

Checklist for Developing a Reopening Plan

All businesses and employers should create and implement a plan to minimize the opportunity for COVID-19 transmission at their facility. When developing these plans, there may be certain considerations to follow for compliance with applicable Executive Orders and guidance provided for individual business types. This checklist will help retail businesses and other entities reduce the spread of COVID-19 in their communities.

Pre-Planning Stage

- ☐ Has your business drafted a comprehensive reopening plan? A plan will help to ensure that all parts of the guidance for reopening have been considered and liability concerns may also be addressed. In addition, the local health department should be made aware of the plans to provide assistance and ensure consistency with implementing current public health standards to help limit the spread of COVID-19.
- ☐ Have you read all applicable guidance documents and Executive Orders to determine occupancy limits and other requirements specific to your business type?

Increased Social Distancing

- ☐ Have you planned for clearly marked entrance and exit points to control traffic flow?
- ☐ Does your plan include specific markings of at least 6 feet in areas where lines might form, areas where people might congregate, and overflow areas?
- ☐ Do you include signage to remind people to social distance and remain at least 6 ft apart?
- ☐ Does your plan provide information on hand sanitizer (with at least 60% alcohol) placement at entrance, exit, and other high-touch points?
- ☐ Does your plan include specific capacity limits as required in the Executive Order for your business type with required signage to be posted?
- ☐ Did you include provisions for overflow and waiting areas to limit density in your plan?
- ☐ Did you provide touchless payment and other contactless check-out options when possible?

Implement Hygiene Protocols

- ☐ Does your plan identify the areas that would be considered high-touch points?
- ☐ Does your plan include specific provisions to perform frequent and routine environmental cleaning and disinfection of high-touch areas with an [EPA-approved disinfectant](#) for SARS-CoV-2 (the virus that causes COVID-19)? Provide specific information about disinfectant to be used and contact time when available.
- ☐ Does your plan include a process to systematically and frequently check availability of hand sanitizer (with at least 60% alcohol) as well as soap and hand-drying materials available at sinks?
- ☐ Does your facility have large amounts of soft surfaces in common areas such as extra pillows, cushions, or upholstered furniture? Does your plan include a disinfectant that is effective on soft surfaces, or a plan to remove or reduce soft surfaces in common areas?
- ☐ Have you provided disinfecting wipes and/or sprays that are [EPA approved against SARS-CoV-2](#) to be available for use on shared items?

Cloth Face Coverings

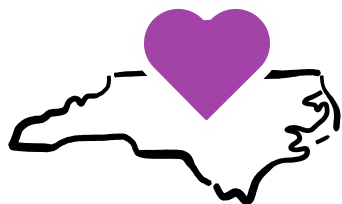
- ☐ Does your plan include a requirement for all employees, unless they have a qualifying exception, to wear cloth face coverings when social distancing cannot be maintained?
- ☐ Does your business have a policy and procedure for requiring customers to wear cloth face coverings as required by Executive Order 147? Please share guidance to employees on use, wearing, and removal of cloth face coverings, such as [CDC's guidance on wearing and removing cloth face masks](#), and [CDC's use of cloth face coverings](#).

Monitor Workforce and Participant Health

- ☐ Does your plan include a specific procedure to screen employees daily for symptoms before entering the workplace and immediately sending symptomatic workers home to isolate?
- ☐ Have you included a process to educate employees and patrons on preventing the spread of COVID-19?
- ☐ Have you developed a plan for immediately isolating employees from work if symptoms develop?
- ☐ Have you provided signage at the entrance asking sick customers to not enter the facility with specific symptoms of COVID-19 listed on the signage?
- ☐ Does your sick worker policy include provisions to exclude workers diagnosed with COVID-19 from work until cleared per CDC recommendations? (No fever for at least 72 hours since recovery without the use of fever-reducing medicine; AND Other symptoms, such as coughing and shortness of breath, have improved; AND At least 7 days have passed since first symptoms).

Other Recommendations

- ☐ Have you contacted your local health department to request a review of your plan and implement their recommendations?
- ☐ Have you checked that [building water and water systems](#) are safe to use and minimize the risk of Legionnaires' disease and other diseases associated with water?
- ☐ Does your plan address adequate ventilation systems that are operating properly and increase circulation of outdoor air as possible?
- ☐ Does your plan consider designated times for seniors and other high-risk populations to access services if possible?
- ☐ Does your plan share information about available help lines (2-1-1 and Hope4NC Helpline, 1-855-587-3463)?



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