COVID-19 REOPENING CHECKLIST

NYC has been cleared to begin phased reopening, starting with Phase 1. For businesses that closed previously to help slow the spread of COVID-19, this checklist will help you plan and reopen while keeping your customers and employees safe.

For more information on getting assistance, please visit LICQNS.com/COVID19, or contact our Business Assistance Team at 718-705-9925 or cyu@licpartnership.org.

NEW YORK STATE REOPENING GUIDELINES

[ ] Review and affirm NYS Industry-Specific Guidelines
[ ] Implement the required and recommended guidance
[ ] Fill out and keep a copy of the NY Forward Safety Plan Template

NEW YORK FORWARD: REOPENING PHASES

**Phase I:** Construction | Agriculture, Forestry, Fishing and Hunting | Retail (Limited to curbside or in-store pickup or drop off) | Manufacturing | Wholesale Trade

**Phase II:** Offices | Real Estate | Essential and Phase II In-Store Retail | Vehicle Sales, Leases, and Rentals | Retail Rental, Repair, and Cleaning | Commercial Building Management | Hair Salons and Barbershops | Outdoor and Take-out/Delivery Food

**Phase III:** Restaurants and Food Services

**Phase IV:** Arts, Entertainment, and Recreation | Education
HR & STAFFING
[ ] Plan out your staffing needs for each stage of reopening
[ ] Adhere to EEOC guidance on ADA compliance
[ ] Communicate new policies and procedures that reflect public health guidelines to employees and contractors
[ ] Consider modifying shift schedules per MTA service schedule

FINANCING
[ ] Create a cash flow projection for the initial reopening reflecting the new reality of operations (number of employees need, cost of PPE and cleaning products, etc.)
[ ] Apply for grant and loan programs as needed

MARKETING & DIGITAL STRATEGY
[ ] Develop a marketing plan to announce the reopening that includes email, social media, online ads, etc.
[ ] Announce reopening using physical signs at the business location if applicable
[ ] Ensure the online and search listings of your business are updated with the most up-to-date information (hours, product offerings, etc.) including our Open Businesses List at LICQNS.com/COVID19OpenBusinesses

KEEPING YOUR WORKPLACE CLEAN & SAFE
[ ] Adhere to CDC and DOH hygiene and sanitation requirements
[ ] Adhere to OSHA safety standards
[ ] Clean and disinfect work site using EPA recommended products
[ ] Provide employees coming to work with PPE (masks, gloves, etc.)
[ ] Identify suppliers (and backup) for cleaning products and PPE
[ ] Implement social distancing per NYS Guidelines

More information at LICQNS.com/COVID19