

# Reopening Checklist

## 1. Read the Governor's Forward Virginia Reopening Plan

Forward Virginia is the first and final word about reopening in Virginia. It's the law. Guidelines, industry-specific requirements, and best practices for reopening will be updated regularly at [virginia.gov/coronavirus](https://virginia.gov/coronavirus)



## 2. Make Sure You Can Meet Operational Requirements

Forward Virginia includes both helpful guidance and mandatory requirements. For example, some legal requirements for brick and mortar retail stores include:

- Limit occupancy to coincide with the guidance provided in Forward Virginia. If no minimum occupancy applies, use appropriate social distancing.
- Every two hours, perform a thorough cleaning and disinfection of frequently contacted surfaces, including: digital ordering devices, self-service areas, countertops, bathroom surfaces, cashier stations, doorknobs and handles, and other high touch surfaces.
- Sanitize customer-utilized surfaces by making an EPA-approved disinfectant easily accessible to customers or by having employees sanitize between each customer use.
- Visit [communityemergency.org/business-resources](https://communityemergency.org/business-resources) for more information on reopening guidelines from the regional Office of Emergency Management, and for help planning for future emergencies.

## 3. Prepare Your Physical Space to Reopen

- Post signage prohibiting the entrance of individuals with fever or COVID-19 symptoms, as well as those who have had known exposure within the previous 14 days.
- Clean and disinfect all equipment and surfaces according to CDC guidance.
- Install sneeze guards or other protective measures as necessary.
- Post signage or other markers that clearly communicate six-foot social distancing requirements in areas where individuals may congregate, especially at entrances, seating areas, and check-out lines.
- Distribute cleaning kits throughout your facility to make regular disinfecting/sanitizing more convenient. Create a cleaning regime that targets frequently touched surfaces.
- Post signage that indicates you're following safe reopening practices.

## 4. Prepare Your Employees to Return

- Create a transition plan. Outline any new roles and responsibilities, address how many employees will return to work, and establish a schedule.
- Train all staff on how to: monitor personal health and temperature at home; properly wear, remove, and dispose of PPE; launder cloth masks and uniforms; and follow new policies, safety measures, and cleaning protocols.
- Designate a staff person to be responsible for remaining current with the Forward Virginia guidelines and responding to COVID-19 concerns. Employees should know who this person is and how to contact them.

## 5. Protect Your Employees Onsite

- Require employees working in customer-facing areas to wear face coverings over their nose and mouth. Encourage all employees to wear face coverings in accordance with the Forward Virginia plan and CDC guidance.
- Provide sanitizing stations for customers and staff throughout your facility, particularly at entry and exit points. Use hand sanitizers with at least 60% alcohol.
- Provide best hygiene practices to employees on a regular basis. When developing staff schedules, make time for staff to frequently wash hands with soap and water.
- Screen employees prior to starting work. Help employees self-monitor their symptoms through temperature checks and screening questions before reporting to work. For sample screening questions, please refer to Virginia Department of Health interim guidance on screening and monitoring employees.
- Implement staggered shifts for both work periods and break periods. Consider cohort scheduling where groups of employees only work with employees in their group.
- Instruct employees who are sick to stay at home.

## 6. Protect Your Customers

- Require, or at least strongly encourage, your customers, clients and visitors to wear face coverings over their nose and mouth.
- Consider screening visitors for potential exposure in advance of on-site visits.
- Encourage all visitors to use the sanitizing stations you have located around your facility.
- Consider recording names and contact information for all guests. If someone who visits your location turns out to be infected, having a list of names will greatly aid tracing efforts.

## 7. Build Your Supply of Personal Protective Equipment (PPE)

Most workplaces should make sure employees have access to cloth or disposable face masks and nitrile gloves for some activities. Additional PPE may include goggles, face masks, and respiratory protection when appropriate. Please see OSHA's Guidance on Preparing Workplaces for COVID-19 for further details.



Economic Development

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Project Rebound is a local economic recovery initiative led by the Charlottesville Regional Chamber of Commerce and economic development partners at the University of Virginia, Albemarle County and the City of Charlottesville. To learn more, visit [www.cvillechamber.com/rebound](http://www.cvillechamber.com/rebound).

Sources: This checklist is adapted from a similar document developed by ForwardRVA. (Thank you RVA.) The information contained is sourced primarily from the Forward Virginia blueprint, the National Retail Federation's "Operation Open Doors Checklist" and the CDC.

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