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Sent: Thursday, March 12, 2020 3:00 PM

To: OTC All Employees <OTCAIIEmployees@ohioturnpike.org>; Pakush, Myron <Myron.Pakush@dot.ohio.gov>

Subject: COVID-19- Update and action plan

Dear Colleagues,

Our first and foremost goal is to be safe. Considering the nationwide spread of COVID-19, I am sharing some information so that all of us can take these practical steps to maximize our safety.

First, the Governor has declared a state of emergency, and the Ohio Department of Health (ODH) is the lead agency for information and coordination. If you go to our website, the very first icon you will see is a link to the ODH for updates and information. I encourage you to visit the site and be informed.

We will take the following steps at the Ohio Turnpike:

- Until further notice, all travel, conference attendance and off-site meetings are suspended. Please have as many conference calls as possible. One way to take action to prevent the spread of any virus is to limit social gatherings
- I encourage all toll collectors to use gloves when handling transactions
- Do not use shared computers and limit the use of any shared device as much as possible. Use cleaning supplies to wipe down devices, door handles, work areas as much as possible. Our cleaning staff does an outstanding job, but they are limited in number and need our help in cleaning up after ourselves
- If we have symptoms of a cold, we should stay home just to be safe and to reduce the risk of spreading anything
- I have asked Cory Skoczen to be in touch with the Occupational Safety and Health Administration (OSHA) and stay updated. If there are updates, Cory will communicate them
- Adam Greenslade is constantly in touch with the ODH, the Governor's office and Cuyahoga County Board of Health and will share updates as needed

Finally, I want to assure you that all of us are working together across department and agency lines to keep ourselves safe. The effort is being led by the Governor. We need to follow the commonsense steps outlined by the Centers for Disease Control and Prevention (CDC) about limiting physical contact and washing hands. These simple everyday measures, along with a commonsense approach will help reduce chances of contamination and help keep all of us safe.

For any questions and information, please contact Matt Cole (440-971-2070 or via email: matthew.cole@ohioturnpike.org). I have asked Matt to be the point of contact (POC) so that we are consistent, and everyone gets the same information. You are always welcome to reach out to me at any time.

Respectfully,

Ferzan



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