Open for Business Survey

Use this survey-checklist to develop a foundation for your Business Preparedness Plan. Many states are requiring written plans that address the checklist items in this survey.

4+ Checklist for Opening a Business

1.   Make sure sick workers stay home

☐ Worker Health Screening.

☐ Isolate possible exposed workers or with COVID-19 symptoms.

☐ Establish communication protocols when workers have been potentially exposed.

☐ Establish worker sickness reporting protocols.

☐ Evaluate and adjust sick leave policies to reflect the need for isolation and incentivize workers who are sick to stay home.

☐ Provide accommodations for vulnerable populations.

☐ Clearly communicate sick leave policies to all workers.

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2.   Establish Social Distancing Guidelines

☐ Maximize the use of telecommuting; workers who are able to work from home must work from home.

☐ Stagger shifts and breaks; create additional shifts.

☐ Evaluate traffic patterns to reduce crowding at entrances, in hallways, etc.

☐ Limit gatherings of workers.

☐ Ensure physical distancing in workplaces, including at workstations, productions lines, etc.

☐ Limit non-essential worker interaction across floors, buildings, campuses, worksites, etc.

☐ Increase physical space between workers and customers, such as using a drive-thru or partitions.

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3. Worker hygiene and source controls

- ☐ Ensure workers regularly wash their hands. Ensure handwashing and/or hand-sanitizer facilities are readily available and stocked.
- ☐ Provide recommended protective supplies, such as non-medical cloth masks, gloves, disinfectant, guards, shields, etc.
- ☐ Post handwashing and "cover your cough" signs.
- ☐ Encourage use of source control masks, such as non-medical cloth masks.
- ☐ Prohibit on-site food preparation and sharing.
- ☐ Provide tissues for proper cough/sneeze etiquette and no-touch disposal receptacles.

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4. Cleaning, disinfection and ventilation protocols

- ☐ Routinely clean and disinfect all areas, such as offices, restrooms, locker and changing rooms, common areas, shared electronic equipment, machinery, tools, controls, etc.
- ☐ Frequently clean all high-touch items, such as door knobs, countertops, railings, handles, light switches and other surfaces.
- ☐ Personal equipment, tools and phones should not be shared or, if shared, should be disinfected after each use.
- ☐ Implement routine cleaning and disinfecting of the workplace if a worker, customer or visitor becomes ill with COVID-19.
- ☐ Select appropriate and ensure the needed supply of disinfectants – consider effectiveness and safety. The U.S. Environmental Protection Agency (EPA) has developed a list of products that meet EPA's criteria for use against SARS-CoV-2.
- ☐ Review product labels and material safety data sheets, follow manufacturer specifications, and use required personal protective equipment for the product.
- ☐ Maximize fresh air into the workplace, limit air recirculation, and properly use and maintain ventilation systems.
- ☐ Take steps to minimize air flow from units blowing across people and consider the use of portable HEPA filter units.

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+. Business Specific

- ☐ Industrial/Manufacturing
- ☐ Retail
- ☐ Restaurant / Food Service
- ☐ Office
- ☐ Schools
- ☐ Healthcare

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