

Back to Business Checklist

Ensure your business is ready to open safely

staples 

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1. Screening and Entry Requirements

- Conduct Temperature Checks on Customers and Employees prior to entering the workforce
 - Ask customers and employees whether they have been exposed to any risk factors for Covid-19 before entering
 - Communicate verbally and with signage to employees and customers that it s your establishment's policy to stay home if feeling unwell
 - Provide hand sanitizer at entrances, exits and key points throughout your workplace
 - Implement policy of wearing masks or PPE (if needed)
 - Establish policy for vulnerable customers and/or employees
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2. Physical Distancing Procedures

- To comply with physical distancing, establish policy on number of people allowed within your establishment/workplace at one time
- Implement a curb side pickup or online order & delivery
- Implement one-way flow or navigation process to support distancing and limit interactions between customers and employees
- Ensure your workplace has visible signage communicating your physical distancing policy

3. Checkout & Payment

- Migrate to cashless payments
- Discourage the use of re-usable bags
- Limit proximity of customers and employees at cash registers through implementation of physical distancing products and/or closing cash registers in close proximity to each other.



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4. Cleaning and Disinfecting

- Establish process and responsibilities for frequent cleaning and disinfecting
- Increase frequency of cleaning to high-traffic areas & frequently touched surfaces
- Communicate cleaning policy to employees and establish policy for cleaning and sanitization of personal effects
- Implement increased handwashing policies for employees

5. Employee Management

- Ensure you communicate new cleaning, physical distancing and safety procedures to your employees
- Equip employees with PPE. This could include gloves, masks, plexiglass etc.
- Review sick leave policy with employees and ensure they know to stay home if feeling unwell or if they've been exposed to risk
- Establish policy for vulnerable workers
- Implement and communicate process and expectations for remote work, if possible



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6. Owner responsibilities

- Determine procedure and course of action should your workplace be exposed to Covid-19
- Implement a policy for shipping and receiving
- Ensure you have a plan in place for operations to move remotely, if needed
- Ensure you are checking in with your employees mental health and your own

7. Open for Business (digitally)

- Ensure you update your business information including hours of operation through Google My Business Profile
- Build an online store or digital presence so customers can interact with your business during closures or find your services more easily
- Ensure you communicate your business' new health and safety procedures on your website or social channels

