Reopening ToolKit Checklist

“The goal of any reopening plan is to provide a safe workplace for your employees and customers as we put this community back to work. The following checklist can be replicated in all reopening plans, but they are only a guidelines and in some cases, they are a starting point in developing your own re-opening plan. Any list outlined below could be expanded upon to help in the drafting and execution of your re-opening. I thank all businesses for their patience and commitment to reopening safely and responsibly.” - Anthony J. Picente, Jr.

Select a Site Coordinator

The role of the site coordinator is to help draft a reopening plan, maintain the plan and keep the plan up to date with policy changes. The plan should include the following information about the site coordinator:

- Contact Information
- List of duties

Assess Essential Functions

Consider the following items in your plan:

- Essential functions that occur in this environment on-site.
- Functions that could be carried out remotely (if possible).
- Operations that could be suspended if necessary.

Assess Your Personnel Policies

- List essential on-site personnel and those who can function remotely.
- Review and include updates to your human resources policies.
- Outline social distancing policies.
- Have clearly written leave policies.
- Develop teleworking policies where appropriate.
- Develop a training plan.
- Pre-screen Employees Policy

Assess Your Facility

Develop a list of services and tasks to ensure your business/organization is ready to open.

- Write a checklist of Services that need to be resumed before reopening: gas, electric, janitorial etc.
- Develop and write in your plan vendor protocols for any services that require in person engagement.
- List essential supplies and identify potential alternative suppliers during times of high demand.
Sanitization Protocols

- List items or surfaces that are necessary, unnecessary and replaceable to the basic function of the facility.
- Detail how hard (non-porous) and soft (porous) surfaces should be cleaned.
- Identify PPE necessary for cleaning personnel.

Educate Your Employees

- Provide internal signage to alert co-workers.
- Provide remote workers with a list of resources to stay healthy and active at home.
- Provide safety training videos for customer-facing activities.
- Maintain an up-to-date repository on the company’s shared network.
- Provide employees available webinars for training.

Customer Engagement

- List the policies that have been created or changed and how they will be communicated.
- Create a signage plan. It may be helpful to locate near doors and other high traffic areas.
- Create a physical separation to protect employees and customers.

More Information

**Cleaning and Disinfecting Guidance**

**Printable Signage from the CDC**
https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc