



Department  
of Commerce

Division of Financial Institutions



Dear Ohio Bankers,

By now you have probably seen the news that we have cancelled Ohio Banker's Day pursuant to the Governor's directive to limit public events in the face of the coronavirus (COVID-19) concerns. If you had registered for this event, you should have received a cancellation notice through our event website, and you should receive a refund of your fee within 24-48 hours. If you have any questions about this, please contact Elizabeth Haines at [ehaines@csbs.org](mailto:ehaines@csbs.org). **Please cancel your hotel reservation separately.**

Attached is information from the Ohio Department of Health about COVID-19 in the workplace for your reference.

As a reminder, under Ohio law, temporary emergency closures of banking office locations must be reported to our office. For closures lasting longer than two consecutive days (excluding weekends and legal holidays), advance approval from the Superintendent is required. Please contact our Corporate Specialist Anika Parker, [anika.parker@com.ohio.gov](mailto:anika.parker@com.ohio.gov), as soon as possible if you believe you need to close a banking office for any period of time.

We have also been directed by the Governor's office to work from home. If you are scheduled for an examination in March or April, you will likely not see Division staff on-site. We will conduct exam procedures and hold meetings remotely. In some instances, such as hard copy loan review, on-site visits may still be necessary and may be delayed for a period of time.

Please reach out to us if you have any questions or concerns about our operations, or about how COVID-19 is affecting your bank.

Ingrid White, Deputy Superintendent  
Kevin Allard, Superintendent

 **Ohio** Department of Health  
Mike DeWine, Governor  
Amy Adams, M.D., MPH, Director

March 10, 2020

Dear Business Partners,

With Ohio reporting its first positive cases of Coronavirus Disease 2019 (COVID-19), it is important that we take steps to prevent its spread, and you can help support these efforts. The Centers for Disease Control and Prevention (CDC) notes that for most people, the immediate risk of being exposed to the virus that causes COVID-19 is thought to be low, and the virus is not currently widespread in the United States.

CDC has developed "Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19)" which is available on CDC's website at <https://www.cdc.gov/coronavirus/2019-nCoV/guidance-business-response.html>.

This guidance may help prevent workplace exposures to acute respiratory illnesses, including COVID-19. The guidance also provides planning considerations if there are more widespread, community outbreaks of COVID-19.


Attached are flyers that you can share with your employees and/or post in your workplace consisting of a COVID-19 key FAQ and tips for preventing the spread of germs that can cause infectious disease. For up-to-date COVID-19 information and other resources, go to [www.coronavirus.ohio.gov](https://www.coronavirus.ohio.gov), which is maintained by the Ohio Department of Health.

If you have any questions, concerns, or suggestions, please contact me or your local health department.

Sincerely,  
Russ Kennedy  
Deputy Director/Chief of External Affairs  
Ohio Department of Health  
Email: [Russ.Kennedy@odh.ohio.gov](mailto:Russ.Kennedy@odh.ohio.gov)  
Office: (614) 995-7973

246 South High Street  
Columbus, Ohio 43261 U.S.A. 614-440-2043  
www.odh.ohio.gov

The State of Ohio is an Equal Opportunity Employer and Provider of ADA Services.

**Coronavirus Disease 2019**  **Ohio** Department of Health

For additional information, please visit [coronavirus.ohio.gov](https://www.coronavirus.ohio.gov) **FAQs**

**Q:** What is coronavirus disease 2019 (COVID-19)?  
**A:** COVID-19, or coronavirus disease 2019, is an upper respiratory tract disease caused by one of the seven coronaviruses known to infect humans. It was first identified in humans in Wuhan, Hubei Province, China, in December 2019. The virus that causes COVID-19 is called SARS-CoV-2.

**Q:** Who is at risk?  
**A:** People who recently traveled to China, South Korea, Japan, Iran, or Italy, and people who care for patients with COVID-19 are at highest risk.

**Q:** What are the symptoms?  
**A:** Symptoms, which generally appear two to 14 days after exposure, include fever, cough, and difficulty breathing. Most people who become sick do not require hospitalization, but older adults, people with chronic health conditions, and people with compromised immune systems are more likely to require more advanced care.

**Q:** How does it spread?  
**A:** Coronaviruses are generally thought to be spread most often by respiratory droplets. The virus that causes coronavirus disease 2019 is spreading from person-to-person and someone who is actively sick with the disease can spread the illness to others. That is why CDC recommends that those patients be isolated either in the hospital or at home until they are better and no longer pose a risk of infecting others.

**Q:** What can I do to prevent it?  
**A:** There are no vaccines to prevent COVID-19. Implement the personal prevention/protection methods used to prevent flu and other infectious diseases:

- Wash hands often with soap and water for at least 20 seconds, dry hands with a clean towel or air dry hands.
- Use alcohol-based hand sanitizer when soap and water are unavailable.
- Cover your mouth with a tissue or sleeve when sneezing or coughing.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Stay home when you are sick.
- Avoid contact with people who are sick.

Also, clean high-touch areas – counters, tables, doorhandles, light switches, bathroom fixtures, telephones, keyboards, tablets, nightstands – every day using household cleaning spray or wipe according to label directions.

## COVID-19 Checklist



### COVID-19 Checklist for Businesses/Employers

#### Top 10 Things You Can Do to Prepare for COVID-19

Ohio Department of Health Director Amy Acton, M.D., MPH, strongly recommends that all businesses/employers immediately take the following actions:

- Actively encourage sick employees to stay home until they are free of fever or symptoms (without the use of medication) for at least 24 hours. Do not require a healthcare provider's note to validate the illness or return to work of employees sick with acute respiratory illness; healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way.
- Ensure that your sick leave policies are up to date, flexible, and non-punitive to allow sick employees to stay home to care for themselves, children, or other family members.
- Separate employees who appear to have acute respiratory illness symptoms from other employees and send them home immediately. Restrict their access to the business until they have recovered.
- Reinforce key messages — **stay home when sick**, **use cough and sneeze etiquette**, and practice **hand hygiene** — to all employees, place posters in areas where they are most likely to be seen. Provide protection supplies such as soap and water, hand sanitizer, tissues, and no-touch disposal receptacles for use by employees.
- Frequently perform enhanced environmental cleaning of commonly touched surfaces, such as workstations, countertops, ceilings, door handles, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label. Provide disposable wipes so that commonly used surfaces can be wiped down by employees before each use.
- Be prepared to change business practices if needed to maintain critical operations (e.g., identify alternative suppliers, prioritize customers, or temporarily suspend some of your operations).

For more information, visit [www.ohio.gov](https://www.ohio.gov)

Page 1 of 2

## CORONAVIRUS DISEASE 2019



Please continue to protect yourself from all infectious diseases by using these precautions.

### PREVENTION

For additional information visit [www.ohio.gov](https://www.ohio.gov)



### CLEAN ALL "HIGH-TOUCH" SURFACES EVERY DAY

High touch surfaces include counters, tables, doorknobs, bathroom fixtures, tables, phones, keyboards, tablets, and bedside tables. Also, clean any surfaces that may have blood, stool, or body fluids on them. Use a household cleaning spray or wipe according to the label instructions. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product.

04/04/2020

Additional information from the Centers for Disease Control and Prevention: <https://www.cdc.gov/coronavirus/>