

Five Ways to Prepare to Re-Open

Steps to take to prepare for your re-opening



#1 Build a “COVID-19 Plan”

Take a few minutes and write down your plan of action. This plan will be used a number of ways. Now it can be utilized for any documents the City or Health Dept. may require and later it will be used in marketing efforts to show you are serious about customer and staff safety. Call it your “COVID-19 Safety Plan,” and review as necessary. Include a materials needed checklist, new protocols, safety procedures, social distancing and marketing.

#2 Respect Social Distancing

By now you have probably been to a store that has markings on the floor showing where to stand, saw signs that say no more than 10 people, noticed some doors are marked “entry” and some “exit” and maybe even seen plastic guards or barriers at counters. You may want to consider similar procedures. Start to gather necessary supplies (EX: sanitizer, wipes, gloves, masks, etc.) and signage to accommodate your “COVID-19 Safety Plan.”

#3 Create a Cleaning Schedule

Customers will notice if your business is clean, organized and safe to enter. Redesign your past cleaning schedule to allow enough time for increased measures. Make sure ALL staff is aware of new policies/procedures. Prepare a checklist and perform routine inspections for quality control.

#4 Market Your “COVID-19 Plan”

As businesses begin to re-open, customers most likely will look for those locations that have clearly marketed their “COVID-19 Safety Plan.” Some businesses that have remained open have done a great job of this, and they are reporting a benefit and an increase in numbers. When you begin to market that you’re back open for business, include your plan and protocols.

#5 Respect the Process

The process of re-opening will continue to adjust as our Governing Authorities evaluate the situation. Some customers can’t wait for things to be “Business as Usual,” while others may remain cautious for some time. Having a “COVID-19 Safety Plan” will help to alleviate concerns that may arise.

We are in this **TOGETHER!**
If you have further questions, contact us.

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