

Village of Russells Point

POLICE DEPARTMENT

COVID-19 LOCAL BUSINESS GUIDANCE: 2020-01

March 24, 2020

The Village of Russells Point, Ohio – Police Department, through delegation by the Mayor of the Village of Russells Point, Ohio in Emergency Declaration 2020-02 hereby implements the following temporary COVID-19 Local Business Guidance: 2020-01, regarding enforcement of the State of Ohio's Stay at Home Order (SAHO), issued by the Ohio Director of Public Health on March 22, 2020.

A. INTRODUCTION.

1. **Intent.** This COVID-19 Local Business Guidance: 2020-01 ("Local Business Guidance") is only provided by the Village of Russells Point (Village) at this time, based upon the current administrative guidelines, guidance, regulations, Orders, Declarations, and Proclamations and all local, state, and federal ordinances, statutes, common law, and any and all other applicable legal authority that is currently in effect at the time of adoption.
2. **Purpose.** It is the position of the Village Police Department to be equally supportive of both the SAHO, which requires the Village to enforce such Order, while also remain equally supportive of our local businesses that sustain our Village economy.
3. **Scope.** This Local Business Guidance does not in any way, and should not be construed or otherwise interpreted in any way, to create, establish, or otherwise provide in any way any exclusive, circumstantial, or other available legal right or entitlement to any business, corporation, limited liability corporation, partnership, sole practitioner, or other business or corporate entity, whether created under the laws of the State of Ohio, any other state law, or any construct by default of common law.
4. **Amendments.** The Village hereby reserves the exclusive right to amend or otherwise deviate from this Local Business Guidance, as written, to comply with any and all current, newly passed or adopted, amended, modified, and/or updated local, state, and/or federal guidance, guidelines, rules, regulations, statutes, common law, or other legal authority currently in effect or that may be in effect in the future.

B. GUIDANCE FOR BUSINESSES.

1. **General.** All businesses remaining open and operating while the SAHO is in effect are required by the State of Ohio to comply with the CDC Guidelines and the Ohio Department of Health Guidelines in order to continue operations, unless an exception applies.
 - a. **Legal Counsel.** These guidelines are not to be construed, in any way, to be considered direct legal counsel or guidance from the Village. All local business owners are encouraged to seek legal counsel before relying on this guidance for advice as to how operations of your business can continue to operate under the SAHO.

2. Federal Guidance and Requirements.

a. **U.S. Centers for Disease Control & Prevention Guidance.** This Local Business Guidance hereby incorporates by reference the U.S. Centers for Disease Control & Prevention (hereafter referred to as "CDC") Guidance for Business and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19) (CDC Business Guidance) as currently adopted and issued by the CDC and any future amendments, modifications, and changes as they occur.

- (1) All business owners are encouraged to consult with legal counsel to ensure they are complying with all CDC administrative guidelines, regulations, and Orders, and specifically the CDC Business Guidance.
- (2) The CDC Business Guidance, as issued upon the adoption of this Local Business Guidance, is attached to this Local Business Guidance as Appendix I and will be posted on the Village's website.
- (3) All businesses remaining in operations that deviate and/or fail to comply with such guidance may be subject to warnings, citations, and/or complete closure as deemed to be in violation of the SAHO as currently written and/or as amended or modified in the future.

b. **Other U.S. Administrative Guidance.** This Local Business Guidance hereby incorporates by reference any other Administrative Guidance issued by any U.S. Agency, including, but not limited to, the U.S. Department of Health and Human Services (U.S. HHS), the Federal Emergency Management Agency (FEMA), the Department of Justice (U.S. DOJ), the Small Business Administration (U.S. SBA), the Office of the Attorney General (U.S. OAG), and the U.S. Occupational Safety and Health Administration (OSHA) (collectively hereafter referred to as U.S. Agency(ies)).

- (1) Each U.S. Agency has, may, and/or has the legal ability (as delegated by the U.S. President in various Executive Orders, Memoranda, and Proclamations) to issue related COVID-19 Guidance pursuant to the Stafford Act, the Coronavirus Preparedness and Response Supplemental Appropriations Act (CPRSA), the Families First Coronavirus Response Act (FFCRA), and any other legislation that may be passed now or in the future.
- (2) Business owners have the **exclusive responsibility** to ensure that they are in compliance with all relevant federal laws, regulations, and Administrative Guidance in maintaining their operations pursuant to the SAHO.

