



How to reopen your business safely in COVID-19

1. Plan Ahead

- Review any emergency plans you already have and update them if necessary.
- Make a plan for what you will do if large numbers of employees or You get sick.
- Do you have high-risk employees or over 65 that are essential? If yes, do you have a plan for those employees?
- Consider alternative options for gathering large groups of people, such as streaming video or online participation.
- Stay aware of COVID-19 in your community.

2. Communication

- Instruct all employees and customers to stay home if they are sick
- Post signs** encouraging participants/patrons to not enter or leave immediately if they begin to show symptoms of illness. (NCDHHS & CDC has free signage)
- Encourage patrons who are at a higher risk for complications from COVID-19, including people over 65 and those with pre-existing medical conditions, to stay home as much as possible.
- Post signs** with clear instructions of steps employees and patrons should take to maintain social distancing (6 feet)
- Employees may discontinue isolation and return to normal activities when it has been at least 7 days since their first day of illness AND they have been without fever for three days (72 hours) and their other symptoms are improving, in consultation with their health care providers and state and local health departments.
- Employers should not ask for a negative COVID-19 test or a note from a medical provider for employees to return to work.

3. Prevention

- Handwashing stations
- Hand sanitizer at entrance and exit
- Mask usage with employees
- Clean between customers (disinfectant) (Cloth)
- Trash cans with bags (empty daily)
- Clean public bathrooms (recommended often)
- Hotspot surfaces (disinfectant)
- Checkout barriers
- Routings for entrance and exit. Route all areas if possible



4. Physical Distancing

- 6 feet (or two arm lengths) between employees, between patrons, and between employees and patrons to minimize the risk of spreading coronavirus infection (5 individuals per 1000 sq. feet).
- Individuals should remain six feet apart at all times except at the point of sale or purchase. Mark Six-foot intervals.
- Place chairs and tables at least six feet apart, organize your workflow to restrict crowding or grouping, and limit the number of patrons and employees in a space at any given time.
- If people must wait to be let in, have them wait in their cars and contact them by phone when they can enter.

5. Local Health Department

- If a patron or employee is diagnosed with COVID-19, your local health department may ask you for contact information for anyone else who may have been exposed.
- If you hear about an employee or patron who was diagnosed with COVID-19, contact your local health department. Not the individual
- If an employee or patron is diagnosed with COVID-19, ensure that all areas of the venue or facility they visited have been thoroughly cleaned with an agent that is active against coronaviruses. You Do Not need to close the venue or facility.

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Essential Business Opening. This checklist was referenced from

<https://files.nc.gov/ncdhhs/documents/files/covid-19/Interim-Guidance-for-Operators-Employees-and-Patrons-of-Essential-Businesses.pdf>