



REOPENING CHECKLIST FROM THE GRAND TRAVERSE COUNTY HEALTH DEPARTMENT

This reopening checklist is designed to provide a summary of important planning steps to follow when reopening a business. A sample plan template is available for adaptation.

Both checklist and the plan are intended to assist employers in slowing the spread of COVID-19 and lowering the impact in their workplace for and from, returning employees, vendors, and customers.

If you have specific questions regarding a portion of your plan or implementing your plan AFTER reviewing this checklist, please email us at gtchd@gtchd.org.



CHECKLIST FOR REOPENING

TO REOPEN, BUSINESSES SHOULD MINIMALLY DO THE FOLLOWING:

- Develop** a COVID-19 preparedness and response plan consistent with OSHA guidelines
- Designate** a work place supervisor to implement, monitor and report on the plan developed as a result of the above requirement
- Provide** COVID-19 training to employees addressing infection control practices, proper use of personal protective equipment (PPE), steps to notify the employer of a positive test or symptoms, and how to report unsafe work conditions
- Conduct** daily entry self-screening of employees including a questionnaire covering symptoms or confirmed exposure to positive people
- Maintain** a distance of 6 feet between all people at the business to the maximum extent possible using ground markings, etc.
- Provide** non-medical grade facemasks to all employees
- Require** face coverings be worn when employees cannot consistently maintain 6 feet of distance from each other
- Increase** disinfection and cleaning of the business with special attention to shared objects and high-touch surfaces
- Develop** protocols to be used for cleaning if there is a positive test at the location
- Make** cleaning supplies available to employees upon arrival at work and allow time for them to wash their hands or use hand sanitizer frequently
- Notify** the local health dept. and co-workers, contractors, or suppliers who may have come into contact with the person within 24 hours of having an employee test positive,
- Follow** EO 2020-36 which prohibits any retaliating against employees who stay home or leave work when they are at particular risk of infecting others
- Establish** a response plan to send employees home and temporary closure when dealing with a confirmed infection
- Restrict** business related travel to essential travel only
- Encourage** employees to use PPE and hand sanitizer on public transportation
- Promote** remote work to the fullest extent possible
- Adopt** additional reasonable infection control measures in light of the work performed at the location and the infection rate in the community

BUSINESSES WHOSE WORK IS PRIMARILY OUTDOORS MUST:

- Prohibit** gatherings where people cannot maintain 6 feet of distance from one another
- Limit** in-person interaction with clients or patrons to the maximum extent possible and prohibit any interaction where 6 feet of distance cannot be maintained
- Provide** PPE for employees and require its use
- Adopt** protocols to limit the sharing of tools and equipment to the maximum extent possible and frequently clean tools and equipment

There are specific rules for businesses in construction, manufacturing, and laboratories that were incorporated here as well.

RETAIL STORES THAT ARE OPEN FOR IN-STORE SALES MUST:

- Create** material for customers to inform them of the changes to in-store practices and to explain the precautions being taken to prevent infection
- Establish** lines to regulate entry into the store and create markings for patrons to allow them to stay at least 6 feet apart while waiting in line
- Limit** the number of customers allowed in the store at one time consistent with section 6(c) (1) in this order
- Establish** at least 2 hours a week where vulnerable people are allowed to shop
- Post** signs at the entrance informing customers of their legal obligation to wear masks while in the store
- Post** signs at the entrance telling customers not to enter if they are or have recently been sick
- Design** spaces in the store and activities that encourage 6 feet of distance from one another
- Install** physical barriers at checkout or other service points
- Establish** an enhanced cleaning schedule
- Train** employees on appropriate cleaning procedures including for cashiers on cleaning between customers and how to manage symptomatic people
- Notify** employees if they learn that anyone who was positive was in the store

OFFICES MUST:

- Assign** entry points for employees to avoid congestion
- Provide** visual markers outside the building to maintain distance in case of congestion
- Take** steps to reduce entry congestion and ensure effective screening
- Require** face coverings in shared spaces
- Increase** distances between employees by spreading out work spaces, staggering space usage, etc.
- Turn** off water fountains

- Prohibit** social gatherings and meetings that do not allow for social distancing or create unnecessary movement in the office
- Provide** disinfecting supplies and require workstations be wiped down at least twice daily
- Post** signs about the importance of personal hygiene
- Disinfect** high-touch surfaces
- Institute** cleaning protocol when symptomatic employees are sent home
- Notify** employees if a positive person was at the office
- Prohibit** non-essential visitors Restrict non-essential travel including in-person conference events

RESTAURANTS AND BARS MUST:

- Limit** capacity to 50% of normal seating. Require six feet of separation between parties or groups at different tables or bar tops
- Create** communications material for customers to inform them of changes to restaurant or bar practices and to explain the precautions that are being taken to prevent infection
- Close** waiting areas and ask customers to wait in cars for a call when their table is ready
- Close** self-serve food or drink options, such as buffets, salad bars, and drink stations
- Provide** physical guides, such as tape on floors or sidewalks and signage on walls to ensure that customers remain at least six feet apart in any lines
- Post** signs at store entrances informing customers not to enter if they are or have recently been sick
- Post** signs instructing customers to wear face coverings until they get to their table
- Require** hosts and servers to wear face coverings in the dining area
- Require** employees to wear face coverings and gloves in the kitchen area when handling food, consistent with guidelines from the FDA
- Limit** shared items for customers (e.g., condiments, menus) and clean high-contact areas after each customer
- Train** employees on: use of personal protective equipment in conjunction with food safety guidelines, food safety health protocols, and how to manage symptomatic customers upon entry or in the restaurant
- Notify** employees if the employer learns that an individual with a confirmed case of COVID-19 has been there
- Close** restaurant immediately if an employee shows multiple symptoms of COVID-19 and perform a deep clean, consistent with guidance from the FDA and CDC
Require a doctor's written release to return to work if an employee has a confirmed case of COVID-19

Install physical barriers at cash registers, bars, host stands, and other areas where maintaining physical distance of six feet is difficult. To the maximum extent possible, limit the number of employees in shared spaces, including kitchens, break rooms, and offices, to maintain at least a six-foot distance between employees

Local government can decide to establish more stringent guidelines for businesses. Businesses must maintain a record of the requirements in sections 1(c), (d), and (k).

ED 2020-06 creates the Office of Worker Safety and allows someone to be appointed Director of COVID-19 Workplace Safety. EO 2020-114 establishes the workforce safety rules for all businesses across the state as the process of in-person work gradually returns. The Director of Workplace safety (and all agencies required to monitor compliance with workplace safety) will bring enforcement actions against any employer who violates these orders.