

BACK 2 BUSINESS CHECKLIST

GENERAL: Worksheet #1

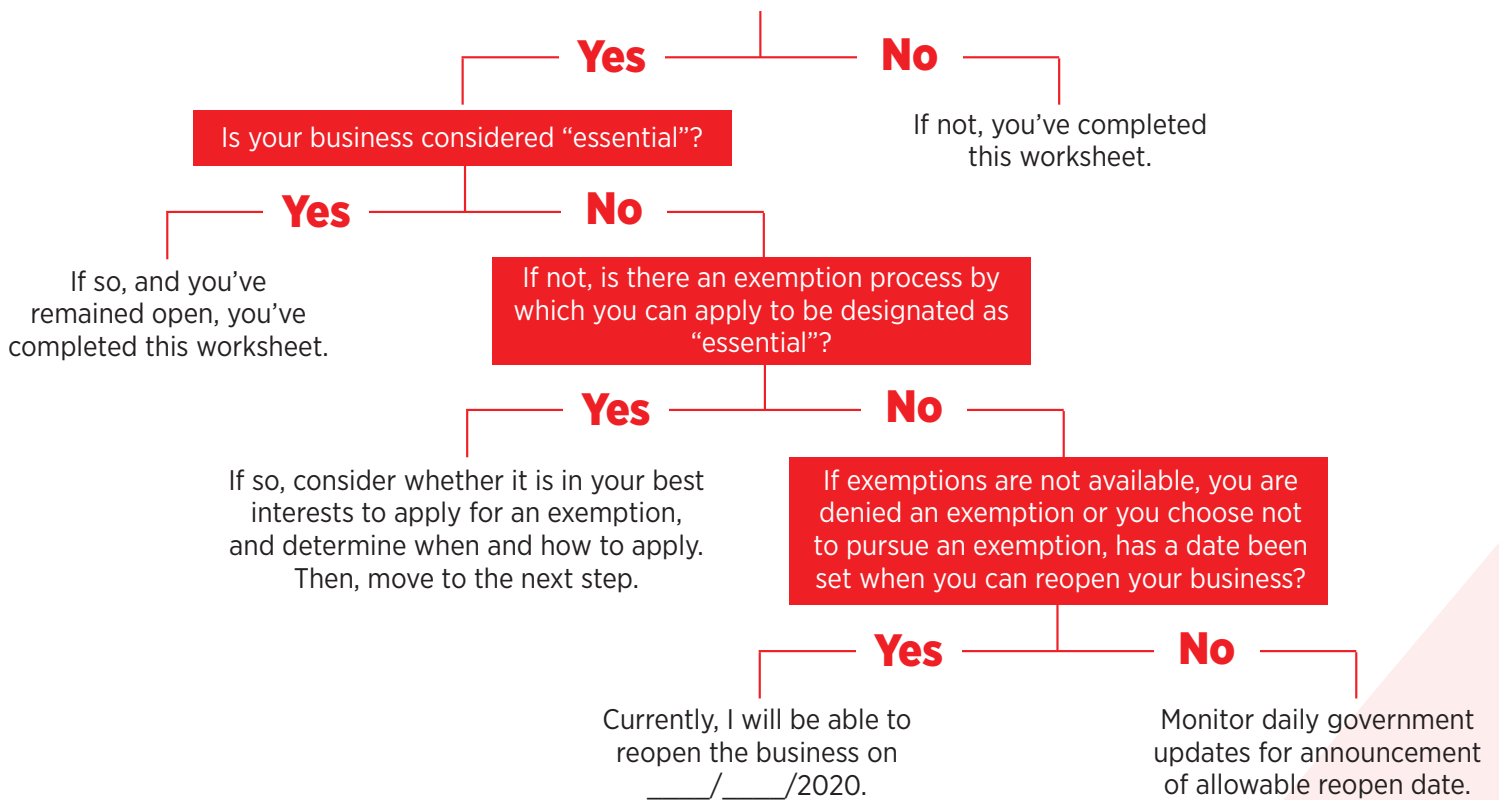
STEP ONE:

- Appoint a “Back to Business” Team:** Consider including HR, IT, facilities, health and safety, office management and senior leaders who can make company-wide decisions; identify new roles and responsibilities. If a “COVID-19” playbook is created, revisit the document frequently to ensure practices and protocols are updated based on the changing guidance and conditions.

STEP TWO:

- Review Statewide Laws, Regulations and Guidelines:** Research all orders, laws, regulations and guidelines issued by your state that restrict or impact the operation of your business.

Is an order, regulation or law in place in your state or local area that mandates only businesses designated as “essential” are allowed to open to the public?



If your business remains closed to the public, do state and local orders, regulations and restrictions allow you to leverage any of the following?

- Curbside Pickup:** If so, consider making curbside pickup of goods purchased via phone or website available to customers.
- Curbside Delivery:** If so, consider making curbside delivery of goods purchased via phone or website available to customers.
- Standard Delivery:** If so, consider making standard delivery of goods purchased via phone or website available to customers.
- Appointment Shopping:** If so, consider making private shopping appointments available for customers.

