

Planning to Reopen Your Business?



Workplace Hygiene Practices

- Think about how you can best reiterate and enforce the [CDC's guidelines](#) for proper, frequent personal hygiene practices.
- Assess your businesses' current cleaning and sanitation practices against the CDC's released recommendations.
- Understand state and federal regulations.



Social Distancing

Consider how your current work space can be reconfigured to encourage social distancing.



Business Needs

- What does my business need right now to survive?
- What employee concerns about workplace health will I need to address?
- What will my customers needs and demands be now and in the future?



Health Monitoring

- Develop a plan for monitoring your employee's health, with a particular focus on COVID-19 symptoms.
- Determine how you will handle if an employee tests positive.
- Reiterate your sick and paid time off policies to employees.

Security

- If you plan to arrange remote work long-term, cybersecurity will need to be a top priority.
 - Consider the technical infrastructure needed to secure sensitive information.
- Consider a Virtual Private Network (VPN) access.

Financing

- Identify the bare minimum you need to run your business again.
- Consider federal and state financial resources:
 - [Paycheck Protection Program \(PPP\)](#)
 - [Disaster assistance relief](#) from the U.S Small Business Administration
 - [Employee retention tax credit](#) available under the CARES Act