

SUPPORTED BY BATESVILLE AREA CHAMBER & RIPLEY COUNTY CHAMBER OF COMMERCE

# TOGETHER WE THRIVE!

COVID-19 PREPARED

To All Businesses:

The Covid-19 pandemic is a challenge unlike anything we've ever experienced. The response to this virus by local, state and federal officials to counter the spread of the virus has been unprecedented. The requests to shut the doors of businesses of all sizes was one that was not made lightly. We know this was a hardship on all of you, but your willingness to comply has helped counteract the spread of this virus.

While it's true this re-opening will be slow and deliberate, we have a comprehensive community initiative, known as **Together We Thrive**, to address challenges impacting our cities and the county as a whole. Supporting local is always an important cause, but never more than now. We are all in this together, and together we will thrive again.

Please let the enclosed packet act as the starting point to assist your business in re-opening. It is to be understood that the counties will follow the direction of the State of Indiana and Governor Holcomb's orders on re-opening. As life starts to slowly return to normal, making progress towards being fully back on track will require constant vigilance-from all of us. If we cannot continue to meet the 4 guiding principles, all or portions of the state may need to pause, or even return to an earlier phase of our stay-at-home order.

The work and direction will evolve as conditions improve and as resources become available. Depending on the direction from state and local health department officials-indicators may dictate a lengthening or even a regression to more stringent guidelines. The suggestions and recommendations are simply that, they do not encompass every industry, but rather represent a robust starting point for how general businesses can operate again safely, while protecting employees and customers.

## COVID-19 Response Team,

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Batesville Area Chamber-Executive Director

# OUR PRINCIPLES TO GET BACK ON TRACK INDIANA



Governor Holcomb has used data to drive decisions since our first case of the novel coronavirus in early March. That will continue to be our practice as we contemplate a sector-by-sector reset. These are the four guiding principles that will determine if stages to reopen various sectors of the economy will move forward:

**1**  
The number of hospitalized  
COVID-19 patients statewide  
has decreased for 14 days

**2**  
The state retains its  
surge capacity for critical  
care beds and ventilators

**3**  
The state retains the ability  
to test all Hoosiers who are  
COVID-19 symptomatic, as well  
as healthcare workers, essential  
workers, first responders, and  
others as delineated on  
the ISDH website

**4**  
Health officials have systems in  
place to contact all individuals  
who test positive for COVID-19  
and complete contact tracing

As we lift restrictions and more people return to work, visit a store or restaurant, and participate in more activities, the number of COVID-19 cases will increase. If we cannot meet these principles, all or portions of the state may need to pause on moving forward, or we may return to an earlier stage of the governor's stay-at-home order.

# BACK ON TRACK INDIANA



## STAGE 1 MARCH 24TH - MAY 4TH

### **All Hoosiers**

Stay at home leaving only for essential work or necessities  
Maintain social distance  
Remote work whenever possible  
No social gatherings greater than 10 people  
Recommend face coverings in public

### **Manufacturing, Industrial, Construction**

Essential work permitted

### **State, County, & Local Government**

Operational but buildings closed to public

### **Office Settings**

Essential businesses open with social distancing & CDC measures  
All other professional services conducted remotely

### **Retails, Malls, Commercial Businesses**

Online, call-in with curbside pickup or delivery only

### **Healthcare**

Nursing Homes closed to visitors  
Elective procedures allowed to resume April 27;  
one person may accompany a patient

### **Restaurants, Bars with Food**

Carryout, curbside, and delivery only

### **Bars & Nightclubs**

Closed

### **Personal Services (Hair, Nails, etc.)**

Closed

### **Gyms & Fitness**

Closed

### **Cultural Entertainment, Sports Venues, Tourism**

Closed; state parks remain open with social distancing  
Golf courses open

### **Playground, Water Parks, Amusement, etc.**

Closed

### **Other**

Campgrounds closed except for permanent RV or cabin residents  
K-12 buildings, facilities, & grounds closed thru June 30

