 17 people. Employees in areas where there are no customers still have to maintain 6 feet apart.

Name of Business:
 Contact Person:
 Contact Number:
 Business Address:
 Date Submitted:

Scale ¼" = 1'
 (or 4 feet per inch)

Covid-19 Occupancy Sample Sketch



	L	W	total sf
Store	16'	x 40'	= 640
Restroom	6'	x 6'	= 36
Shelving A	2'	x 22'	= 44
Shelving B	2'	x 22'	= 44
Shelving C	2'	x 3'	= 6
Shelving D	2'	x 6'	= 12
Checkout	2'	x 6'	= 12
Unusable area =			154 sf
Total store sf – unusable = usable			640 sf – 154 sf = 486 sf
Employees / customers with 6 ft social distancing			
Areas of a circle = .785 x diameter ²			
.785 x (6' x 6') = .785 x 36 sf			
= 28.26 sf			
Or 28 sf / person			
Covid-19 maximum occupancy			
Usable sf area ÷ 28 sf /person =			
486 sf ÷ 28 sf /person = 17,357			
Therefore, the Covid-19 maximum number of people in the store = 17.			
*Posted on all front and rear doors			
Covid-19 max. occupancy=17.			