

# RE-OPEN PLAN

GREATER GREER CHAMBER OF COMMERCE

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## PHASE 1 - MAY 18 - JUNE 6

AT LEAST ONE EMPLOYEE WILL BE IN THE OFFICE FROM 8:30 AM TO 5:00 PM DAILY. DOORS WILL REMAIN LOCKED DURING BUSINESS HOURS THROUGH PHASE 1. VISITORS WILL ONLY BE ALLOWED IN BY APPOINTMENT FOR GROUPS OF LESS THAN 3 PEOPLE. THE OFFICE PHONE NUMBER WILL BE POSTED ON THE FRONT DOOR FOR ALL OTHER VISITORS. THE BOARDROOM WILL BE OFF LIMITS DURING PHASE 1. MASKS ARE HIGHLY ENCOURAGED TO BE WORN BY STAFF IF VISITORS ARE PRESENT. A SANITATION STATION WILL BE SET UP IN THE FRONT ENTRYWAY FOR VISITORS. THE STATION INCLUDES MASKS, GLOVES AND HAND SANITIZER.

THE CHAMBER WILL CONTINUE TO HAVE OPTIONAL WORK PLANS TO INCLUDE TELEWORKING, RETURNING TO THE WORKFORCE IN PHASES, AND DEVELOPING ALTERNATING SCHEDULES BETWEEN WORKING IN THE OFFICE AND TELEWORKING. EMPLOYEES WHO ARE CONSIDERED VULNERABLE OR HIGH-RISK ARE ENCOURAGED TO CONTINUE TO WORK REMOTELY. ALSO, THE CHAMBER REALIZES THAT EXTENDED SCHOOL CLOSURES MAY IMPACT THE ABILITY FOR SOME EMPLOYEES TO RETURN TO THE OFFICE AND THEREFORE TELEWORKING WOULD CONTINUE TO BE PERMITTED FOR STAFF.

# RESPONSIBLE RE-ENTRY

## BEFORE YOU BEGIN CONSIDER:



HEALTH &  
SAFETY  
COSTS



TRANSPARENT  
COMMUNICATION  
CHANNELS



SURVEY TO  
ESTABLISH  
WHO IS ABLE  
TO RETURN

## RE-ENTRY PHASE 1



## RETURNING EMPLOYEES

### OPTIONAL WORK PLANS

- ENCOURAGE EMPLOYEES TO WORK REMOTELY WHEN FEASIBLE
- RETURN TO WORKFORCE IN PHASES
- DEVELOP ALTERNATING SCHEDULES/SHIFTS BETWEEN WORKING IN THE OFFICE & REMOTE

### HEALTH & WELLNESS

- EMPLOYEES WITH A FEVER (GREATER THAN 100) OR FEEL ILL SHOULD TAKE SICK TIME OR WORK FROM HOME
- EMPLOYEES ARE ENCOURAGED TO WEAR MASKS, WASH HANDS FREQUENTLY, AND DISINFECT WORK STATIONS BEFORE & AFTER THE WORKDAY

## MEETING ROOMS



- MEETINGS SHOULD BE LIMITED TO EMPLOYEES ONLY. MEETINGS WITH OTHERS SHOULD BE CONDUCTED VIRTUALLY.

- REDUCE THE STANDARD ROOM CAPACITY FOR MEETING ROOMS & OFFICES

- DISINFECT MEETING ROOMS

# GREATER GREER CHAMBER OF COMMERCE

# RESPONSIBLE

# RE-ENTRY

## RE-ENTRY PHASE 1

### BUILDING ACCESS



- LIMIT EMPLOYEE/EXIT ACCESS TO A CENTRAL DOOR
- TAPE OFF A BARRIER TO ALLOW 6 FEET OF DISTANCE FOR YOUR RECEPTIONIST
- IF OUTSIDE PATRONS OR VISITORS NEED TO ACCESS THE BUILDING, REQUIRE OR PROVIDE MASKS, AND PROVIDE HAND SANITIZING STATIONS AT ENTRY POINTS



