

## **5 Phases for Re-opening**

### **Phase 1: Before re-opening**

- Shift away from using phrases of “social” distancing
- Use more positive phrases of “physical” distancing
- Staff should be encouraged to socialize
- Encourage staff to work from home
- Understand staff may not want to return
- Think about commuting/other challenges
- What is best for your employees and company?
- Determine essential staff
- Review essential job duties
- Has the industry shifted Post vs. Pre-COVID?
- Reallocate responsibilities
- Discuss with landlord about safety measures
- Review essential job duties
- PPE (Personal Protective Equipment)
- COVID symptoms in workplace
- Review work schedules
- Review office space
- Assign a point person
- Communication with staff
- Business continuity plan
- Office deliveries kept to a minimum
- Temperatures – who, what, where, how?
- Train employees
- No visitors
- Have physical requirements shifted?
- Sanitary products
- Disinfect, disinfect, disinfect

### **Phase 2: Back in Business**

- Essential employees may come back to the office
- Keep up on cleaning
- Sanitary products ordered, stocked, and placed in visible areas
- Office equipment reorganized with physical distancing measures

### **Phase 3: Join the Crowd**

- Additional people may be added
- Provide signup sheet for staff
- Keep cleaning
- In-person meetings can resume
- Regularly review/adjust as needed

### **Phase 4: Getting Back to Normal**

- Additional staff in the office
- Work from office is encouraged but optional
- Review office layout
- Continue to clean
- Continue to train

### **Phase 5: Welcome to the New Normal**

- Full capacity
- No limitations, back to normal
- Keep restrictions in place if necessary
- Consider allowing staff to continue to work from home if they desire
- Continue to clean
- Continue to train