# BACK ON TRACK INDIANA



## STAGE 2 BEGINNING MAY 4TH

### All Hoosiers

Continue remote work whenever possible  
65 and older & high-risk citizens stay at home whenever possible  
Essential travel restrictions lifted; stay close to home  
Recommend all residents wear face coverings in public  
No social or mass gatherings of more than 25 people  
Religious services may convene inside places of worship on May 8

### Manufacturing, Industrial, Construction

Open; must meet IOSHA, CDC guidelines  
Screen employees daily; utilize face coverings according to best practices guidelines  
Make provisions to maintain social distancing  
Consult industry best practices  
Provide employees, customers w/your COVID-19 policies

### State, County, & Local Government

Some BMV branches will open by appointment only on May 4; limited public access to state buildings begins May 11  
Screen employees daily; face coverings highly recommended  
Make provisions for social distancing  
Provide employees, customers w/your COVID-19 policies  
County, local governments determine their own policies  
Public libraries may re-open according to their own policies

### Office Settings

Remote work encouraged whenever possible; as needed, return workers in small waves  
Screen employees working in offices daily  
Make provisions for social distancing

### Retails, Malls, Commercial Businesses

Open at 50% of capacity; pickup, delivery preferred  
Mall common areas limited to 25% capacity  
Screen employees daily; face coverings highly recommended for employees & customers  
Make provisions for social distancing  
Provide employees, customers w/your COVID-19 policies

### Healthcare

Nursing Homes closed to visitors  
Congregate settings for seniors, adult day cares closed through at least May 31

### Restaurants, Bars with Food

Dining room service may open at 50% capacity a week after the start of Stage 2  
Bar seating closed; no live entertainment  
Screen employees daily; employees must wear face coverings  
Consult Indiana Restaurant & Lodging Association best practices  
Provide employees, customers w/your COVID-19 policies

### Bars & Nightclubs

Closed

### Personal Services (Hair, Nails, etc.)

Open by appointment only; beginning a week after the start of Stage 2  
Work stations spaced to meet social distancing guidelines  
Screen employees daily  
Employees & customers must wear face coverings  
Consult industry best practices; provide/post COVID-19 safety plan

### Gyms & Fitness

Closed

### Cultural Entertainment, Sports Venues, Tourism

Closed; state parks remain open with social distancing  
Golf courses open  
Drive-in theaters may open

### Playground, Water Parks, Amusement, etc.

Closed

### Other

Campgrounds closed except for permanent RV or cabin residents  
Boating allowed; must follow social gathering policy  
Visitors to beaches & shorelines must adhere to social gathering policy & social distancing guidelines  
K-12 buildings, facilities, & grounds closed thru June 30; DOE developing special guidance for graduation ceremonies

# BACK ON TRACK INDIANA



## STAGE 3 BEGINNING MAY 24TH

### All Hoosiers

65 and older & high-risk citizens can use caution & limit exposure in community

Continue remote work whenever possible

Recommend all residents wear face coverings in public

Social gatherings permitted up to 100 people

No travel restrictions

### Manufacturing, Industrial, Construction

Open; must meet IOSHA, CDC guidelines

### State, County, & Local Government

Limited access provided for public; additional employees back to office buildings

