

# Reopening Checklist for Businesses & Organizations

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READY, SET, GO!



# Steps to Safely and Successfully Reopen and Get Back to Work

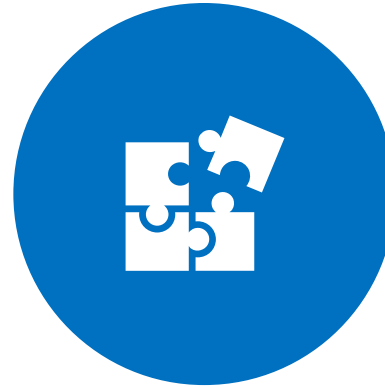
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**READY.**



PREPARE YOUR PHYSICAL  
SPACE AND EMPLOYEES

**SET.**



GET READY FOR CLIENTS  
OR GUESTS

**GO!**



REACH YOUR KEY  
AUDIENCES

# Reopening Checklist

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As you reopen your facility, 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 facility based on square feet**
- **Adhere to social distancing protocols**
- **Sanitize entrance and exit doors multiple times per day and provide hand sanitizer within the facility**
- **Install protective screens where employee/visitor interactions are likely**

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

# Gauging Your Readiness

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- How has the pandemic affected your work culture?
- Tell me about the physical interactions between staff, guests, vendors, etc.?
- Are you looking for temporary, long-term or permanent solutions?



# Ready: Your Exterior Physical Space

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- 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

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## Main Entrance

- Visitor notifications / restrictions
- Transaction counter barrier / sneeze guard
- Social distancing graphics
- Sign-in log
- 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.)

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## **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.)

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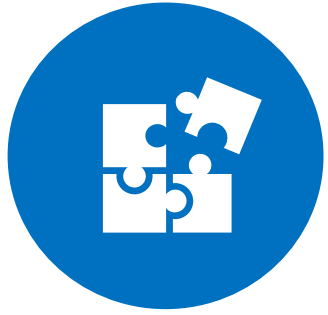
## Shipping & Receiving

- 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





# Set: A Safe Space for Your Guests

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- ❑ Health and safety reminders
- ❑ Social distancing graphics (6 feet apart)
- ❑ Directional floor graphics (One-way traffic)
- ❑ Protection screens / sneeze guards
- ❑ Customer hand sanitizer stations
- ❑ Counter signs and table tents
- ❑ Disposable gloves
- ❑ 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

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- ❑ Sidewalk signage (We're open!, WELCOME)
- ❑ Banners and feather banners
- ❑ Vehicle graphics and wraps
- ❑ Direct mail campaigns
- ❑ Brochures, flyers and informational sheets
- ❑ Email campaigns
- ❑ Website content and graphics
- ❑ Social media content and graphics
- ❑ Videos
- ❑ eCommerce sites
- ❑ Notecards and stationery
- ❑ Newsletters and postcards

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