



COVID-19 **BUSINESS RECOVERY**

Things to Consider in Planning for the Reopening of Your Business

May 13, 2020

In drafting your plan to reopen your business, please remember that things are likely to be different after the shutdown and restrictions on businesses are lifted. We know there will be crowd limits and social distancing practices that continue long after our businesses are allowed to reopen. Now is the time to plan and to determine how you might change your business or shift your focus to address the changes that are likely to occur.

- Are there other products or services you might offer that you didn't before but that might provide some new revenue for you and offerings for your customer as we emerge from this pandemic?
- Are there other services or ways to deliver service or products to your customers? Some of our businesses came up with creative, outside the box, ways to stay in operation during the COVID-19 quarantine. Restaurants, who were included in the essential business offerings list, stayed open with food pickup and delivery services and even brought in food trucks and opened up farmers markets; yoga studios and gyms offered online sessions; and counselors, healthcare providers, and other consultants continued to offer their services through Zoom and other video conferencing sites.
- There will probably be restrictions on the number of people allowed to gather in one space or how close people can be next to each. Think about your business's work space and changes you may need to make to accommodate these different space needs. Whether it's the placement of desks in an office, tables in a restaurant, how customer displays are set up or how to plan an event, you should start planning now to create better social distancing at your workplace for your employees, visitors and customers.

- Cleaning and disinfecting your workplace will be of utmost importance, particularly in areas where there are shared kitchen spaces, cafeterias, rest rooms and/or conference rooms. You might consider providing hand sanitizer dispensers in high traffic areas like doorways or near printers, fax machines, postage machines or other shared equipment. Any frequently touched surfaces like doorknobs, elevator buttons, and handrails, should be regularly cleaned and disinfected. Consider posting signs to remind workers about the importance of hand washing and the proper etiquette for coughing and sneezing. You might also consider having no-touch garbage cans, and stocking disinfectants, cleansing wipes, face masks, gloves, and good soap dispensers.