3. State Guidance and Requirements.

a. **Ohio Department of Health.** This Local Business Guidance hereby incorporates by reference the Ohio Department of Health (ODH) COVID-19 Checklist for Businesses and Employers (Ohio COVID-19 Business Checklist) as currently adopted and issued by ODH and any future amendments, modifications, and changes as they occur. The list provided by ODH on March 24, 2020 can be accessed here: <https://coronavirus.ohio.gov/wps/portal/gov/covid-19/home/covid-19-checklists/businesses-employers-covid-19-checklist>

- (1) All business owners are encouraged to consult with legal counsel to ensure they are complying with all ODH administrative guidelines, regulations, and Orders, and specifically the Ohio COVID-19 Business Checklist.

(2) The ODH COVID-19 Business Checklist, as issued upon the adoption of this Local Business Guidance, is attached to this Local Business Guidance as Appendix II and will be posted on the Village's website.

(3) All businesses remaining in operations that deviate and/or fail to comply with such guidance may be subject to warnings, citations, and/or complete closure as deemed to be in violation of the SAHO as currently written and/or as amended or modified in the future.

b. Other Ohio Administrative Guidance. This Local Business Guidance hereby incorporates by reference any other Administrative Guidance issued by any Ohio Agency, including, but not limited to, the Governor of the State of Ohio (Ohio Governor), the Ohio Bureau of Worker's Compensation (OBWC), the Ohio Department of Insurance (ODI), the Ohio Department of Transportation (ODOT), and the Ohio Attorney General (OAG) (collectively hereafter referred to as Ohio Agency(ies)).

(1) Each Ohio Agency has, may, and/or has the legal ability to issue related COVID-19 Guidance pursuant to the SAHO, the Ohio Governor's Executive Orders, related and applicable Ohio statutes and regulations, and any other legislation that may be passed now or in the future.

(2) Business owners have the exclusive responsibility to ensure that they are in compliance with all relevant Ohio laws, regulations, and Administrative Guidance in maintaining their operations pursuant to the Stay-at-Home Order.

C. GENERAL STATE OF OHIO PROVISIONS.

1. **Liquor, Beer, and Wine Sales.** All liquor, beer, and wine sales in the State of Ohio are restricted to carry-out sales and delivery only, to the extent permitted by law. Onsite consumption of alcoholic beverages is prohibited.

a. Pursuant to the SAHO, the Village must comply with enforcing this requirement by the State of Ohio.

b. **Carry-Out Orders.** Lines for carry out in these establishments must have an environment where patrons and staff maintain social distancing (six feet away from other people) whenever possible.

c. **Intent.** The overriding goal of this Order is to minimize the in-person interaction which is the primary means of transmission. Restaurants and bars increase and encourage talking, touching and other social interaction in an environment with a multitude of hard surfaces.

2. **Exempt / Essential Businesses.** The SAHO provides an extensive list of exceptions in the categories of: (1) Healthcare and Public Healthcare Operations; (2) Human Services Operations; (3) Essential Infrastructure; (4) Essential Government Functions; and (5) Essential Business Operations.

a. **Exempted Businesses.** All business owners and entities are encouraged to review the SAHO and consult with legal counsel to determine if their business falls under an Exception.

b. **Preliminary Determination of Exempted Businesses.** The Village has made a good faith effort to identify businesses within its jurisdiction believed to be exempt under the SAHO. These businesses are permitted to remain open, provided that they comply with all other requirements as specified in the SAHO, including, but not limited to, the

Minimum Business Operation, Essential Travel, and Social Distancing Requirements. These requirements, as exclusively detailed in the SAHO are hereby incorporated by reference. A list of these Preliminarily Exempted Businesses is attached to this Local Business Guidance as Appendix III and will be posted on the Village's website.

- (1) **Application for Preliminary Exemption.** If a business that is not included on this list believes that it should be exempted or falls under an exception of the SAHO, the business owner must submit the attached Preliminary Business Exemption Form attached as Appendix IV and that will also be posted on the Village's website.

