



Covid-19 / Pandemic Business Reopening Checklist

With the anticipated gradual reopening, business owners are faced with many new considerations as a result of this unprecedented event. Consider using this checklist to help ensure that your business and employees are prepared for a safe and successful reopening.

PRIOR TO REOPENING

COMPLETE

Use a phased approach. Establish a reopening committee to identify key components of business operations and determine how and when to reopen based on the White House Guidelines for Opening Up America Again .	<input type="checkbox"/>
Review the latest guidance from state and local governments as well as your local health department regarding the potential reopening of your non-essential business.	<input type="checkbox"/>
Consider CDC guidelines regarding safety and health procedures to implement to ensure employee safety related to COVID-19.	<input type="checkbox"/>
Conduct a thorough Risk Assessment to identify COVID-19 hazards facing your business. Consider tasks employees perform and whether or not they are exposed to COVID-19 risks when completing their duties.	<input type="checkbox"/>
Implement corrective controls using OSHA and CDC guidelines* to address the COVID-19 hazards posing a threat to your employees or customers which were identified in the Risk Assessment.	<input type="checkbox"/>
Provide training to all employees on any new COVID-19 related procedures or equipment required to maintain their safety in accordance with OSHA & CDC standards, such as the proper use of Personal Protective Equipment (PPE) etc.	<input type="checkbox"/> <input type="checkbox"/>
Assess your facility and equipment to determine if any necessary repairs are required. Confirm utilities are restored and in safe working order before resuming operations.	<input type="checkbox"/>
Contact vendors regarding the availability of supplies / materials that you may need to reopen.	<input type="checkbox"/>
Contact your management team / key employees regarding their work availability.	<input type="checkbox"/>
If deemed necessary by your risk assessment, perform a thorough disinfection / sanitation of your entire facility as per CDC guidelines.	<input type="checkbox"/>
Contact customers providing information regarding of special control measures you may be taking as a result of COVID-19 hazards. Notify of expected reopening date.	<input type="checkbox"/>
If not reopening and you & your partners or co-owners decide to dissolve your business entity, document the decision with a written legal agreement.	<input type="checkbox"/>

OTHER FINANCIAL CONSIDERATIONS

COMPLETE

Contact your insurance provider for a review of policies, expiration dates and any existing exclusions that may be related to COVID-19.	<input type="checkbox"/>
Compile the following information to potentially share with you insurance adjuster:	<input type="checkbox"/>
– Sales records and history	<input type="checkbox"/>
– Payroll data	<input type="checkbox"/>
– Profits and loss statements or income tax forms	<input type="checkbox"/>
Maintain detailed records of all expenses incurred during the COVID-19 shutdown and reopening process.	<input type="checkbox"/>

* [CDC COVID-19 Resources for Businesses and Employers](#) & [OSHA COVID-19 Resources](#)

This checklist is not intended to identify all hazards, or reflect all requirements of federal, state or local law. Additional measures may be required beyond those identified by this checklist.