



Village of Sheffield, Ohio

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SHEFFIELD VILLAGE – VILLAGE HALL COVID-19 REOPENING POLICIES

- Visitors are required to wear facial coverings that cover the chin, mouth and nose always in the Sheffield Village Finance Department. Visitors may be required to briefly remove the covering if a positive physical identification is required by employees of Sheffield Village.
- Employees are required to wear a facial covering when they are dealing with or are in the public when face to face contact will or may occur within six feet inside of a building.
- Physical barriers are encouraged to help with social distancing in the workplace where applicable.
- Employees are not required to wear facial coverings when working alone in an assigned work area with social distancing in place.
- Cross ventilation is highly recommended in any work area to keep air moving. Fans can be used to accomplish this. This requires an open window.
- Employees who it may be hazardous for them to wear facial coverings while working are exempt from wearing them upon approval of the Mayor or Fiscal Officer.
- A person with a medical condition may be exempt from wearing a facial cover upon approval of the Mayor or Fiscal Officer. That person would have to be isolated from others.
- Employees are required to have their temperature checked and logged daily. Visitors must also be temperature checked before entering the building.
- Employees and visitors are required to answer the following medical screening questions each day of work or at the time of a visit. A yes answer to any of the questions requires them to leave the job site immediately.
 - Do you have a fever, difficulty breathing or any flu-like symptoms?
 - Have you been in contact with a COVID-19 positive person?
- Employees who are symptomatic must stay home.
- Employees who have had symptoms of COVID-19 may not return to work until they are symptom free without the use of medications for those symptoms for at least 72 hours.

- Employees shall frequently wash or sanitize their hands through the course of the day.
- High contact surfaces shall be disinfected at least once a day & after each visitor contact.
- No event is permitted that cannot be compliant with social distancing requirements
- Notify the Lorain County Health Department, the Mayor and Fiscal Officer immediately if a suspected exposure in the workplace occurs for guidance on how you we should proceed (322-6367).

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