D. VILLAGE PROCESS AND PROCEDURE.

1. **Business Violations.** Violations by businesses, owners, employees, and/or third-party agents will be managed as follows:
 - a. **Written Complaint.** A written complaint may be made by any individual and/or any Village Police Officer. A written complaint form is attached to this Local Business Guidance as Appendix V.
 - (1) The Complainant is encouraged to provide their name and phone number, so that the Police Department can take the necessary statement(s) from any witnesses.
 - i. Complaints can also be submitted anonymously but must be marked as such on the Complaint Form.
 - ii. Complaints can be submitted through a call to the Police Department and the Complainant will be asked to provide the information on the Complaint Form.
 - (2) Police Officers will also submit written Complaint Forms if a suspected violation is observed and will complete other standard forms as well.
 - (3) Complaints will be investigated and processed on a case-by-case basis to protect the health, safety and welfare of the community.
 - b. **Offenses.** If the Police Department determines that a violation of the SAHO has occurred:
 - (1) Offenses may result in criminal citations that could result in the immediate closure of the business operation, in addition to all other lawful action .
2. **Individual Violations.** Violations by individuals, whether operating within and/or outside the scope of employment, will be managed as follows:
 - a. Reports will be investigated based upon officer observation and reports made to law enforcement.
 - (1) Complaints will be investigated and processed on a case-by-case basis to protect the health, safety and welfare of the community.
 - b. **Offenses.** If the Police Department determines that a violation of the SAHO has occurred:
 - (1) Offenses may result in criminal citations in addition to all other lawful action .

ACCORDINGLY, this Local Business Guidance is hereby adopted to avoid an imminent threat with a high probability of widespread exposure to COVID-19 with a significant risk of substantial harm to a large number of people in the general population, including the elderly and people with weakened immune systems and chronic medical conditions.

NOW THEREFORE, pursuant to the Village of Russells Point Emergency Declarations 2020-01 and 2020-02, the current State of Emergency and Public Health Emergencies as declared within the Village of Russells Point, Ohio, and all applicable laws and regulations previously referenced in such Declarations, this COVID-19 Local Business Guidance by the Village of Russells Point Police Department shall be in effect until amended, modified, or repealed until the emergency no longer exists, as such time to be determined by the Mayor of the Village of Russells Point, Ohio.

I have signed this Local Business Guidance this 24th day of March, 2020, and it shall take effect immediately and shall remain in full force and effect until the emergency no longer exists, at such time to be determined by the Mayor.



Josef Freyhof, CLEE
Chief of Police of the Village of Russells Point, Ohio



Coronavirus Disease 2019 (COVID-19)

Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19)

Plan, Prepare and Respond to Coronavirus Disease 2019

Older adults and people who have severe underlying chronic medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness.
[Find more information here.](#)

Summary of Changes to the Guidance:


Below are changes as of March 21, 2020

- Updated cleaning and disinfection guidance
- Updated best practices for conducting social distancing
- Updated strategies and recommendations that can be implemented now to respond to COVID-19

CDC Industry Guidance

- [Resources for Airlines](#)
- [Resources for the Ship Industry](#)

OSHA/HHS Guidance

- [Guidance on Preparing Workplaces for COVID-19](#) 

Purpose

This interim guidance is based on what is currently known [about the coronavirus disease 2019 \(COVID-19\)](#). COVID-19 is a respiratory illness that can spread from person to person. The outbreak first started in China, but the virus continues to spread internationally and in [the United States](#). The Centers for Disease Control and Prevention (CDC) will update this interim guidance as additional information becomes available.



The following interim guidance may help prevent workplace exposures to COVID-19, in non-healthcare settings. (CDC has provided separate guidance for [healthcare settings](#).) This guidance also provides planning considerations for community spread of COVID-19.

To prevent stigma and discrimination in the workplace, use only the guidance described below to determine risk of COVID-19 infection. Do not make determinations of risk based on race or country of origin and be sure to maintain confidentiality of people with confirmed coronavirus infection. There is much more to learn about the transmissibility, severity, and other features of COVID-19 and investigations are ongoing. Updates are available on [CDC's web page](#).

CDC Business Sector Call for COVID-19

Dr. Nancy Messonnier, CDC's Director of the National Center for Immunization and Respiratory Diseases and the Senior Official for CDC's COVID-19 response provided a situational update for CDC partners, including members of the private sector, public health organizations, universities, and clinical societies.

