**Sample Documents for Essential Businesses and Operations in Ohio**

On March 22, 2020, the Director of the Ohio Department of Health, Dr. Amy Acton, announced that only "Essential Businesses or Operations" are permitted to continue on-site operations in Ohio under the Director’s Stay at Home Order, effective from 11:59 p.m. on March 23, 2020 until 11 :59 p.m. on April 6, 2020. Businesses may also continue operations consisting exclusively of employees or contractors performing activities at their own residences

If your business is an “Essential Business or Operation,” you should consider issuing notices to your employees, vendors and contractors, and clients/customers advising them that you remain open. Below are sample communications for your use: 1. Notice to employees that you remain open; 2. Letter for employees to show law enforcement if they are questioned commuting to work; and 3. Notice to vendors and contractors in your supply chain that you remain open.

**Memo to All Staff**

To All Employees:

On March 22nd, Dr. Amy Acton, Director of the Ohio Department of Health (ODH), issued a “Stay at Home” order for all of Ohio effective March 23, 2020 at 11:59 p.m. through April 6, 2020 at 11:59 p.m. This order prohibits holding gatherings of any size and closes all non-essential businesses. It does NOT prohibit essential activities like going to the grocery store, receiving medical care, or taking your pet for a walk. Read the Order here: <https://coronavirus.ohio.gov/static/DirectorsOrderStayAtHome.pdf>

Essential businesses and operations are being encouraged to stay open and follow social distancing requirements. <Company Name> is staying open because it falls within the definition of an “Essential Business or Operation” as described in Director Acton’s order. It is our plan to continue operating as long as we are permitted to under the law and within the guidance of the Department of Health.

Your health and safety are important to us. For those already working from home, those arrangements will continue. Some positions must be done on-site and those team members should continue to report to work on your normal work schedule, unless you are affected by the virus. You will be provided a letter to share with law enforcement if you are stopped on your commute to/from work. Employees of an essential business are permitted under the Order to leave their residences to perform work for the essential business. Please discuss with your supervisor if you are working on-site and believe you should be working from home.

Notify us immediately if you are not able to work because you are sick or for other reasons related to the coronavirus (e.g. quarantine, isolation, care for a sick family member, childcare issues relating to school closings, etc.).

Everyone, whether working on-site or at home, is encouraged to take preventative measures, including:

* maintaining at least six-foot social distancing from other individuals,
* washing hands with soap and water for at least twenty seconds as frequently as possible or using hand sanitizer,
* covering coughs or sneezes (into the sleeve or elbow, not hands),
* regularly cleaning high-touch surfaces, and
* not shaking hands.

As a reminder, our Employee Assistance Program (EAP) is available to you. This is a free and confidential service you can call about a variety of issues affecting mental and emotional well-being, such as financial problems, substance abuse, stress, grief, family problems, and psychological disorders. They can be reached at <insert phone or website>. {DELETE IF YOUR COMPANY DOES NOT HAVE AN EAP.}

We recognize that this is an uncertain time and that some staff may be feeling concerned about the future. We will continue to monitor the situation and update staff as new guidance becomes available. Please contact any member of the management team or Human Resources with questions.

**Letter for employees to use commuting:**

[ON COMPANY LETTERHEAD]

To Whom It May Concern:

This is to confirm that <Employee Name> is an employee of <Company Name>.

<Company Name> is an "Essential Business or Operation" under the definitions in the Ohio Department of Health’s “Stay at Home Order” issued on March 22, 2020.

<Company Name> is continuing to operate and this employee is permitted to travel to and from work according to the Order.

If you have questions, please contact me at <Phone Number>.

Sincerely,

<Name/Title>

**Communication to vendors and contractors in your supply chain:**

*Essential businesses should notify vendors and contractors in their supply chain to ensure the continued movement of goods, products and services.*

To All Vendors, Contractors and Business Partners:

On March 22nd, Dr. Amy Acton, Director of the Ohio Department of Health (ODH), issued a “Stay at Home” order for all of Ohio effective March 23, 2020 at 11:59 p.m. through April 6, 2020 at 11:59 p.m. This order prohibits holding gatherings of any size and closes all nonessential businesses.

Essential businesses and operations are being encouraged to stay open and follow social distancing requirements. **<Company Name> is staying open** because it falls within the definition of an “Essential Business or Operation” as described in Director Acton’s order. It is our plan to continue operating as long as we are permitted to under the law and within the guidance of the Department of Health.

As a valued partner with us, we are asking two things: 1. Please let us know immediately if you plan to discontinue operations during the period of the Stay at Home Order; and 2. If you are coming into our facility, please adhere to the following guidelines:

* Your team members are not experiencing any symptoms that could be flu-like,
* Maintain at least six-foot social distancing from other individuals,
* Wash hands with soap and water for at least twenty seconds as frequently as possible or using hand sanitizer,
* Cover coughs or sneezes (into the sleeve or elbow, not hands),
* Regularly clean high-touch surfaces, and
* Not shake hands.

Thank you for your understanding and support during this process. You are a critical part of our ability to maintain essential services to support our community during this time.

If you have questions, please contact me at <Phone Number>.

Sincerely,

<Name/Title>