

REOPEN **ORANGE** SUGGESTED BUSINESS CHECKLIST

While safety guidelines will vary by industry, there are some suggested guidelines that will remain the same across industries and business types. This information will be helpful to Orange County businesses that are beginning the reopening process. For questions, concerns and NYS/industry specific guidance, please visit <https://forward.ny.gov/industries-reopening-phase>. All businesses should consider:

A WORKSITE COORDINATOR

- Draft and maintain reopening plan.
- Use NYS guidance to create safety plan (template available at governor.ny.gov).
- Review State policies and procedures and update worksite plans accordingly.

A PERSONNEL POLICY REVIEW

- Determine essential on-site employees and employees who can work remotely.
- Develop detailed policies and guidance for employees working remotely.
- Create, maintain and provide signage for departmental social distancing, mask wearing and hygiene guidelines and policies.

A PROTOCOL FOR SITE SANITIZATION

- Thorough examination of worksite to determine items that are required, unnecessary, detrimental or dangerous to the functions of the workplace. Items should be sanitized or removed as needed.
- Determine sanitization requirements based on CDC guidance (cdc.gov)- Answer the questions: will employees and/or customers be subject to a health pre-screening? If yes, how frequently? Determine the needs of your organization based on your responses.
- Identify PPE necessary for your business to open successfully. Go to the Orange County Chamber of Commerce website at orangenyc.com for information about purchasing PPE through Orange County.

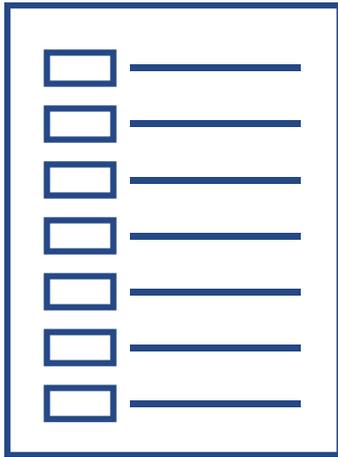
A PROTOCOL FOR CUSTOMER RELATIONS

- Advise clients and customers of changes to policies and procedures through social media, advertisements and signage.
- Be sure entrances and other higher traffic areas have adequate information and signage.
- Assess and create necessary barriers to protect both employees and customers.



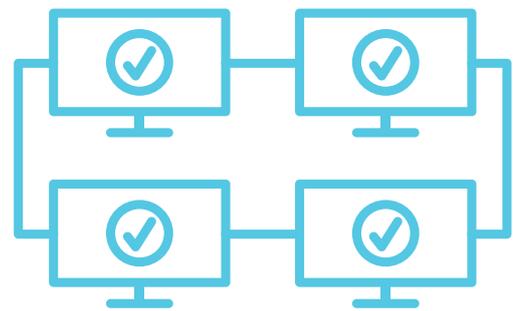
AN ESSENTIAL FUNCTIONS LIST

- Assess which business functions must occur on-site.
- Determine those functions which can be carried out remotely, if necessary.
- Develop a list of those functions that can be suspended, if necessary.



AN OPERATIONAL ASSESSMENT

- Create new vendor protocols as needed.
- List essential supplies and create alternative plans in case supplies are limited.
- Renew or resume services needed for the daily functioning of your operations (i.e. gas, electric, internet, etc.)



AN EMPLOYEE AWARENESS PLAN

- Create and disseminate signage, memos and announcements regarding new policies to all employees.
- Provide employees working remotely with tools for remaining connected to co-workers.
- Create and provide safety training videos, webinars and other opportunities for employees to learn new policies and procedures.

IMPORTANT RESOURCES

- [cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html](https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html)
- [cdc.gov/coronavirus/2019-ncov/communication/print-resources.html](https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html)



STEVEN M. NEUHAUS
COUNTY EXECUTIVE