Screen employees daily

Provisions for employees to maintain social distancing

County, local governments determine their own policies

Public libraries may re-open according to their own policies

### Office Settings

Remote work encouraged whenever possible

Bring employees to office in waves

Screen employees working in offices daily

Make provisions for social distancing

### Retails, Malls, Commercial Businesses

Open with restrictions of 75% of capacity; maintain social distancing

Mall common areas limited to 50% capacity

Screen employees daily

Highly recommend employees & customers wear face coverings

Provisions for employees to maintain social distancing

Consult Industry best practices

Provide employees, customers w/your COVID-19 policies

### Healthcare

Nursing Homes closed to visitors

Congregate settings for seniors, adult day cares closed through

May 31; TBD after that date

### Restaurants, Bars with Food

Dining room service open at 50% capacity

Bar seating closed; no live entertainment

Screen employees daily; employees must wear face coverings

Consult Indiana Restaurant & Lodging Association best practices

Provide employees, customers w/your COVID-19 policies

### Bars & Nightclubs

Closed

Online, call-in pickup and delivery preferred

Screen employees daily

Employees must wear face coverings

Consult Industry best practices; provide/post COVID-19 safety plan for employees

### Personal Services (Hair, Nails, etc.)

Open by appointment only

Work stations spaced to meet social distancing guidelines

Screen employees daily

Employees & customers must wear face coverings

Consult industry best practices; provide/post COVID-19 safety plan

### Gyms & Fitness

Open with restrictions

Screen employees daily; must wear face coverings

Class sizes or equipment must be spaced to accommodate social distancing

Equipment must be cleaned after each use

Limit class sizes

### Cultural Entertainment, Sports Venues, Tourism

Closed; state parks remain open with social distancing

Golf courses open

Drive-in theaters may open

Movie theaters may open at 50% capacity

### Playground, Water Parks, Amusement, etc.

Playgrounds, tennis courts, basketball courts open with social distancing

Community pools may open according to CDC guidelines

CDC will provide guidance on day camps and overnight camps

### Other

Campgrounds open with social distancing limitations; sanitation precautions

Boating allowed; must follow social gathering policy

K-12 buildings, facilities, & grounds closed thru June 30

Visitors to beaches & shorelines must adhere to social gathering policy & social distancing guidelines

# BACK ON TRACK INDIANA



## STAGE 4 BEGINNING JUNE 14TH

### All Hoosiers

65 and older & high-risk citizens remain cautious & social distance  
Remote work as needed  
Face coverings optional  
Social gatherings permitted up to 250 people  
No travel restrictions

### Manufacturing, Industrial, Construction

Open; must meet IOSHA, CDC guidelines  
Screen employees daily  
Provisions for employees to maintain social distancing  
Consult Industry best practices  
Provide safety plan

### State, County, & Local Government

Public access restrictions lifted  
Screen employees daily  
Provisions for employees to maintain social distancing  
County, local governments determine their own policies  
Public libraries may re-open according to their own policies

### Office Settings

May resume in-office work at full capacity  
Screen employees working in offices daily  
Make provisions for social distancing

### Retails, Malls, Commercial Businesses

Open at full capacity; maintain social distancing  
Screen employees daily  
Recommend employees & customers wear cloth face coverings  
Consult Industry best practices; provide/post COVID-19 safety plan

### Healthcare

Nursing Homes remain closed to visitors; nursing home guidance will continue to be evaluated  
Decisions about congregate gatherings for seniors & other groups are to be determined

### Restaurants, Bars with Food

Dining room service open at 75% capacity  
Bar seating open at 50% capacity; social distancing required  
Screen employees daily; must wear face coverings  
Consult Indiana Restaurant & Lodging Association best practices  
Provide COVID-19 safety plan

### Bars & Nightclubs

Open at 50% capacity  
Screen employees daily; must wear face coverings  
Consult Industry best practices  
Provide employees, customers your COVID-19 safety plan

### Personal Services (Hair, Nails, etc.)

Open by appointment only  
Work stations spaced to meet social distancing guidelines  
Screen employees daily  
Employees & customers must wear face coverings  
Provide/post COVID-19 safety plan

### Gyms & Fitness

Open with restrictions  
Screen employees daily; must wear face coverings  
Class sizes or equipment must be spaced to accommodate social distancing  
Equipment must be cleaned after each use  
Limit class sizes

### Cultural Entertainment, Sports Venues, Tourism

Museums, aquariums may open at 50% capacity  
Large venues may open following social gatherings guidelines  
Screen employees daily; face coverings recommended  
Consult Industry best practices

### Playground, Water Parks, Amusement, etc.

Amusement parks, water parks, etc., may open at 50% capacity; reservations required  
Screen employees daily; face coverings recommended  
Provide employees, customers your COVID-19 safety plan  
Recreational sports leagues, tournaments, may resume  
CDC will provide guidance on day camps and overnight camps  
Playgrounds, tennis courts, basketball courts open with social distancing

