

Business Operations

- Review available government guidance (www.CDC.gov, www.showmestrong.mo.gov)
- Review your sick-leave policy. Employees should be encouraged to stay home when they have a fever, cough or other COVID related symptoms.
- Create a response plan for employees who report or demonstrate symptoms at work, have recently been at work and tested positive or have been in contact with confirmed COVID-19 case, or have not recently been at work but have tested positive or have been in contact with confirmed COVID-19 case.
- What will your new cleaning procedures be?
 - Sanitation, including disinfection of common and high-traffic areas (entrances, breakrooms, locations where there is high-frequency employee interaction with the public/customers).
 - Do you have enough cleaning supplies?
 - Plan ahead on how you will maintain your supply needs. Plan for potential supply shortages, at least in the short term.
- Evaluate whether and how to screen and/or monitor employees and third parties.
 - Protective equipment or masks;
 - Temperature checks
- Do you need to adjust your hours of operation? Do you need more prep time prior to opening or closing each day?

Employees

- Develop, implement, and communicate about workplace flexibilities and protections, including:
 - Encouraging telework whenever possible and feasible with business operations;
 - Returning to work in phases and/or split shifts, if possible;
 - Limiting access to common areas where personnel are likely to congregate and interact; and
 - Ensuring that sick leave policies are flexible and consistent with public health guidance.
- Add contactless options for clocking in, point of sale systems
- Evaluate employees' unique duties and the physical positioning of work locations
- Evaluate use of common areas, such as conference and break rooms and public spaces
- Train managers and employees on new policies, procedures and protocols
- Identify managers responsible for implementing plan and monitoring compliance

Communications

- Create a communication plan. Communication and training is key to effective planning and risk mitigation
- Create signage reminding employees and third parties of need to maintain social distancing
- Internal communications should educate and encourage employees, while external communications reassure customers and other third parties
- Create planning materials that could be used if there is a second wave of infections and closures or a future pandemic or other event
- Create, review, and revise pandemic preparedness plans to prepare for a second wave of COVID-19-related shutdowns or other future pandemics