



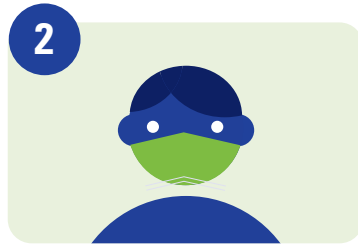
# Preparing to Reopen for Business

As you work towards reopening your business, there are a number of things to consider so that your employees and customers feel more at ease with their environment. Consider these operational guiding principles to help you navigate reopening:



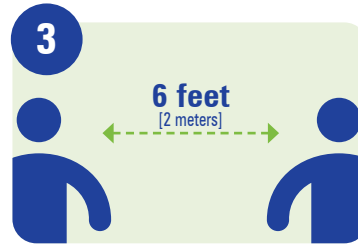
## Prepare Your Facility

- Ensure the interior and exterior of the facility has been cleaned and disinfected: Door handles, handrails, floor mats, windows, etc.
- Check heating and air conditioning filters. Let HVAC system circulate air
- Check water systems (toilets, sinks, drains, disposals, drinking fountains, water coolers)
- Remove community food and beverages and consider supplying only single-serve items
- Check for vandalism or theft
- Clean and disinfect break rooms (microwaves, coffee pots, appliances, tables, buttons, handles, trash cans, etc.)
- Establish back-to-work plan with vendors
- Check fire and security alarm system batteries
- Check fire exit light, extinguishers and smoke detectors
- Ensure all inspections, repairs and employee communications are complete before reopening
- Pour 2 cups of water down each sink and floor drain to refill all sinks and drain traps



## Prepare Your Employees

- Confirm employee health and readiness to return to work
- Add verification (thermometer) measures at entrance
- Create reminders of social distancing and proper hygiene practices around the facility
- Educate employees on social distancing, handwashing and disinfection
- Mitigate anxiety to return to work through new guidelines and practices
- If Employee Assistance Program in place, remind employees they can call to help overcome anxiety
- Send work schedules early and consider staggered shifts
- Develop and share a detailed plan on what to expect when coming back. Involve union if necessary



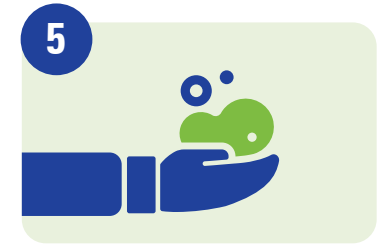
## Create Social Distancing Guidelines

- Invite visitors and employees to wash their hands upon arrival. Place hand sanitizer if water not available
- Establish foot-traffic direction in main circulation paths
- Convert small rooms to single occupant use only
- Ensure conference rooms contain proper amount of seating with at least 6 feet in between each other
- Consider virtual meetings
- Reconsider traveling plans
- Add panels or partitions between desks and open spaces. Add partition at entrance
- Distance desks by 6 feet
- Place 6 feet separation markers on lunch tables
- Place floor markers in waiting lines



## Increase Cleaning and Disinfecting

- Clean and disinfect frequently touched surfaces on a daily basis (doorknobs, light switches, tables, desks, phones, keyboards, toilets, faucets, sinks, etc.)
- Review current commercial cleaning agreement and prepare for increased frequency and additional disinfecting tasks
- Consider no-touch devices such as switches, drawers, trash cans, appliances, door openers, etc.
- Remove community tools such as white board markers, remote controls, pointers, pens, keyboards, etc.
- Maintain enhanced cleaning and disinfecting practices
- Place Sanitization Stations, with disinfecting spray bottles, wipes, sanitizers throughout common areas like lunch rooms and kitchen
- Sanitize all work space areas such as offices, conference rooms, restrooms, lobbies
- Clean with approved products



## Remember these ways to stay healthy as outlined by the CDC:

- Wash your hands often
- Avoid contact with sick people, at home or at work
- Encourage sick employees to stay home
- Minimize face to face contact
- Place hand washing signage in restrooms and kitchen
- Sneeze or cough in your elbow or a tissue
- Wear a face mask if social distancing is difficult
- Place facial tissue and hand sanitizer on desks
- Instruct employees to clean and disinfect the area and surfaces they used after personal usage
- Consult health and safety authorities for additional tips

**Don't forget to wash your hands often!**

Cleaning and disinfecting services provided by JAN-PRO Canada Certified Business Owners.

FOR MORE INFORMATION  
Call us at  
**1-888-977-1444**  
or visit our website  
**www.jan-pro.ca**