Preparing Workplaces for a COVID-19 Outbreak

Businesses and employers can prevent and [slow the spread of COVID-19](#). Employers should plan to respond in a flexible way to varying levels of disease transmission in the community and be prepared to refine their business response plans as needed. According to the Occupational Safety and Health Administration (OSHA), most American workers will likely experience low (caution) or medium exposure risk levels at their job or place of employment (see [OSHA guidance for employers](#)   for more information about job risk classifications).

Businesses are strongly encouraged to coordinate with [state](#) and [local](#) health officials so timely and accurate information can guide appropriate responses. Local conditions will influence the decisions that public health officials make regarding community-level strategies. CDC has [guidance for mitigation strategies](#) according to the level of community transmission or impact of COVID-19.

All employers need to consider how best to decrease the spread of COVID-19 and lower the impact in their workplace. This may include activities in one or more of the following areas:

- a. reduce transmission among employees,
- b. maintain healthy business operations, and
- c. maintain a healthy work environment.

Reduce Transmission Among Employees

Actively encourage sick employees to stay home:

- Employees who have [symptoms](#) (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home.
- Sick employees should follow [CDC-recommended steps](#). Employees should not return to work until the criteria to [discontinue home isolation](#) are met, in consultation with healthcare providers and state and local health departments.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow [CDC recommended precautions](#).

Identify where and how workers might be exposed to COVID-19 at work:

- See [OSHA COVID-19](#) webpage for more information on how to protect workers from potential exposures and [guidance for employers](#), including steps to take for jobs according to exposure risk.
- Be aware that some employees may be at [higher risk for serious illness](#), such as [older adults](#) and those with chronic medical conditions. Consider minimizing face-to-face contact between these employees or assign work tasks that allow them to maintain a distance of six feet from other workers, customers and visitors, or to telework if possible.

Separate sick employees:

- Employees who appear to have [symptoms](#) (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day should immediately be separated from other employees, customers, and visitors and sent home.
- If an employee is confirmed to have COVID-19 infection, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). The fellow employees should then self-monitor for [symptoms](#) (i.e., fever, cough, or shortness of breath).

Educate employees about how they can reduce the spread of COVID-19:

- Employees can [take steps to protect themselves](#) at work and at home. Older people and people with serious chronic medical conditions are at [higher risk for complications](#).
- Follow the policies and procedures of your employer related to illness, cleaning and disinfecting, and work meetings and travel.
- Stay home if you are sick, except to get medical care. Learn [what to do if you are sick](#).
- Inform your supervisor if you have a sick family member at home with COVID-19. Learn what to do [if someone in your house is sick](#).

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol. Learn more about [coughing and sneezing](#) etiquette on the CDC website.
- Clean AND disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use [products that meet EPA's criteria for use against SARS-CoV-2](#) [↗](#), the cause of COVID-19, and are appropriate for the surface.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Practice social distancing by avoiding [large gatherings](#) and maintaining distance (approximately 6 feet or 2 meters) from others when possible.

Maintain Healthy Business Operations

Identify a workplace coordinator who will be responsible for COVID-19 issues and their impact at the workplace.

Implement flexible sick leave and supportive policies and practices.

- Ensure that sick leave policies are flexible and consistent with public health guidance and that employees are aware of and understand these policies.
- Maintain flexible policies that permit employees to stay home to care for a sick family member or take care of children due to school and childcare closures. Additional flexibilities might include giving advances on future sick leave and allowing employees to donate sick leave to each other.
- Employers that do not currently offer sick leave to some or all of their employees may want to draft non-punitive "emergency sick leave" policies.
- Employers should not require a positive COVID-19 test result or a healthcare provider's note for employees who are sick to validate their illness, qualify for sick leave, or to return to work. Healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely manner.
- Review human resources policies to make sure that policies and practices are consistent with public health recommendations and are consistent with existing state and federal workplace laws (for more information on employer responsibilities, visit the [Department of Labor's](#) [↗](#) and the [Equal Employment Opportunity Commission's](#) [↗](#) websites).
- Connect employees to employee assistance program (EAP) resources (if available) and community resources as needed. Employees may need additional social, behavioral, and other services, for example, to cope with the death of a loved one.

Assess your essential functions and the reliance that others and the community have on your services or products.