### Other

Campgrounds open with social distancing limitations; sanitation precautions  
Boating allowed; must follow social gathering policy  
K-12 school facilities closed until June 30 for instruction and all activities  
Visitors to beaches & shorelines must adhere to social gathering policy & social distancing guidelines

# BACK ON TRACK INDIANA



## STAGE 5 JULY 4TH AND BEYOND

### All Hoosiers

65 and older & high-risk citizens remain cautious & social distance  
Remote work optional  
Face coverings optional  
Social gatherings over 250 people permitted  
No travel restrictions

### Manufacturing, Industrial, Construction

Open; must meet IOSHA, CDC guidelines  
Screen employees daily  
Provisions for employees to maintain social distancing  
Consult Industry best practices  
Provide employees, customers with your COVID-19 policies

### State, County, & Local Government

Resume normal public operations  
Screen employees daily  
Provisions for employees to maintain social distancing

### Office Settings

Open for normal operations  
Must meet social distancing guidelines  
Screen employees daily; face coverings optional

### Retails, Malls, Commercial Businesses

Open at full capacity; maintain social distancing  
Screen employees daily  
Recommend face coverings  
Consult Industry best practices; provide/post COVID-19 safety plan

### Healthcare

Nursing home guidance will continue to be evaluated  
Decisions about congregate gatherings for seniors & other groups are to be determined

### Restaurants, Bars with Food

Open at full capacity  
Bar seating open  
Screen employees daily; recommend face coverings  
Consult Indiana Restaurant & Lodging Association best practices  
Provide employees & customers your COVID-19 safety plan

### Bars & Nightclubs

Open at full capacity

### Personal Services (Hair, Nails, etc.)

Open for full service  
Meet social distancing guidelines  
Screen employees daily  
Recommend face coverings  
Consult industry best practices; provide/post COVID-19 safety plan

### Gyms & Fitness

Open

### Cultural Entertainment, Sports Venues, Tourism

Open; conventions, sports events, fairs, festivals, state fair may resume  
Must meet social distancing guidelines  
Screen employees daily; face coverings optional  
Consult industry best practices

### Playground, Water Parks, Amusement, etc.

Open  
CDC will provide guidance on day camps and overnight camps  
Must meet social distancing guidelines  
Screen employees daily; face coverings optional  
Consult industry best practices

### Other

Campgrounds Open  
Boating allowed  
Resumption of K-12 activities to be determined



# HOW TO USE YOUR SAFE START KIT

In this packet you will find best practices for re-opening your business. The best practices listed within are not mandates, rather data-driven recommendations that will help keep you, your staff & your customers safe.

The heart of returning to work is the workforce. The need to plan ahead is not limited to the initial transition back to work, but rather includes preparing for likely employee relations scenarios that will arise after returning to work. While some of these employee relations issues may be unique to COVID-19, others will not be novel, but how an employer needs to respond very well may be. Assessment of current policies and practices should be reviewed to ensure they meet the needs of the workforce and business during this transition back to work, along with the creation of new policies. In particular, development of a protocol to limit the spread of COVID-19 and how to respond if an employee contracts COVID-19 is essential. Likewise, employers should plan for how to respond to employees who are in vulnerable populations or are fearful of returning to work. Employers would also be well-served to assess factors competing with an employee's ability or interest in returning to work, such as child or elder care responsibilities or generous unemployment insurance benefits.

This safe start kit represents guidance from local government, hospital, chambers of commerce, emergency management agencies, area businesses and subject matter experts. This guidance is intended to highlight key topics to consider as business leaders begin to re-open operations. Your individual facts and circumstances will be unique, and we encourage you to work with your preferred legal and financial advisors to adapt this guidance to your specific situation. As new information becomes available, we will send out any new guidelines and best practices that are released. We encourage you to keep this packet in a convenient location for easy reference and a home for all COVID-19 related information.

**\* Disclaimer:** The COVID-19 virus is an ever-evolving landscape therefore any new regulations established by local or federal governments supercede any guidelines presented within.

## MATERIALS CHECKLIST

1.



