

Preparation for Reopening Businesses

As businesses begin to reopen and associates return to work, it's important to provide the safest, cleanest, most comfortable environment so everyone can come back as confidently and productively as possible. Here are some suggestions and guidelines that can help you, your associates and your customers stay safe as you begin interacting again.

- Keep social distancing guidelines in place. That includes a 6-foot separation between individuals. Physical barriers may also be appropriate.
- Where there are no barriers, but the appropriate distance exists, place signs to remind associates and customers to maintain social distance.
- To reduce interaction as much as possible, move some staff to alternative workstations or stagger work hours.
- Limit the number of seats in common areas and keep seats at least 6 feet apart.
- If you have areas where associates or customers wait in lines, use tape or other markings on the on the ground to indicate 6-foot intervals.
- Manage breakrooms to reduce communal use. If safe distances cannot be maintained, consider finding alternative areas for associate breaks.
- Provide PPE (masks and disposable gloves) for employees.
- Install signs to remind associates about frequent hand washing and proper personal hygiene.
- Have hand sanitizer dispensers out and available for employees, customers and visitors.
- Consider health screenings for associates, including questionnaires and temperature checks.
- Clean and disinfect common areas and frequently touched surfaces often (including tables, doorknobs, light switches, counter tops, handles, desks, phones, keyboards, toilets, faucets, and sinks). Use soap and water or detergent and water to clean and EPA-registered chemicals to disinfect.

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