**Mandatory**

**Employees**
- **Implements six feet social distancing between employees.**
- Must conduct daily symptom assessments. Anyone experiencing symptoms must stay home.*
- Wash hands frequently or use alcohol-based hand sanitizer.
- Place hand sanitizer in common areas.
- Clean and sanitize high-touch surfaces frequently and at the end of each day.
- Clean vision screening machines, kiosks, and signature pads after each use.
- Post a list of COVID-19 symptoms in a conspicuous place and ask customers and guests not to enter if symptomatic.
- Commercial establishments must require all employees to wear face coverings, except for one of the following reasons:
  - Facial coverings in the work setting are prohibited by law or regulation.
  - Facial coverings are in violation of documented industry standards.
  - Facial coverings are not advisable for health reasons. (Face coverings are not required when the employee/volunteer works alone in an assigned work area.
  - There is a functional (practical) reason for an employee/volunteer not to wear a facial covering in the workplace.

* (Businesses must provide written justification to local health officials, upon request, explaining why an employee is not required to wear a face covering in the workplace. At minimum, face coverings (masks) should be cloth/fabric and cover an individual’s nose, mouth, and chin.)

**Customers and Guests**
- **Ensure a minimum of six feet social distancing.**
- Follow directions on social distancing signage and floor markings.
- Stop at the customer check-point when entering the facility for further direction.
- Remove face coverings for BMV photos.

**Physical Spaces**
- **Ensure minimum six feet between people for social distancing.**
- Install barriers at customer facing workstations.
- Display social distancing signage and appropriate floor markings.
- Limit occupancy to 50% of established capacity.

**Confirmed Cases**
- Immediately isolate and seek medical care for any individual who develops symptoms.
- Contact the local health district about suspected cases or exposure.

**Recommended Best Practices**


**Customers and Guests**
- Visit oplates.com to determine if the service you need can be accomplished online.
- If you must visit a deputy registrar, book an arrival window using the Get In Line, Online system at bmv.ohio.gov to help control flow of customers.
- Face coverings for customers are recommended.
- Use hand sanitizers offered by the BMV in high-contact locations.

**Physical Spaces**
- Work with local health department to identify potentially infected or exposed individuals to help facilitate effective contact tracing/notifications.
- Once testing is readily available, test all suspected infections or exposures.
- Following testing, contact local health department to initiate appropriate care and tracing.