CLOTH FACE COVERINGS

2.



HAND SOAP

3.



DISPOSABLE TOWELS

4.



HAND SANITIZER

5.



SANITIZING WIPES/SOLUTION

6.



THERMOMETERS

7.



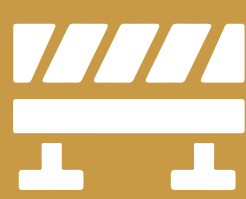
GLOVES

8.



SOCIAL DISTANCING SIGNAGE

9.



BARRIERS WHEN APPLICABLE

# EMPLOYEE SCREENING

Screen all employees reporting to work for COVID-19 symptoms with the following questions:

- Have you been in close contact with a confirmed case of COVID-19?
- Are you experiencing a cough, chills, muscle aches, shortness of breath, or sore throat?
- Have you had a fever in the last 48 hours?
- Have you had new loss of taste or smell?
- Have you had vomiting or diarrhea in the last 24 hours?

Temperature screening employees:

- Best practice: employers to take temperatures on-site ideally with a no-touch thermometer each day upon arrival at work.
- Minimum: Temperatures can be taken before arriving. Normal temperature should not exceed 99.5 degrees Fahrenheit

**\*\*IMPORTANT\*\*** Direct any employee who exhibits COVID-19 symptoms (i.e., answers yes to any of the screening questions or who is running a fever) to leave the premises immediately and seek medical care and/or COVID-19 testing, per CDC guidelines. Employers should maintain the confidentiality of employee health information.

# REVENUE GENERATORS

Need budget-conscious ways to help generate revenue during this time?  
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# BEST PRACTICES



## PREPARE THE BUILDING

Develop cleaning plans, conduct pre-return inspections, check HVAC & mechanicals, ensure safety of all workers.



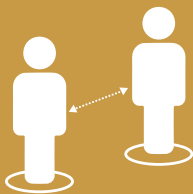
## PREPARE THE WORKFORCE

Decide who returns & when, create employee communication protocol, prepare & post reminders of social distancing & cleaning guidelines.



## CONTROL ACCESS

Control entry points including deliveries, reconfigure gather & lobby areas for social distancing, install barriers as appropriate, & consider temperature screening.



## CREATE A SOCIAL DISTANCING PLAN

Consider phasing based on roles & priorities, stagger arrival/departure times, alternate work weeks, limit in-person meetings, support 6ft office protocols, monitor space usage, & designate foot-traffic direction in busy areas.



## INCREASE CLEANING

Reduce touch points, create touchless ingress/egress, supply work areas with disinfectants, restock food/beverage with single serve items, create clean desk policy, & regularly clean common areas.



## COMMUNICATE FOR CONFIDENCE

Communicate transparently, recognize the fear in returning, listen/survey regularly, ensure leadership alignment, & clearly set employee expectations with an emphasis on security.



## BACK ON TRACK INDIANA

5 Stages to get Indiana Back On Track. Learn more about the different stages and the associated dates to get a better understanding about where we're going as a state. Governor Holcomb's Roadmap To Safely Re-open Indiana [backontrack.in.gov](http://backontrack.in.gov)

# CONTACT INFORMATION

## LOCAL, STATE & FEDERAL SOURCES FOR SUPPLIES YOU MAY NEED TO RE-OPEN

*These are suggestions and we cannot guarantee the availability of products at all times.*

