

Responsible Reopening Guidelines for Businesses *

What does the new “norm” look like?

Responsible reopening for a business should be as personalized as your mission statement. Your culture, your work force and the type or size of your business will be considerations when writing a re-entry plan and when determining when to move on to the next phase.

Consider the following before implementing the plan:

Safety and Health Costs

- Sanitation and protection of employees/patrons may have a cost associated. Bringing employees and patrons back in phases may help off-set some of the cost.

Communications

- Transparency and constant communication will be key for a successful re-entry. Communication alleviates anxiety for employees and allows them to feel empowered.

Conduct a *Survey

- Use a survey to help with developing your re-entry plan. This survey should be used to establish who is ready and can come back to work. It can also identify any hardships on the employee which include, but are not limited to, lack of daycare, financial issues and mental stress. This survey should not be used to eliminate jobs or positions.

**Sample Survey Questions are on last page.*

Responsible Reopening Phase One

Returning Employees

1. Establish optional work plans.
 - Work remotely when feasible.
 - Return workforce in phases.
 - Develop alternating schedules/shifts between working in the office and working remotely.
2. Employees with an elevated temperature should stay home. Those who feel ill, should take sick time or be allowed to work from home for 72 hours.
3. Employees are encouraged to wear masks.
4. Wash hands frequently. Soap and/or hand sanitizer should be provided.
5. Disinfect personal workstations at the start and end of the workday

Building Access

1. Only employees should be allowed in the business. If applicable, limit/control the entry and exit door for employees.
2. Tape off the section/desk area to your receptionist at six feet or build a barrier.
3. If your business requires outside patrons/guests, consider the following:
 - Require or provide masks.
 - Provide hand sanitizer as they enter the building.

Meeting Rooms

1. Meetings should be limited to employees only. Meeting with others should be conducted virtually.
2. Reduce the standard room capacity for meetings rooms and personal offices.
3. Disinfect meetings rooms before and after each use.

Common Areas

1. Close common areas where employees are likely to congregate or enforce strict social distancing protocols. These areas should be disinfected at the end of each day.
2. Sanitize all employee food and containers before storing in a common area. Food stored in a common refrigerator should be sanitized and placed into clear zip-log bags. A name and a date will be written on the bag.
3. Reduce the capacity number of people in a fitness room/gym. Equipment should be wiped down before and after use.

Travel

1. Minimize non-essential travel and adhere to CDC guidelines regarding isolation after travel.

Employee Assistance

1. Human Resources will be readily available to provide assistance on lapsed benefits, questions on COVID-19 issues and mental health assistance.

Responsible Reopening Phase Two

Returning Employees

1. Continue with optional work plans.
 - Work remotely when feasible.
 - Return workforce in phases.
 - Develop alternating schedules/shifts between working in the office and working remotely.
2. Employees with an elevated temperature should stay home. Those who feel ill, should take sick time or be allowed to work from home for 72 hours.
3. Employees are encouraged to wear masks.
4. Wash hands frequently. Soap and/or hand sanitizer should be provided.
5. Disinfect personal workstations at the start and end of the workday.
6. Consider special accommodations for employees who are members of the vulnerable population.

Building Access

1. If applicable, limit/control the entry and exit door for employees.
2. Tape off the section/desk to your receptionist at six feet or build a barrier.
3. For outside patrons and visitors:
 - Require or provide masks.
 - Provide hand sanitizer as they enter the building.

Meeting Rooms

1. Encourage virtual meetings.
2. Reduce the standard room capacity for meetings rooms and personal offices.
3. Disinfect meetings rooms before and after each use.

Common Areas

1. Close common areas where employees are likely to congregate or enforce strict social distancing protocols. These areas should be disinfected at the end of each day.
2. Sanitize all employee food and containers before storing in a common area. Food stored in a common refrigerator should be sanitized and placed into clear zip-log bags. A name and a date will be written on the bag.
3. Reduce the capacity number of people in a fitness room/gym. Equipment should be wiped down before and after use.

Travel

1. Non-essential travel can resume. Consider isolation after travel dependent of traveled location.

Employee Assistance

1. Human Resources will be readily available to provide assistance on lapsed benefits, questions on COVID-19 issues and mental health assistance.

Responsible Reopening Phase Three

Returning Employees

1. Resume normal work schedules.
2. Encourage best practices hygiene.
3. Disinfect personal workstations at the start of each day.
4. Vulnerable employees should practice physical distancing and minimizing unnecessary exposure.

Building Access

1. Continue to provide hand sanitizer to patrons/guest as they enter the building.

Meeting Rooms

1. Disinfect meetings rooms before and after each use.

Common Areas

1. All common areas should be disinfected daily.
2. Fitness equipment should be wiped down before and after use.

Travel

1. Resume normal travel.

Employee Assistance

1. Programs should remain in place for mental health assistance.

*Sample Survey Questions

1. Are you comfortable with returning to work?
 - a. If no, list why.
 - b. When would you be comfortable with returning to work? (list dates if a date has been set)
2. Will you have a hardship with returning to work due to:
 - a. Child Care (many programs for the summer may be cancelled)
 - b. Caring for another family member?
3. Have you traveled outside of the region in the last 14 days?
 - a. Where?
 - b. Did you self-quarantine after your return?
4. Have you had any COVID-19 symptoms in the last 14 days?
5. Has working from home created a significant financial hardship?
6. Have you been around a person who you know has been diagnosed with COVID-19?
7. Have you cared for someone with COVID-19?