- Be prepared to change your business practices if needed to maintain critical operations (e.g., identify alternative suppliers, prioritize existing customers, or temporarily suspend some of your operations if needed).
- Identify alternate supply chains for critical goods and services. Some good and services may be in higher demand or unavailable.
- Talk with companies that provide your business with contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies.
- Talk with business partners about your response plans. Share best practices with other businesses in your communities (especially those in your supply chain), chambers of commerce, and associations to improve community response efforts.

Determine how you will operate if absenteeism spikes from increases in sick employees, those who stay home to care for sick family members, and those who must stay home to watch their children if dismissed from [childcare programs and K-12 schools](#).

- Plan to monitor and respond to absenteeism at the workplace.
- Implement plans to continue your essential business functions in case you experience higher than usual absenteeism.
- Prepare to institute flexible workplace and leave policies.
- Cross-train employees to perform essential functions so the workplace can operate even if key employees are absent.

Consider establishing policies and practices for social distancing. Social distancing should be implemented if recommended by state and local health authorities. Social distancing means avoiding [large gatherings](#) and maintaining distance (approximately 6 feet or 2 meters) from others when possible (e.g., breakrooms and cafeterias). Strategies that business could use include:

- Implementing flexible worksites (e.g., telework)
- Implementing flexible work hours (e.g., staggered shifts)
- Increasing physical space between employees at the worksite
- Increasing physical space between employees and customers (e.g., drive through, partitions)
- Implementing flexible meeting and travel options (e.g., postpone non-essential meetings or events)
- Downsizing operations
- Delivering services remotely (e.g. phone, video, or web)
- Delivering products through curbside pick-up or delivery

Employers with more than one business location are encouraged to provide local managers with the authority to take appropriate actions outlined in their COVID-19 response plan based on local conditions.

Maintain a healthy work environment




Consider improving the engineering controls using the building ventilation system. This may include some or all of the following activities:

- Increase ventilation rates.
- Increase the percentage of outdoor air that circulates into the system.

Support respiratory etiquette and hand hygiene for employees, customers, and worksite visitors:

- Provide tissues and no-touch disposal receptacles.
- Provide soap and water in the workplace. If soap and water are not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol. If hands are visibly dirty, soap and water should be chosen over hand sanitizer. Ensure that adequate supplies are maintained.
- Place hand sanitizers in multiple locations to encourage hand hygiene.
- Place posters that encourage [hand hygiene to help stop the spread](#) at the entrance to your workplace and in other workplace areas where they are likely to be seen.
- Discourage handshaking – encourage the use of other noncontact methods of greeting.
- Direct employees to visit the [coughing and sneezing etiquette](#) and [clean hands webpage](#) for more information.

Perform routine environmental cleaning:

- Routinely clean all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs.
 - If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
 - For disinfection, most common EPA-registered household disinfectants should be effective. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available [here](#)   . Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
- Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, other work tools and equipment) can be wiped down by employees before each use. To disinfect, use [products that meet EPA's criteria for use against SARS-Cov-2](#)  , the cause of COVID-19, and are appropriate for the surface.

Perform enhanced cleaning and disinfection after persons suspected/confirmed to have COVID-19 have been in the facility:

- If a sick employee is suspected or confirmed to have COVID-19, follow the [CDC cleaning and disinfection recommendations](#).

Advise employees before traveling to take additional preparations:


- Check the [CDC's Traveler's Health Notices](#) for the latest guidance and recommendations for each country to which you will travel. Specific travel information for travelers going to and returning from countries with travel advisories, and information for aircrew, can be found on the [CDC website](#).
- Advise employees to [check themselves for symptoms](#) of COVID-19 (i.e., fever, cough, or shortness of breath) before starting travel and notify their supervisor and stay home if they are sick.
- Ensure employees who become sick while traveling or on temporary assignment understand that they should notify their supervisor and promptly call a healthcare provider for advice if needed.
- If outside the United States, sick employees should follow company policy for obtaining medical care or contact a healthcare provider or overseas medical assistance company to assist them with finding an appropriate healthcare provider in that country. A U.S. consular officer can help locate healthcare services. However, U.S. embassies, consulates, and military facilities do not have the legal authority, capability, and resources to evacuate or give medicines, vaccines, or medical care to private U.S. citizens overseas.




Take care when attending [meetings and gatherings](#):

- Carefully consider whether travel is necessary.
- Consider using videoconferencing or teleconferencing when possible for work-related meetings and gatherings.
- Consider canceling, adjusting, or postponing large work-related meetings or gatherings that can only occur in-person.
- When videoconferencing or teleconferencing is not possible, hold meetings in open, well-ventilated spaces.


Resources for more information:

CDC Guidance

- [COVID-19 Website](#)
- [What You Need to Know About COVID-19](#) 

- [What to Do If You Are Sick With COVID-19](#) 
- [Interim US Guidance for Risk Assessment and Public Health Management of Persons with Potential Coronavirus Disease 2019 \(COVID-19\) Exposure in Travel-associated or Community Settings](#)
- [Health Alert Network](#)
- [Travelers' Health Website](#)
- [National Institute for Occupational Safety and Health's](#) 
- [Small Business International Travel Resource Travel Planner](#) 
- [Coronavirus Disease 2019 Recommendations for Ships](#)
- [Coronavirus Disease 2019 Recommendations for Airlines and Airline crew](#)
- [Persons at Higher Risk of Severe Illness](#)

Other Federal Agencies and Partners

- [OSHA COVID-19 Website](#) 
- [OSHA Guidance for Preparing Workplaces for COVID-19](#)  

Page last reviewed: March 22, 2020

COVID-19 Checklist

COVID-19 Information and Checklist for Businesses/Employers

Protecting Against COVID-19

Enhanced Unemployment Aid

Ohio Governor Mike DeWine is ordering the relaxing of some unemployment compensation requirements and timelines for COVID-19 impacted workers who do not receive paid leave and for people who have been quarantined due to COVID-19. Visit unemployment.ohio.gov for additional information.

Support for Small Businesses and Non-Profit Organizations

Ohio has qualified for the Small Business Administration (SBA) Economic Injury Disaster Loan (EIDL) program.

- Small businesses, small agricultural cooperatives, small aquaculture businesses, and most non-profit organizations qualify.
- Small business owners and non-profit agencies impacted by the public health crisis can apply for low-interest loans of up to \$2 million with repayment terms of up to 30 years.
- Businesses and non-profits can apply online at SBA.gov/Disaster (quicker and recommended) or call 1-800-659-2955 to request an application in the mail.
- Businesses that have already reached out to the Development Services Agency will be notified by email as soon as the application is available.
- SBA will review applications and determine eligibility.
 - The SBA and the applicant will close on the loan.
 - The normal timeline is 2-3 weeks from application to deposit, but SBA does not yet know what the timeline will be, given the scope of the current situation.
- Loan applicants should start compiling info the SBA will need when the application opens:
 - Most recent federal income tax return for the applicant business.
 - IRS form 4506-T.

Insurance Premiums Grace Period

The Ohio Department of Insurance is ordering all insurers in Ohio to allow employers to offer employees a grace period for insurance premiums.

- The grace period must provide the option of deferring premium payments interest free for up to 60 calendar days from the original premium due date.
- Health insurers must allow employers to continue covering employees even if the employees would otherwise become ineligible for insurance because of a decrease in work hours.

Workers' Compensation Payment Deferral

Employers will be permitted to defer insurance premium installment payments for March, April, and May until June 1. For information visit the Bureau of Workers' Compensation info.bwc.ohio.gov.

Hauling Permits

The Ohio Department of Transportation is modifying the permitting process for haulers carrying heavy loads of essential goods to waive a requirement for advanced permission. This will allow more haulers to exceed certain weight and size restrictions for loads of items such as food, non-alcoholic beverages, medical supplies, and cleaning products. For information, and to download the permit, visit transportation.ohio.gov.

Ohio Department of Health Director Amy Acton, M.D., MPH, strongly recommends that businesses and employers take the following actions.

- ☒ Allow as many employees as possible to work from home by implementing policies in areas such as teleworking and video conferencing.

