

Business Reopening Checklist

Environment

- Have you updated your cleaning schedule?
- Separated Checkout
- Screens/dividers for break and checkout areas
- Increased Aisle width or 1-directional shopping (floor tape/signage)
- Identified high touch areas
- Bathroom and sink disinfectant
- Plenty of cleaner/disinfectant
- Close **common areas** where personnel are likely to congregate and interact or enforce moderate social distancing protocols.

Employees

- Can they continue to telework?
- Can you bring employees back in phases or increase shifts to encourage social distancing practices?
- Strongly consider **special accommodations** for personnel who are members of a **vulnerable population**.
- Do you have enough PPE for your employees?
 - Masks (including process for cleaning/replacement)
 - Nitrile gloves (if used, must be changed per transaction)
 - Hand sanitizer
 - Dividers/covers, etc.
- Will you screen employees for temperature?
 - How?
 - With what?
- Have you updated your sick policy to reflect current realities?
 - Do you increase the number of sick days?
- Are posters and policies updated to include FMLA changes?

Customers

- Are customers expected to wear masks?
- Gloves? (if so, must be changed per transaction)
- Temperature checks?
- Do you have hand sanitizer/cleaning stations for customers?
- Do you have procedures to clean after customers shop?
- How are you communicating to your customers?
- Are face to face interactions being done via phone?
- Will handshakes be against company policy for a time period?
- Will you provide contactless delivery/service?

Financial

- Have you evaluated the amount of capital you need for reopening?
- Have you considered if you can support your company with the customer counts provided given social distancing guidelines?
- Do you need to continue to focus on online sales, takeout, curbside, or delivery?
 - Will this become a permanent sales channel?
- Cost roll-up and quantity of supplies needed:
 - Employees
 - Masks
 - Disposable- 150 per employee (one per day, June-December)
 - Cotton sewn- 1 per employee (wash how often?)
 - Sanitizer- 1 or 2 oz bottles for each person - 10 per employee
 - Gloves- 500 pair per employee
 - Customers- dependent on customer counts