



Our Vision:

OASBO and its members are the leading experts in school finance and business operations, resulting in efficient and effective schools.

Our Mission: An association of Ohio school business officials empowering members by providing advocacy, collaboration, and innovative education.

OASBO's Reopening Plan Guidelines

Effective June 1, 2021, OASBO will begin transitioning our reopening with the health and welfare of our members, staff, and visitors as our number one priority. Effective July 1, 2021, in-person meetings will be permitted in the OASBO Conference Center subject to the capacity limits established within this document and in compliance with the Health Department orders.

Questions and/or concerns shall be communicated directly to Jim Rowan, Executive Director at jim@oasbo-ohio.org or via cell at 513-280-1053.

Safety Protocols

Employees, Visitors & Guests

1. To minimize potential exposure of COVID-19 to staff, OASBO members and other guests, all individuals must complete the following health screening questionnaire prior to entering the OASBO Conference Facility (which includes the OASBO Conference Center and staff office suite) Have you had elevated exposure to people outside of your household without adequate social distancing measures in place within the last 14 days?
2. Are you or someone within your household experiencing symptoms that may be associated with COVID-19? (Signs of the virus include fever, cough, sore throat, shortness of breath or chest tightness, or loss of taste or smell) Symptoms may appear between 2 and 14 days after exposure.)
3. Have you been in contact within the last 14 days with someone with a confirmed diagnosis of COVID-19?
4. Was your temperature above 100.4 today?

If the answer is “**yes**” to any of the questions above, access to the building will be denied until such time you have self-quarantined for 14 days.

Temperature Checks

- All employees are requested to self-screen by taking their temperatures prior to leaving home for work. This extra preventative step is extremely helpful in lowering risks. Your temperature should be taken on the thermometer provided by OASBO.
- Employees who have symptoms of respiratory illness and/or experience a fever of 100.4 degrees Fahrenheit for greater **MUST** stay at home. It is advised to call your healthcare provider to share any symptoms you are experiencing.

What if I'm sick?

- **Don't tough it out – stay home!** If you think you have been exposed to COVID-19, call your healthcare provider immediately. Your healthcare provider will share the protocol to inform your local or state health department and steps for testing. Should COVID-19 be confirmed, remain quarantined or isolated until your doctor and/or local health department has indicated otherwise.
- Employees should not return to work until the criteria to discontinue home isolation are met, all in consultation with your healthcare provider. Employees must submit a fitness for duty/return to work medical excuse from their doctor.
- Testing positive is not something to be embarrassed about – please keep us informed so we can help you and others (if needed).
- If an employee is confirmed to have COVID-19, OASBO will inform fellow employees of their possible exposure to COVID-19 in the workplace while maintaining confidentiality as required. Please do not hesitate to share any questions or concerns you have about your own health as it relates to COVID-19.

Face Coverings

- All staff, visitors and guests are required to wear a face covering when entering and moving around the OASBO Conference Facility (which includes the OASBO Conference Center and staff office suite). Face masks may be relaxed when seated and when outdoors where social distancing is maintained.
- Visitors and guests with conditions that prevent them from covering their face are asked to contact the Executive Director.
- Disposable face masks will be available for visitors and guests.

Social Distancing

- Within the OASBO Conference Facility (which includes the OASBO Conference Center and staff office suite) and all OASBO hosted events provided off-site, we will continue to maintain distance of approximately **6 feet** from others. Whenever possible, it's advised to eliminate the need for staff, visitors and guests to work in groups. If you plan to eat lunch onsite, please plan to eat at your desk, seat, in your vehicle or on the outside patio while maintaining adequate social distancing. Being aware of your surroundings, such as

elevators, restrooms, common areas, etc. can help reduce risks – **always use the 6 feet social distance measure as your guide.** Because we've had such a great practice utilizing Zoom, we will continue to offer virtual meetings/seminars in addition to in-person opportunities.

Sanitation

- The CDC continues to strongly encourage frequent cleaning of all commonly touched surfaces. Remember, cleaning is the removal of debris from a surface to limit the spread of COVID-19. The virus is known to live outside of the body for hours even days on some materials. Disinfection of these cleaned surfaces is a separate action through the application of a chemical on these cleaned surfaces to kill COVID-19 where it lands.

Use and disinfection of high-traffic areas

- Commonly touched surfaces like door pulls, elevator buttons, electronic devices, sinks and toilets will require frequent disinfection. High use zones within the buildings will be assessed to limit gathering size or will potentially close if cleaning and disinfection frequency cannot control the spread.

Daily Cleaning (Events)

- The OASBO Conference Facility (which includes the OASBO Conference Center and staff office suite) will be cleaned immediately after all events.

Operating Protocols

OASBO Conference Center

- All in-person professional development and/or meetings will be set-up to provide a minimum of 6' in social distancing subject to any large gathering restrictions. Capacity limits for meetings/seminars have been reduced to 26. In addition, the OASBO Conference Center can accommodate 1 facilitator and 1 instructor at a time. All meetings/seminars will also be offered virtually through Zoom.
- Use cough and sneeze etiquette and proper hand hygiene throughout the day
 - Cover your mouth and nose with a tissue; dispose of tissue immediately and wash your hands
 - If you don't have a tissue, cough or sneeze in your elbow, not your hands
- OASBO will have disposable facemasks available subject to availability.
- OASBO staff will be the only ones permitted in the Conference Center galley.
 - Food and beverage service (if applicable) will be provided by OASBO staff using disposable cups, plates and utensils.
 - OASBO staff shall always wear masks and gloves when providing food and beverage service.

- Catering for Events
 - Individuals boxed lunches, food trucks or restaurant vouchers will be provided for events including lunch to allow for food safety and social distancing.
 - Guests and visitors must maintain a minimum of 6' in social distancing during breaks and are encouraged to sit at different tables utilizing the entire OASBO Conference Center (inside and out) when applicable.
- Sanitizing stations will be available throughout the OASBO Conference Center.
 - Reduce touch points and increase cleaning
 - Wipe door handles or rest room doors at least four times a day when holding an event OR
 - Have wipes available near the restrooms
 - Desks, workstations, high-contact surfaces
 - Keep surfaces clear of clutter to enable frequent disinfecting
- OASBO Conference Center will be thoroughly cleaned and disinfected after each use
- OASBO staff will maintain documentation of names and contact information for every person visiting the OASBO Conference Center including the date and purpose of the event.

Communication/Signage

- Guidelines shall be posted throughout the OASBO Conference Facility (which includes the professional development center and staff office suite).
- Directional signage as well as social distancing markers shall be visible throughout the OASBO Conference Center.