If employees do report to workplaces:

- ☒ Actively encourage sick employees to stay home until they are free of fever (without the use of medication) for at least 72 hours (three full days) AND symptoms have improved for at least 72 hours AND at least seven days have passed since symptoms first began. Do not require a healthcare provider's note to validate the illness or return to work of employees sick with acute respiratory illness; healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way.
- ☒ Ensure that your sick leave policies are up to date, flexible, and non-punitive to allow sick employees to stay home to care for themselves, children, or other family members. Consider encouraging employees to do a self-assessment each day to check if they have any COVID-19 symptoms (fever, cough, or shortness of breath).
- ☒ Separate employees who appear to have acute respiratory illness symptoms from other employees and send them home immediately. Restrict their access to the business until they have recovered.
- ☒ Reinforce key messages — stay home when sick, use cough and sneeze etiquette, and practice hand hygiene — to all employees, and place posters in areas where they are most likely to be seen. Provide protection supplies such as soap and water, hand sanitizer, tissues, and no-touch disposal receptacles for use by employees.
- ☒ Frequently perform enhanced environmental cleaning of commonly touched surfaces, such as workstations, countertops, railings, door handles, and doorknobs. Use the

For more information, visit: coronavirus.ohio.gov

cleaning agents that are usually used in these areas and follow the directions on the label. Provide disposable wipes so that commonly used surfaces can be wiped down by employees before each use.



Be prepared to change business practices if needed to maintain critical operations (e.g., identify alternative suppliers, prioritize customers, or temporarily suspend some of your operations).

For more information on COVID-19, please visit coronavirus.ohio.gov

For answers to your COVID-19 questions, call 1-833-4-ASK-ODH (1-833-427-5634).

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 by texting 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:

CDC's Interim Guidance for Businesses and Employers: <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>.

COVID-19 Information for Businesses: <https://www.tpchd.org/healthy-people/diseases/covid-19-information-for-businesses>.

CORONAVIRUS DISEASE 2019 **Ohio**

Department
of Health

Protect yourself and others from
COVID-19 by taking these precautions.

PREVENTION

For additional information call 1-833-4-ASK-ODH or visit coronavirus.ohio.gov.



STAY HOME



PRACTICE
SOCIAL
DISTANCING



GET ADEQUATE SLEEP
AND EAT WELL-
BALANCED
MEALS



WASH HANDS OFTEN
WITH WATER AND SOAP
(20 SECONDS
OR LONGER)



DRY HANDS WITH
A CLEAN TOWEL
OR AIR DRY
YOUR HANDS



COVER YOUR MOUTH
WITH A TISSUE OR
SLEEVE WHEN
COUGHING OR SNEEZING



AVOID TOUCHING
YOUR EYES, NOSE,
OR MOUTH WITH
UNWASHED HANDS
OR AFTER
TOUCHING SURFACES



CLEAN AND DISINFECT
"HIGH-TOUCH"
SURFACES OFTEN



CALL BEFORE VISITING
YOUR DOCTOR



PRACTICE GOOD
HYGIENE HABITS

For more information, visit: coronavirus.ohio.gov

APPENDIX 3

Essential Businesses in Russells Point, Ohio

Village Pantry/Marathon Gas Station & Carry-Out

Laundry Mat

Costin Medical Practice

Lima Memorial Hospital Clinic

Rite Aid Pharmacy & Store

Dollar General

Lesters (Medicine and Food)

Golf Cart World (Providing GC to Allen & Union County Hospital Facilities & Agricultural Customers)

McDonald's

Dairy Queen

Taco Bell

Cassano's Pizza & Subs

Mimi's Restaurant

The Landing Restaurant

China Fortune Restaurant

Subway

Donut Shop

Jac-N-Dos Pizza

Gathering Grounds (Coffee & Pastries)

United Christian Food Service Pantry (VRP Municipal Building)

Indian Head Roadhouse (Currently closed for renovations)

Huntington National Bank

Civista Bank

Laker Tire Sales & Service

Dawn's Dog House (Pet Food)

Indian Lake Shopper's Edge Newspaper

Hollanshead Insurance

Indian Lake Marina

Choice Properties Real Estate

(Revised 03/30/2020)

COVID-19 Local Business Guidance: 2020-01
Appendix IV

Village of Russells Point, Ohio
Indian Lake, Ohio
OFFICE OF THE MAYOR
433 State Route 708
P.O. Box 30
Russells Point, OH 43348-0030
Phone: 937-843-2245 ext. 7
Fax: 937-843-9956
Email: mayor@russellspoint-oh.gov

BUSINESS APPLICATION FOR PRELIMINARY EXEMPTION
TO OPERATE PURSUANT TO
THE OHIO DEPARTMENT OF HEALTH – DIRECTOR’S STAY AT HOME ORDER
Issued on: March 22, 2020

Date: _____

Business Name: _____

Business Address: _____

Owner’s Name: _____

Owner’s Address: _____

Owner’s Phone and/or Email Address: _____

The aforementioned Business and Owner requests PRELIMINARY EXEMPTION from the DIRECTOR’S STAY AT HOME ORDER issued by the Ohio Department of Health.

