IS YOUR BUSINESS RE-OPEN READY?

COMMON GUIDELINES FOR RE-OPENING (FEDERAL/STATE/LOCAL)

1. Practice 6-foot social distancing
2. Wear personal protective equipment (PPE) for personal interactions when possible (masks, face shields, gloves)
3. Regularly sanitize work areas
4. Wash hands regularly
5. Conduct health screenings of employees
6. Send sick employees home (temperatures above 100 degrees are not permitted to work)
7. Require employees to stay at home when sick
8. High risk individuals should continue to work from home if possible

RE-OPEN READY RECOMMENDATIONS FOR EMPLOYERS

1. Engage Existing Resources
   - Explore government guidelines
   - Seek local assistance
   - CDC - https://cdc.gov
   - Orange County - https://occovid19.ochealthinfo.com
   - OrlandoHealth - https://www.orlandohealth.com/businessready
   - Seek available training videos/publications
   - Gather industry specific recommendation (Chambers of Commerce / AMA / ADA / Barbacide / Retailer Association / Manufacturer’s Association)

2. Establish Your COVID Protocols & Train All Employees
   - Social distancing
   - Establish your work from home policy
   - Stay at home sick policy
   - Prepare assistance scripts:
     - Send a sick employee home
     - Ask a guest to wear a mask
     - Ask visitors to observe social distancing
   - Embrace technology
   - Capacity restrictions
   - PPE requirements & procedures
   - Daily health screening - including a temp check
   - Checklists for training & compliance
   - Rotate staff teams to prevent spread
   - More employees work from home
   - Employee agreements for awareness/compliance
3. Prepare Your Facility for Re-Opening
   - Connect with County Procurement Department to locate suppliers (vetted vendors/bulk purchasing/supply distribution)
   - Orange County has PPE available for businesses located in the County
   - Locate local suppliers to acquire PPE & safety services (masks, carpet & commercial cleaners, printers, sanitizers, fogging, UV, etc.)
   - Deep clean facility (clean & sanitize work areas: furniture, equipment, phones, keyboards, waiting room, break-rooms, bathrooms, carpets, air filters)
   - Create social distancing designs (remove chairs, close common areas)
   - Install protective shields (sneeze & cough guards) where appropriate
   - Update training manuals with COVID procedures and new safety requirements
   - Install signage to inform customers of facility expectations/protocols
   - Install directional signage as appropriate (crowd control materials/staging areas for deliveries/shift changes)
   - Health Dept. Approved Sticker (Re-Open Ready Program)

4. Ongoing Operating Considerations
   - Implement a reservation/appointment system for clients/visitors
   - Regularly clean & sanitize all surfaces touched by the public (door handles, handrails, elevator buttons, shared keyboards)
   - Place hand sanitizer stations at entrances and throughout facility
   - Identify and mark social distancing points – keeping people 6’ apart
   - Provide disposable (one-time use) materials for clients (menus, pens, wipes, paper towels, etc.)
   - New point of sale systems: pay by phone / tap credit cards
   - Must make an appointment online (no long lines allowed)
   - Expanded hours to accommodate social distance through-put
   - Be innovative! What can you do to ensure that your customers feel safe and appreciated?

5. Facility Signage Ideas
   - Our Commitment to Each Other:
     - We Provide: (clean environment, healthy workers, practice social distancing/masks, etc.)
     - We Ask You: (Not to enter if sick, practice social distance, wear mask, have patience, etc.)
   - Company Expectations/Requests: (wear masks/gloves/social distance, etc.)
   - We are Re-Open Ready! Potential Seal of Approval Program (increase customer confidence)
   - As Part of our Efforts to Keep You Safe (informational/directional/company safety protocols, etc.)

RE-OPEN READY RECOMMENDATIONS FOR EMPLOYEES
   - Utilize personal protective equipment (PPE)
     - Wear face covering to protect others
     - Avoid touching face
     - Wear gloves when touching public surfaces (where appropriate)
   - Learn and practice your employer’s Covid-19 protocols
   - Practice good hygiene – wash hands often with soap (min. 20 seconds)
   - Clean & sanitize personal work area regularly
   - Clean & sanitize phone, keyboard & mouse regularly
   - Practice social distancing (use phone vs. visiting offices)
   - Assist in implementing and enforcing company protocols
   - Self-monitor your health (temperature, coughing, sneezing)
   - Go home/stay home when sick
   - If you are infected - 14 days quarantine/ 2 negative tests before returning