

# COVID-19 REOPENING CHECKLIST

To create a safe space for customers and employees that projects competence, businesses should consider using this checklist as a starting point on the path to reopening.

## Step 1: Know State & Federal Regulations

Compliance is key to reopening, drawing in customers, and staying open. Business should be well versed in regulations regarding:

- Cleanliness requirements
- Social distancing requirements
- Mask requirements
- Capacity limits at current phase

## Step 2: Follow the Rules

- Schedule an immediate deep cleaning and ongoing prevention plan to adhere to disinfection requirements
- Create a plan to deal with social distancing and capacity limits, such as adding markers spaced 6 feet apart and signage to guide customers on traffic flow
- Create a mask enforcement plan, such as requiring all employees to wear masks, and posting signs for customers to enter wearing a mask before they sit down
- Add hand-sanitizing or hand-washing stations at entrances and exits

## Step 3: Make Sure Everyone Knows You're Following the Rules

- Use signage to reiterate rules for optimal health
- Provide written or visual proof of deep cleanings to put your patrons at ease
- Keep open communication with customers and employees about what your doing to protect them
- Create an FAQ guide that customers and employees can reference regarding your new protocols

## Step 4: Go Beyond the Rules

- Partner with a local lab or nurse to offer testing on-site for your employees, if possible
- Provide masks for employees and customers
- Consider engaging with industrial cleaning companies for advice and regular service
- Prepare your staff to interact with customers by training them on all compliance issues

**For a free on-site assessment and quote call:**

Palm Beach County  
561.852.9299

Broward County  
954.697.9928

Miami Dade County  
305.262.5326