



Dear Business Owner:

As you are aware, Marion County is confronting a health crisis that has sickened thousands in our city and has required unprecedented public policies to slow the spread of the COVID-19 outbreak.

In response, the Marion County Public Health Department and the Office of the Mayor have issued orders to restrict private business activity unless those activities and services have been deemed an “essential business or operation.”

A full list of current criteria for these essential functions can be found at:  
<https://www.in.gov/coronavirus/>.

You are receiving this letter because you may be considered an “essential business or operation” under current guidelines. **We write to reiterate that although this status may permit you to remain open, your continued operation does not alleviate your obligation to implement social distancing practices for your business.**

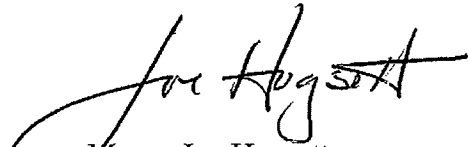
Under current orders, those practices include:

- Reduce on-site workplace staffing to the minimum required to perform essential operations. Whenever possible, adjust shifts to minimize the number of people in your workplace at any given time.
- While working, all employees must remain at least 6 feet apart from one another whenever possible, regardless of whether the work is indoors or outdoors.
- No one in the workplace should shake hands, or have any other close physical contact with another person.
- Regularly disinfect hard surfaces, such as doorknobs, tables, desks, and handrails.
- Gatherings of more than ten people are not permitted, and meetings should be held by telephone or videoconference whenever possible.
- Employees should be provided means to wash or sanitize their hands frequently in the workplace and should be encouraged to do so.
- Food, drinks, utensils, and other office supplies and equipment (such as pens, staplers, and computer keyboards) should be shared as little as possible. When items must be shared, they must be frequently disinfected.
- Ventilation should be increased by opening windows or adjusting air conditioning.

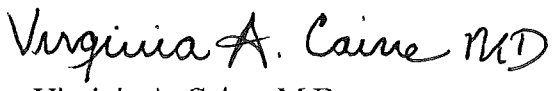
Your compliance with these guidelines is critically important in our efforts to “flatten the curve” and save Hoosier lives. **Should it be found that these guidelines are not being followed, action may be taken by the Marion County Public Health Department, up to and including the closure of an offending workplace.**

As with many businesses in our city, I know these are difficult and uncertain times for you and your employees. We thank you for your partnership in our efforts to combat the COVID-19 outbreak, and we are including contact information below should you have questions.

Sincerely,



Mayor Joe Hogsett  
City of Indianapolis



Virginia A. Caine, M.D.  
Marion County Public Health Department