

Chardon Township, Geauga County

1. All township business is by appointment only
2. We are notifying constituents via the newspaper, GTV and the Chardon township website
3. Our website address is chardontownship.com
4. Our trustee meetings will be livestreamed via facebook or zoom. That information will be communicated to the public via the website, facebook and with a notice on the door of the town hall.
5. Permits are by appointment only with our zoning inspector, Don Mohney, The zoning department will conduct any variance meetings via zoom.

A letter has been prepared for all employees to carry with them in their car on their way to and from work.

Also shown on page 2 is a memo that the road superintendent prepared in response to COVID19.

If you need any additional information, please let me know.

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Kind Regards,

Lisa Nelson
Administrative Assistant

Chardon Township
9949 Mentor Road
Chardon OH 44024
440.286.3711

4-9-2020

CHARDON TOWNSHIP ROAD DEPARTMENT

Corona Virus Safety Practice Guidelines-April 6, 2020

The following updated safety practices will be implemented at the road department, effective April 6, 2020. These updated practices are based upon recommendations from the President's Guidelines, CDC, Governor DeWine, BWC and Geauga County Health Department.

1. Employees will be staggering their start times by a half-hour. John and Jason will start at 6:00 AM. Dave and Don will start at 6:30. Employees starting at 6:30 are not to enter the building before 6:25.
2. Following the latest CDC recommendations, all employees should use cloth masks while out in public while not working. Each employee will be issued an N95 mask and bag for use at work. The CDC feels that cloth masks are adequate to slow the spread of the virus.
3. John and Jason will sanitize common areas in the kitchen, bath, and shop where employees have frequent contact.
4. Jason will prepare the Daily Risk Assessment before the arrival of all employees. The safety briefing will be conducted in the shop area to allow for adequate social distancing. Jason will initial that the briefing has been conducted and note if anyone was absent.
5. Lunchroom occupancy: NO MORE than 2 employees are to be in the lunchroom at a time and should practice safe distancing practices of more than 6 ft. apart. Lunch/snack breaks will be limited to 2 persons at a time.
6. Employees will be restricted to 1 person per truck. In the event, another employee needs to drive that truck it should be wiped down thoroughly with sanitizer. In the event that 2 employees must travel together in a truck, proper face covering must be used. A cloth cover is sufficient.
7. Employees should focus attention on increased and proper handwashing techniques.
8. We suggest that you remove work clothes in your garage if possible to avoid possible exposure to family members.