

**OhioMeansJobs-Athens County**  
**PROTOCOL DURING COVID-19 PANDEMIC**  
**STATE OF EMERGENCY**

**Effective May 11, 2020**

OhioMeansJobs-Athens County will reopen to the public on May 11, 2020 at 8:00am. Hours of operation are Monday-Friday: 8am-5pm.

1. Temporary customer entrance will be through the glass vestibule to the Resource Room.
2. Rotating staff will assist customers at the desk in the Resource Room from behind the plexiglass guard.
3. Face masks will be worn by staff for customer interaction.
4. Disposable face masks will be required for our customers (those over the age of 2 unless ADA accommodations apply) and provided if they do not have their own.
5. Social distancing will be established by floor placement at the entrance.
6. Appointments are required to stagger arrival and maintain social distancing.
7. Electronic means remains the preferred method of communication; face-to-face contact should be avoided when possible.
8. Customers who exhibit symptoms will be asked to conduct business through electronic means.
9. Visitor policy still applies.
10. Resource Room computers will be limited in availability with certain computers marked not accessible to maintain social distancing.
11. Resource Room appointments (maximum of three) will be made on the shared Resource Room calendar in Outlook at the beginning of every hour for a duration of 45 minutes.
12. If no appointment following current customer in the computer lab, current customer may extend their appointment time through the next time slot.
13. Resource Room computers will be sanitized after each use by attendant on duty.
14. Food/drink will not be permitted in the Resource Room computer lab.