


5 WAYS TO PREPARE TO REOPEN


SIMPLE STEPS TO GET YOUR BUSINESS READY TO REOPEN
YOUR DOORS TO HALIFAX




1 Develop a COVID-19 Task Force

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- Your COVID-19 task force should be made up of 2-5 people and include a manager.
 - This task force will:
 - Develop and lead your COVID-19 prevention plan
 - Ensure best practices are being followed by staff
 - Remain updated with changing guidelines and policies from government.

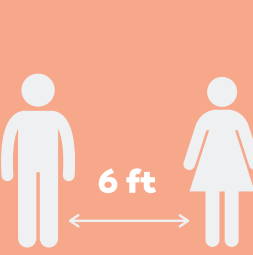
2 Ensure workplace safety

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- Place signage around your office to ensure proper hygiene, and to remind your staff to be physically distant.
 - Stock your workplace with the appropriate Personal Protective Equipment (PPE)
 - Consider hiring a professional cleaner.
 - Develop an employee assessment tool or system for use before every shift.


3 Prepare your employees

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- Introduce employee assessment tool for screening prior to returning to work.
 - Require employees to start reporting symptoms or known contact with someone who has COVID-19.
 - Train staff in proper hygiene practices.
 - Discourage employees from sharing equipment.

4 Prepare your customers

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- Post guidelines at the entrance of your business regarding your expectations.
 - Consider downsizing or limiting store capacity.
 - Provide a place for customers to wash their hands, or provide them with hand sanitizer.
 - Update your website to reflect your new rules.
 - Place arrow shaped tape on the ground to direct the flow of traffic.

5 Prepare for transactions

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- Sales registers should be six feet apart.
 - Avoid cash exchanges, encourage customers to use card, tap or other forms of contactless payment.
 - Install plexiglass screens between staff and customers if necessary.
 - Consider delivery, take-out and curbside pickup where applicable.

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