Information in this document has been archived and has since been replaced with more recent guidance.
Universal Recommended Best Practices

Masking
• If you are not fully vaccinated* against COVID-19, wearing a mask that covers the nose, mouth, and chin will help protect yourself and others. You should wear a mask when:
  • In any indoor location that is not a residence.
  • Outdoors, if it is not possible to consistently maintain a distance of 6 feet or more between people who live in different homes/households.
  • Riding, driving, or operating public transportation, or a taxi, car service, or ride sharing vehicle. (This does not apply to members of a household sharing a private or rental vehicle.)
• Regardless of vaccination status, you may be asked to wear a mask in a health care setting.
• If you are fully vaccinated,* you may be asked to wear a mask in certain situations, such as when traveling on public transportation or if a business chooses to require masks.
• A mask should never be worn by/placed on anyone who:
  • Is younger than 2.
  • Cannot remove it without assistance.
  • Risks choking if wearing a mask.
  • Is sleeping/napping.
  • Is living with a medical condition that makes it unsafe to wear a mask. This includes respiratory conditions that restrict breathing, mental health conditions, or disabilities.
  • Is swimming. (Wet masks can cause difficulty breathing.)
  • Risks workplace health, safety, or job duty if wearing a mask.

Congregating, Social Distancing, and Sanitizing
• If you are not fully vaccinated:*
  • Maintain at least 6 feet of distancing from others when possible.
  • Avoid gathering in groups with other unvaccinated individuals when possible.
  • If you gather with other unvaccinated individuals, maintain groups of no more than 10 people, separated from other groups by at least 6 feet.
• For everyone:
  • Regularly clean high-touch surfaces.
  • Wash hands with soap and water for at least 20 seconds, or use hand sanitizer frequently.
  • Watch out for any symptoms of COVID-19. If you have fever, cough, or other signs of COVID-19, stay home and away from others.

Persons with COVID-19 or Exposure to Someone with COVID-19
• Anyone with signs or symptoms of COVID-19 should stay away from others and seek medical care if necessary.
• If possible, individuals with symptoms should get tested for COVID-19.
• If you have or likely have COVID-19, isolate from others for at least 10 days.
• Your local health district may contact you to obtain more information and to contact individuals who may be considered close contacts.
• If you are exposed to COVID-19 and not fully vaccinated,* quarantine as recommended by the local health district. Optimal quarantine is 14 days but, if recommended by the local health district, may be reduced to seven days if a viral test collected on or after day five has come back negative.
• If you are fully vaccinated,* quarantine or testing after exposure is generally not necessary unless symptoms develop.
  • There are some exceptions for specific settings. Always follow the direction of the local health district.
Other recommended best practices for manufacturing, distribution, and construction

**Employees**
- Consider encouraging your employees to get vaccinated.
- Consider staggering or limiting arrivals of employees and guests.

**Shift Pattern**
- Consider changing shift patterns (e.g., fewer shifts).
- Consider staggering lunch and break times.
- Consider splitting employees into sub-teams and limiting contact across sub-teams.
- Consider reducing pace to allow fewer employees per line.

**Physical Spaces**
- Make hand sanitizer and sanitizing products readily available throughout the site for employees and customers.
- Routinely clean and disinfect common areas and high-contact surfaces, restrooms, and equipment.
- Consider regulating the maximum number of people in cafeterias/common spaces.
- Consider establishing maximum capacity.
- Consider designating with signage, tape, or other means 6-foot spacing for employees and customers in line to maintain appropriate distance.
- Where possible, consider posting clearly visible signage at all entrances, with the recommendation that anyone who is not fully vaccinated* wear a mask and practice social distancing. Signage is available for download on the Posters and Signs page at coronavirus.ohio.gov. If printing assistance is required, contact the Ohio Department of Health Call Center at 1-833-4-ASK-ODH (1-833-427-5634).
- Indoors, consider maximizing ventilation, including opening doors and windows, and employing filtration of MERV 13 or higher.

*You are fully vaccinated if at least two weeks have passed since you received the second shot of a two-dose vaccine (Moderna, Pfizer) or since you received a single-dose vaccine (Johnson & Johnson).

**NOTE:** Employers, businesses, organizations, and event organizers may choose to require masking, social distancing, and/or other COVID-19 mitigation measures.