

PREPARE TO REOPEN

5 SIMPLE STEPS TO GET YOUR BUSINESS READY
TO OPEN THE DOORS TO THE COMMUNITY



1. DEVELOP A COVID-19 TASK FORCE

- Your COVID-19 task force should be made up of 2-5 people and include a manager.
- This task force will:
 - Develop and lead your COVID-19 prevention plan.
 - Ensure best practices are being followed by staff.
 - Remain updated with changing guidelines and policies from government.



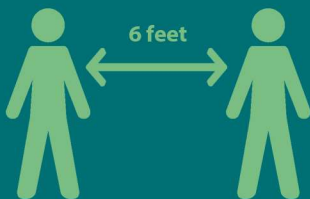
2. ENSURE WORKPLACE SAFETY

- Place signage around your workplace to ensure proper hygiene, and to remind your staff to be physically distant.
- Stock your workplace with the appropriate Personal Protective Equipment (PPE).
- Consider hiring a professional cleaner.
- Develop an employee assessment tool or system for use before every shift.



3. PREPARE YOUR EMPLOYEES

- Introduce employee assessment tool for screening prior to returning to work.
- Require employees to start reporting symptoms or known contact with someone who has COVID-19.
- Train staff in proper hygiene practices.
- Discourage employees from sharing equipment.



4. PREPARE YOUR CUSTOMERS

- Post guidelines at the entrance of your business regarding your expectations.
- Consider downsizing or limiting store capacity.
- Provide a place for customers to wash their hands, or provide them with hand sanitizer.
- Update your website to reflect your new rules.
- Place arrow shaped tape on the ground to direct the flow of traffic.



5. PREPARE FOR TRANSACTIONS

- Sales registers should be six feet apart.
- Avoid cash exchanges, encourage customers to use card, tap or other forms of contactless payment.
- Install plexiglass screens between staff and customers if necessary.
- Consider delivery, take-out, and curbside pickup where applicable.

<http://straitareachamber.ca/covid-19-your-business/>