### RIPLEY COUNTY

<http://www.ripleycounty.com/>

### RIPLEY COUNTY HEALTH DEPARTMENT

812-689-5751

<https://www.ripleyhealth.com/>

### MARGARET MARY HEALTH

812-934-6400

<https://www.mmhealth.org/>

### INDIANA DEPARTMENT OF HEALTH

317-233-1325

<https://www.state.in.us/isdh/>

### CDC

812-482-1762

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

### OSHA

<https://www.osha.gov/SLTC/covid-19/>

### EPA

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

### CITY OF BATESVILLE

812-933-6100

<https://www.batesvilleindiana.us/>

### BATESVILLE AREA CHAMBER OF COMMERCE

812-923-3101

<https://www.batesvillein.com/>

### RIPLEY COUNTY CHAMBER OF COMMERCE

812-689-6544

<https://www.ripleycountychamber.org>

### BACK ON TRACK INDIANA

<https://www.backontrack.in.gov/>

### INDIANA SMALL BUSINESS DEVELOPMENT CENTER

812-952-9765

<https://www.isbdc.org/>

### INDIANA DEPARTMENT OF REVENUE

<https://www.in.gov/dor/>

### WOODS PRINTING COMPANY

812-536-2261

### INDIANA PPE MARKETPLACE

<https://backontrack.in.gov/ppemarketplace.htm>



# TOP 10 TIPS TO PROTECT EMPLOYEES' HEALTH

- 1. Actively encourage sick employees to stay home.** Develop policies that encourage sick employees to stay at home without fear of reprisals, and ensure employees are aware of these policies.
- 2. Have conversations with employees about their concerns.** Some employees may be at higher risk for severe illness, such as older adults and those with chronic medical conditions.
- 3. Develop other flexible policies for scheduling and telework (if feasible) and create leave policies** to allow employees to stay home to care for sick family members or care for children if schools and childcare close.
- 4. Talk with companies that provide your business with contract or temporary employees about their plans.** Discuss the importance of sick employees staying home and encourage them to develop non-punitive "emergency sick leave" policies.
- 5. Promote etiquette for coughing and sneezing and handwashing.** Provide tissues, no-touch trash cans, soap and water, and hand sanitizer with at least 60% alcohol.
- 6. Plan to implement practices to minimize face-to-face contact between employees if social distancing is recommended by your state or local health department.** Actively encourage flexible work arrangements such as teleworking or staggered shifts.
- 7. Perform routine environmental cleaning.** Routinely clean and disinfect all frequently touched surfaces, such as workstations, countertops, handrails, and doorknobs. Discourage sharing of tools and equipment, if feasible.
- 8. Consider the need for travel and explore alternatives.** Check CDC's Travelers' Health for the latest guidance and recommendations. Consider using teleconferencing and video conferencing for meetings, when possible.
- 9. Provide education and training materials** in an easy to understand format and in the appropriate language and literacy level for all employees, like fact sheets and posters.
- 10. If an employee becomes sick while at work,** they should be separated from other employees, customers, and visitors and sent home immediately. Follow CDC guidelines for cleaning and disinfecting areas the sick employee visited.

# TIPS TO IMPROVE MENTAL HEALTH



COVID-19 illness can range from mild to severe. The virus usually spreads from direct person-to-person contact. It can also live on surfaces for many hours. Many people are struggling with basic decisions about how to go about their lives. A lot of people are anxious and fearful.

## 3 BASIC TIPS TO IMPROVE YOUR MENTAL HEALTH RIGHT NOW

### CONTROL WHAT YOU CAN

**Things that are in your control are your:**

- **Thoughts-** try to remain positive in your thinking.
- **Feelings-** work to express these through journaling or talking with others, do not suppress these.
- **Behaviors-** control use of alcohol, tobacco, and other substances. Use positive coping skills.

**TAKE CARE OF YOU.**

### LIMIT MEDIA EXPOSURE

**According to Psychiatric Times, media coverage has highlighted COVID-19 as a unique threat, rather than one of many, leading to panic, stress, and the potential of hysteria.**

- If your attempt to stay connected is causing you additional stress, we recommend taking a break!
- It's important to stay informed by checking reliable sources. Constant scrolling your social media feeds could just cause you more stress.
- Set limits on your media time.
- Don't accept everything you read or hear.
- Avoid reading news right before bed.

**Reliable sources:**

- **CDC-Centers for Disease Control and Prevention**
- **ISDH-Indiana State Department of Health**
- **WHO-World Health Organization**
- **Ripley County Health Department**

### SELF CARE

**Now is the time to start establishing some healthy habits if you haven't already. When we take care of our body, we optimize our ability to think clearly, solve problems, and manage our emotions.**

**Have a strategy for day to day living:**

- **Eliminate disruption of routines.**
- **Get good sleep.**
- **Eat regularly.**
- **Stay hydrated.**
- **Positive Coping Skills:** deep breathing, meditation, journaling, exercise, hobbies (reading, sewing, gardening, etc.).
- **Talking to others and leaning on positive support systems.**
- **Don't be afraid to seek professional help.**

# MENTAL HEALTH RESOURCES



## Mental Health Crisis Lines

- National Suicide Hotline- 1-800-273-TALK (8255) (Español 1-888-628-9454 )  
<https://suicidepreventionlifeline.org/chat>
- Teen Suicide Hotline- 1-800-SUICIDE (784-2433) <https://suicidepreventionlifeline.org/chat/>
- Crisis Text Line- Text HELLO to 741741
- Veterans Crisis Line- 1-800-273-8255 [www.veteranscrisisline.net](http://www.veteranscrisisline.net)
- National Hopeline Network- Offering chat services for individuals in mental health crisis [www.imalive.org](http://www.imalive.org)

## Additional Hotlines:

- Poison Control- 1-800-222-1222
- Department of Child Services-24 Hour Hotline- 1-800-800-5556
- Look up Indiana- 1-800-284-8439 (Text 494949) <https://lookupindiana.org/>  
Offering assistance in locating mental health and substance use resources.
- Domestic Violence National Hotline- 1-800-799-7233

## Other Resources

- Helping Hoosiers maintain their well-being. <https://bewellindiana.com>
- Homeowner's HOPE™ Hotline provides free comprehensive financial education and confidential foreclosure prevention counseling 24/7. 1-888-995-HOPE (4673)
- Legal Advice provides legal information, lawyer profiles and a community to help individuals make legal decisions. [www.findlaw.com](http://www.findlaw.com)





# EMPLOYEE COVID-19 SAFETY GUIDELINES



## STAY AT HOME WHEN SICK

Stay home when feeling ill, when exposed to COVID-19 (e.g., positive household member case), or if diagnosed with a confirmed case of COVID-19. Employees who are particularly vulnerable to COVID-19 according to the CDC (e.g., due to age or underlying conditions) are encouraged to stay home.



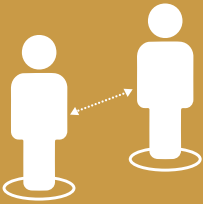
## INCREASE HYGIENE PRACTICES

Wash hands more frequently, avoid touching face, practice good respiratory etiquette, disinfect work areas and highly used touch points (ie. doorknobs/handles, faucets, etc.).



## WEAR A FACE MASK

Wear a cloth face covering (not an N-95 or medical mask, which should be reserved for healthcare workers) while at work and in public to help protect against the spread of the virus.



## PRACTICE SOCIAL DISTANCING

Practice recommended social distancing to the greatest extent possible - "Further is safer".



## FOLLOW EMPLOYER GUIDELINES

Abide by guidelines established by the employer, which may include the use of gloves, social distancing practices in the workplace, and increased sanitation.



## EMPLOYEE PROTECTION

Businesses should follow guidance issued by the Centers for Disease Control and Prevention, as well as, any applicable federal or regulatory requirements. Should an employee feel they are in an unsafe environment, contact your employer's Human Resources department. If further assistance is needed, contact the Ripley County Health Department at 812.689.5751.



# COVID-19 NOTICE

## has a COVID-19 Business Plan in place

- Disinfection and Sanitation Plan
- Physical distancing measures
- Protective gear (masks, gloves, barriers)
- Employee training on COVID-19 plan
- Temperature & symptom checks on employees

**MAXIMUM OCCUPANCY:** \_\_\_\_\_

We have done our best to minimize the possibility of exposure to COVID-19, but the chance of exposure cannot be completely eliminated. Please enter at your own risk.

## DO YOUR PART, PLEASE:

- Limit groups
- Do not enter if you feel sick
- A face mask is strongly recommended
- Maintain a distance of 6-feet between people
- Leave at risk people at home when possible