

Reopening Checklist for Businesses

READY, GET SET, GO!



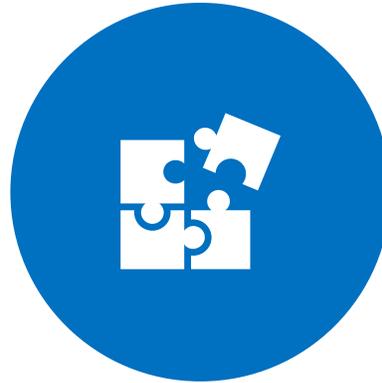
Steps to Safely & Successfully Reopen and Get Back to Business

READY.



PREPARE YOUR PHYSICAL
SPACE AND EMPLOYEES

GET SET.



GET READY FOR
CUSTOMERS OR VISITORS

GO!



REACH YOUR KEY
AUDIENCES

Reopening Checklist

As you reopen your store or office space, there are several practical items to think about for the safety and well-being of your employees and visitors. We all need to be mindful of local, state and federal safety standards, such as:

- **Limit the number of visitors or patrons inside the store based on square feet**
- **Adhere to social distancing protocols**
- **Sanitize entrance and exit doors multiple times per day and provide hand sanitizer within the business**
- **Install protective screens where employee/visitor interactions are likely**

The safety recommendations have been designed based on government regulations and we hope this checklist gets you thinking about your space, people and customers. Our goal is to help guide you through all the ways you can meet required guidelines and provide peace-of-mind as you resume business operations.

Gauging Your Readiness

- What is your expected reopen date?
- Do you have employees, visitors and/or retail traffic?
- Do you go to your customers or do they come to you?
- Are you looking for temporary, long-term or permanent solutions?



Ready: Your Exterior Physical Space

- Changes to parking or traffic flow
- Open / closed to visitors
- Curbside pick-up / drop-off
- No entry / entrance restrictions
- Occupancy limitation
- Entrance requirements for employees
- We're open (door or window graphics)
- Modified hours (door or window graphics)
- Shipping and receiving instructions
- Drop off area

Proper signage to direct and inform visitors and employees is critical, along with proper hygiene notifications and supplying necessary Personal Protective Equipment (PPE).



Ready: Your Interior Space

Main Entrance

- Visitor notifications / restrictions
- Transaction counter barrier / sneeze guard
- Social distancing graphics
- Sign-in log and AHCA screening checklist
- ID badges / tags
- PPE required
- Wayfinding signs
- Hand sanitizer station
- Barriers / room dividers
- Hygiene best practices

Employee Entrance

- Notification signs / restrictions
- Counter barrier / sneeze guard
- Hand washing reminders
- Sign-in log and screening checklist
- Employee ID badges / tags
- PPE required / provided (masks, gloves, shoe covers)
- Social distancing graphics
- Employee engagement
- Hand sanitizer station



Ready: Your Interior Space (cont.)

Workstations, Conference & Break Rooms

- PPE required (masks, gloves, shoe covers)
- Barriers / room dividers
- Movement restrictions
- Hygiene best practices
- Social distancing graphics
- Hand sanitizer stations

Production Area

- Social distance graphics
- Barriers / room dividers
- Movement restrictions
- PPE required



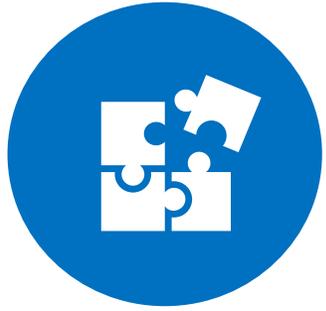
Ready: Your Interior Space (cont.)

Shipping & Receiving

- Drop-off / pick-up instructions
- No entry
- Ring bell for assistance
- Movement restrictions
- Social distancing graphics
- Hand sanitizer stations

Restroom

- Wash your hands for 20 seconds
- Prevent the spread of germs



Get Set: A Safe Space for Your Customers

- ❑ Health and safety reminders
- ❑ Social distancing graphics (6 feet apart)
- ❑ Directional floor graphics (One-way traffic)
- ❑ Protection screens / sneeze guards
- ❑ Customer hand sanitizer stations
- ❑ Door hangs, counter signs and table tents
- ❑ Disposable gloves
- ❑ One-time use paper menus and flyers
- ❑ Branded pens and pencils (use and take)
- ❑ Disposable seat and table covers
- ❑ Branded carryout bags and boxes
- ❑ Safety labels and stickers



Go! Getting the Word Out

- ❑ Sidewalk signage (We're open!, Curbside pick-up)
- ❑ Banners and feather banners
- ❑ Direct mail campaigns
- ❑ List management
- ❑ Brochures, flyers and informational sheets
- ❑ Vehicle graphics and wraps
- ❑ Email campaigns
- ❑ Website content and graphics
- ❑ Social media content and graphics
- ❑ Videos
- ❑ eCommerce sites
- ❑ Branded promotional product giveaways
- ❑ Notecards and stationery
- ❑ Newsletters and postcards

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