### COMMON AREAS

- CLOSE COMMON AREAS WHERE EMPLOYEES ARE LIKELY TO CONGREGATE OR ENFORCE STRICT SOCIAL DISTANCING RULES
- DISINFECT COMMON AREAS DAILY
- SANITIZE ALL EMPLOYEE FOOD BEFORE STORING IN A COMMON AREA, AND STORE FOOD IN CLEAR ZIP LOCK BAGS IN SHARED FRIDGE
- REDUCE CAPACITY NUMBER OF PEOPLE IN THE FITNESS ROOM/GYM

### TRAVEL



- MINIMIZE NON-ESSENTIAL TRAVEL & ADHERE TO CDC GUIDELINES REGARDING ISOLATION AFTER TRAVEL



### EMPLOYEE ASSISTANCE

HUMAN RESOURCES SHOULD BE READILY AVAILABLE TO ANSWER QUESTIONS ON LAPSED BENEFITS, COVID-19 ISSUES & MENTAL HEALTH ASSISTANCE

# RESPONSIBLE RE-ENTRY

## RE-ENTRY PHASE 2



### RETURNING EMPLOYEES

#### CONTINUE WITH OPTIONAL WORK PLANS

- ENCOURAGE EMPLOYEES TO WORK REMOTELY WHEN FEASIBLE
- RETURN TO WORKFORCE IN PHASES
- DEVELOP ALTERNATING SCHEDULES/SHIFTS BETWEEN WORKING IN THE OFFICE & REMOTE

#### CONTINUE HEALTH & WELLNESS PRACTICES

- EMPLOYEES WITH A FEVER (GREATER THAN 100) OR FEEL ILL SHOULD TAKE SICK TIME OR WORK FROM HOME
- EMPLOYEES ARE ENCOURAGED TO WEAR MASKS, WASH HANDS FREQUENTLY, AND DISINFECT WORK STATIONS BEFORE & AFTER THE WORKDAY

### MEETING ROOMS



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- REDUCE THE STANDARD ROOM CAPACITY FOR MEETING ROOMS & OFFICES
- DISINFECT MEETING ROOMS

# GREATER GREER CHAMBER OF COMMERCE

# RESPONSIBLE RE-ENTRY

## RE-ENTRY PHASE 2

### BUILDING ACCESS



- LIMIT EMPLOYEE/EXIT ACCESS TO A CENTRAL DOOR
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- TAPE OFF A BARRIER TO ALLOW 6 FEET OF DISTANCE FOR YOUR RECEPTIONIST



### COMMON AREAS

- CLOSE COMMON AREAS WHERE EMPLOYEES ARE LIKELY TO CONGREGATE OR ENFORCE STRICT SOCIAL DISTANCING RULES
- SANITIZE ALL EMPLOYEE FOOD BEFORE STORING IN A COMMON AREA, AND STORE FOOD IN CLEAR ZIP LOCK BAGS IN SHARED FRIDGE
- DISINFECT COMMON AREAS DAILY
- REDUCE CAPACITY NUMBER OF PEOPLE IN THE FITNESS ROOM/GYM

### TRAVEL



- NON ESSENTIAL TRAVEL CAN RESUME. CONSIDER ISOLATION AFTER TRAVEL, DEPENDENT OF TRAVELED LOCATION



### EMPLOYEE ASSISTANCE

HUMAN RESOURCES SHOULD BE READILY AVAILABLE TO ANSWER QUESTIONS ON LAPSED BENEFITS, COVID-19 ISSUES & MENTAL HEALTH ASSISTANCE



# RESPONSIBLE RE-ENTRY

## RE-ENTRY PHASE 3



### RETURNING EMPLOYEES

- RESUME NORMAL WORK SCHEDULES, AND SANITIZE WORK SPACE DAILY

- VULNERABLE EMPLOYEES SHOULD PRACTICE PHYSICAL DISTANCING AND MINIMIZING UNNECESSARY EXPOSURE

### MEETING ROOMS



- NORMAL MEETING CAN OCCUR

- DISINFECT MEETING ROOMS DAILY



### BUILDING ACCESS

- CONTINUE TO OFFER HAND SANITIZER TO PATRONS/GUESTS AS THEY ENTER THE BUILDING

### COMMON AREAS



- DISINFECT COMMON AREAS (INCLUDING GYM EQUIPMENT) DAILY, AND AFTER USE



### TRAVEL

- RESUME NORMAL TRAVEL

### EMPLOYEE ASSISTANCE



- PROGRAMS SHOULD REMAIN IN PLACE FOR MENTAL HEALTH