We are claiming EXEMPTION to this Order based on “Section 12 – Essential Businesses and Operations” (found on Pages 5 through 7 of the DIRECTOR’S STAY AT HOME ORDER). We request EXEMPTION Under Section 12, Subsection: _____, for the following reason(s): _____

_____.

VILLAGE OF RUSSELLS POINT, OHIO
BUSINESS APPLICATION FOR PRELIMINARY EXEMPTION

TO OPERATE PURSUANT TO
THE OHIO DEPARTMENT OF HEALTH – DIRECTOR’S STAY AT HOME ORDER

Issued on: March 22, 2020

If granted this PRELIMINARY EXEMPTION by the Village of Russells Point, Ohio, the business entity, owner, manager, operator, and/or all individuals in control of the normal day-to-day business functions, hereby expressly agrees, represents, and warrants as follows:

1. The Business will only be occupied by authorized and essential personnel at all times;
2. The Business premises, including the actual building structure, land, and any other man-made structures upon the land (such as sheds and warehouses), will NOT be open to the public while under restrictions issued by the State of Ohio;
3. All Business service to the public will only be via internet, phone, email, carry-out or drive-thru operations;
4. The Business will immediately implement and continue to enforce the Minimum Business Operations specified in the SAHO (as applicable to your individual business);
5. The Business will immediately implement and continue to enforce the Social Distancing Requirements specified in the SAHO (as applicable to your individual business);
6. All recommended Safety Precautions will be taken by essential personnel to ensure increased sanitization, protective gear, and social distancing; and
7. Any personnel that exhibit symptoms of the COVID-19 Virus will be immediately prohibited from reporting for duty, in accordance with Centers for Disease Control (CDC) recommendations.

Before signing and submitting this application, the Village of Russells Point and its Police Department advise you to directly consult legal counsel and have your own personal legal counsel review and approve of this application.

By submitting this document to the Village of Russells Point, you hereby agree that you had the ability to consult with an attorney before signing. Please initial below and circle:

_____ I **did** / **did not** (circle one) consult with an attorney before submitting this application.

By signing this application and submitting it to the Village of Russells Point, you hereby acknowledge and understand that:

1. The Village of Russells Point has jurisdiction and is required to ensure all provisions of the Director’s Stay at Home Order are being followed; and
2. It is the sole and exclusive responsibility of the business entity to ensure that it, and all of its employees and subcontractors, complies with the Stay at Home Order in order to remain functioning pursuant to this Exemption, if granted.

COVID-19 Local Business Guidance: 2020-01
Appendix IV

Business Owner's Signature

Business Owner's Printed Name

Date

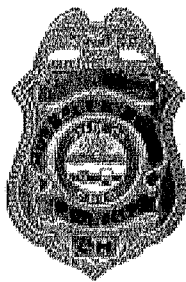
AUTHORIZATION TO APPROVE "PRELIMINARY EXEMPTION" IS GRANTED.

Mayor Robin Reames

Date

Chief of Police, Joe Freyhof

Date



Chief Josef Freyhof

COVID-19 -- STAY AT HOME ORDER COMPLAINT FORM

Case #: _____

Date of Incident: _____ **Time of Incident:** _____

Printed Name of Complainant: _____ **Anonymous:** Yes ☐ No ☐

Address: _____

Phone#:_____ **Email:**_____

Name of Business : _____ **Location :** _____

Business Type:_____

Previous Violations? Yes ☐ No ☐ If Yes, List CFS#s: _____

Owner/Manager/Person in Charge: _____

Name of Alleged Violator: _____

Address : _____

Phone# :_____ **Email :**_____

Subject Previously Warned? Yes ☐ No ☐ If Yes, List CFS#s : _____

Narrative Description of Violation:

[illegible]

Witness Signature: _____ **Officer Signature:** _____

Date of Signatures: _____