

**Russell Township Administration Building Reopen**  
**May 1, 2020**

As we slowly start to reopen, we are still taking necessary precautions in compliance with the most recent Director's Stay Safe Ohio Order dated 4/30/2020. The following are guidelines that will be in place:

- **Access to the public** – *by appointment only*
  - For Zoning Department – please use side door only and proceed downstairs
  - For Fiscal Office – please use front door only
- **Hours**
  - Zoning Department – 7:30 – 3:30
  - Fiscal Office – 8:00 – 4:00
- **Meeting Spaces**
  - Zoning Department – will meet in vacant space downstairs (Noramar)
  - Fiscal Office – will meet at the front table
- **Masks**
  - Visitors – must wear a mask when meeting with an employee.
  - Employee – must wear a mask if a visitor comes in. While at desk a mask isn't required.
- **Cleaning/Disinfecting**
  - Replace furnace filters 2x a month
  - Clean desk area 2x a day.
  - When using anything in the kitchen (ex. Microwave, Keurig) please wipe down after use.
  - After a visitor leaves, wipe down any door handles or tables that were used. If they went downstairs, the hand rail should be wiped down.
  - Wipe down door handles at end of each day.
  - Wipe down copy room at end of each day.
  - Sanitizing wipes are available in prominent locations
- Bathrooms are **NOT** to be used by the public.
- Admin staff to do self temperature checks daily before coming into office.
- Appropriate signage regarding the above will be posted starting May 4, 2020

Reference: <https://coronavirus.ohio.gov/static/publicorders/Directors-Stay-Safe-Ohio-Order.pdf>