

CHECKLIST: How to Reopen Your Business After the Coronavirus Stay-At-Home Orders

For more details on the below checklist items, see the original [client alert on our website](#).

1 REVISE EMPLOYEE POLICIES

- Develop or update social distancing plans
- Update current employee policies
- Implement new policies for COVID-19 issues
- Develop protocols for bringing employees back into the workplace
- Non-Discriminatory Application

3 MONITOR THE HEALTH OF EMPLOYEES AND THIRD PARTIES

- Implement testing for COVID-19
- High-Risk Employees
- Exclusion from the Workplace
- Confidentiality

4 CONTINUING BUSINESS FUNCTIONS

- Evaluate and/or renegotiate new or existing contracts with vendors.
- Monitor agreements with vendors and be prepared for delays or unavailability of services.
- Review insurance policies to ensure coverage for various COVID-19 implications. For additional assistance concerning insurance coverage for losses experienced during the COVID-19 pandemic visit Klehr Harrison's [Insurance Recovery Focus Group](#).
- Apply for any federal, state, or local funding available for your business. Further information and assistance with navigating the numerous loan programs is available through Klehr Harrison's [SBA Small Business Focus Group](#).

2 PREPARE THE PHYSICAL WORKPLACE FOR REOPENING

- RISK ASSESSMENT**
- SOCIAL DISTANCING MEASURES IN THE WORKPLACE**
 - Limit the number of employees allowed in certain spaces at the same time (e.g., breakrooms, check-in area/time clocks, and elevators)
 - Discontinue or limit certain services (e.g., vending machine services, food trucks, meal delivery, dry cleaning pick up, workout instructions)
 - Ensure the reception area for visitors allows for adequate social distancing
 - Implement flexible worksites as employees return (e.g., telework)
 - Implement flexible work hours to decrease the number of employees present at one time (e.g., staggered shifts)
 - Increase the physical space between employees in work and non-work spaces
 - Increase physical space between employees and customers
 - Implement flexible meeting and travel options
 - Deliver services remotely (e.g, video, phone, or online)
 - Deliver products through curbside pick-up or no-contact delivery
- WORKPLACE HYGIENE**
 - Sanitize the physical workplace in accordance with CDC guidelines
 - Provide employees and third parties with sufficient cleaning/sanitizing supplies for their workspaces
 - Determine if state and local orders require employees to wear face masks/covering in the workplace or when dealing with the public.If so, employers are required to provide employees with these coverings.
- TRAINING EMPLOYEES ON SOCIAL DISTANCING PROTOCOLS**



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For more information, contact our COVID-19 Task Force at COVID-19TaskForce@Klehr.com