

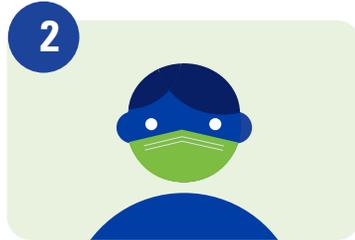
# Preparing to Reopen for Business

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:



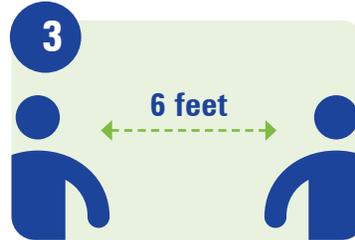
## Prepare Your Facility

- Ensure the interior and exterior of the facility has been cleaned and disinfected: Door handles, handrails, floor mats, windows, etc.
- Check for mold and moisture
- Check heating and air conditioning filters. Let the HVAC system circulate air
- Check water systems (toilets, sinks, drains, disposals, drinking fountains, water coolers)
- Check carpet and upholstery cleanliness
- Remove community food and beverages and consider supplying only single-serving items
- Check for vandalism or theft
- Check food and chemical expiration dates
- Clean and disinfect breakrooms (microwaves, coffee pots, appliances, tables, buttons, handles, trash cans, etc.)
- Establish back-to-work plan with vendors
- Check your fire and security alarm system batteries
- Check your fire exit lights, extinguishers and smoke detectors
- Ensure all inspections, repairs and employee communications are complete before reopening



## Prepare Your Employees

- Confirm employee health and readiness to return to work
- Mitigate any anxiety of returning to work through new guidelines and practices; be flexible with each individual
- Send work schedules early and consider staggered shifts
- Educate employees on social distancing, handwashing, and other safety policies
- Develop a detailed plan on what to expect when coming back to work
- Create reminders of social distancing and proper hygiene practices around the facility



## Create Social Distancing Guidelines

- Ensure conference rooms contain proper amount of seating with at least 6 feet in between each other
- Convert small rooms to single occupant use only
- Add panels or partitions between desks and open concept areas
- Establish foot-traffic direction in main circulation paths
- Consider more virtual meetings



## Increase Cleaning and Disinfecting

- Clean and disinfect frequently touched surfaces on a daily basis including: Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets and sinks
- Review current commercial cleaning policy and service and prepare for increasing frequency
- Consider low or non-touch switches, doors, drawers, trash cans, appliances, etc.
- Remove community tools such as whiteboard markers, remote controls/pointers, pens, keyboards, etc.
- Maintain enhanced cleaning and disinfecting practices
- Place hand sanitizer and/or disinfectant wipes throughout common areas
- Sanitize all workspace areas such as offices, conference rooms, breakroom, restrooms and lobbies
- Clean with products from approved lists from governing authorities
- Pour 2 cups of water down each sink and floor drain to refill all sink and drain traps. It prevents unnecessary odors and direct access to sewer systems



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

- Wash your hands often
- Avoid close contact with people who are sick
- Cover your mouth and nose with a cloth face cover when around others
- Cover coughs and sneezes
- Clean and disinfect frequently touched surfaces daily

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



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