



# PREPARE FOR RE-OPENING

Here are some helpful tips, along with action points that your local health department might require before being permitted to re-open your facility.\*

## GENERAL GUIDELINES

- Wear a mask at all times when others are in your facility.
- Make sure you have hand sanitizer and a disinfectant cleaner or disinfectant wipes.
- Each day before opening, clean and disinfect all surfaces and floors in your facility.
- You may not need to worry about your storage room, but we encourage you to check with your local department's requirements.
- Establish a procedure for what to do if you discover someone in your facility has COVID-19. These should include:
  - Shut down the facility.
  - Open the doors and use a fan if you have one to help circulate air.
  - If anyone came into close contact with the infected person (within 6 feet for at least 10 minutes), send them home to isolate for 48 hours.
  - Thoroughly clean and disinfect all areas that the infected person had access to.

## SETTING UP YOUR SPACE

- Place signage on each door to your facility outlining general guidelines for customer and employee interaction, whether pre-payment or curbside pick-up is available, hours of operation, etc.
- Your health department may have specific signage required to be posted at your facility. Please check with your local department for specific requirements.
- Create a pickup area as close to the front doors of your facility as possible. Try to make a defined space that allows customer to get in and out quickly.
- Plan to stay out of the customer area when customers are there.
- Place hand sanitizer in various places around the facility for everyone to use. Examples include but are not limited to:
  - On tables
  - On counters, especially near register
  - In the bathroom

*\*presented as examples; please check with your own local health department for requirements specific to your region*

## WORKING WITH STAFF MEMBERS

- Require each staff member to take their temperature before starting their shift. If their temperature is above 100.4 they must be sent home.
- Require each team member to wear a mask at all times during their shift, except while eating or drinking.
- Require them to follow the same cleaning regimen that you've established, as outlined above.
- Ask each one to wash their hands thoroughly with soap and hot water at least once an hour.
- If a staff member gets sick while working:
  - compile a list of all other staff that came in contact with the sick member. Ask them to self-isolate for 48 hours, as detailed above.
  - Clean and disinfect all work surfaces and equipment the sick individual used.

## DURING OPERATIONS

- Don't let anyone in without a mask.
- Don't allow non-customers to come in & "hang out"
- Require social distancing, (6 feet apart), for all customers.
- Transact all business across the customer table.
- Use hand sanitizer after handling money or touching any customer.
- Frequently wipe down and disinfect all frequently touched areas such as door handles, counter tops, and tables.



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