

COVID-19 Business Reopening Checklist

With the anticipated gradual reopening of many of our non-essential companies across the country, business owners are faced with many new considerations as a result of this unprecedented event.

Consider using this checklist to help ensure that your business and employees are prepared for a safe and successful reopening.

Prior to Reopening	COMPLETE
Use a phased approach. Establish a reopening committee to identify key components of business operations and determine how and when to reopen based on the White House Guidelines for Opening Up America Again .	<input type="checkbox"/>
Review the latest guidance from state and local governments, as well as your local health department, regarding the potential reopening of your non-essential business.	<input type="checkbox"/>
Conduct a thorough risk assessment to identify COVID-19 hazards facing your business. Consider tasks employees perform and whether or not they are exposed to COVID-19 risks when completing their duties.	<input type="checkbox"/>
Implement corrective controls and update your current safety and health program, using OSHA and CDC guidelines* to address the COVID-19 hazards posing a threat to your employees or customers that were identified in the risk assessment.	<input type="checkbox"/>
Provide training to all employees on any new COVID-19-related procedures or equipment required to maintain their safety in accordance with OSHA and CDC standards, such as the proper use of Personal Protective Equipment (PPE), etc.	<input type="checkbox"/>
Take advantage of this time to retrain employees on other tasks (defensive driving, ladder use, hearing protection, etc.) that may be required to maintain their safety in accordance with OSHA standards.	<input type="checkbox"/>
Assess your facility and equipment to determine if any repairs are required. Confirm utilities are restored and in safe working order before resuming operations.	<input type="checkbox"/>
Contact vendors regarding the availability of supplies/raw materials that you need to reopen.	<input type="checkbox"/>
Contact your management team/key employees regarding their work availability.	<input type="checkbox"/>
If deemed necessary by your risk assessment, perform a thorough disinfection/sanitation of your entire facility per CDC guidelines.	<input type="checkbox"/>
Contact customers to provide information regarding special control measures you may be taking as a result of COVID-19 hazards. Notify them of expected reopening date.	<input type="checkbox"/>
If not reopening and you and your partners or co-owners decide to dissolve your business entity, document the decision with a written legal agreement.	<input type="checkbox"/>
Other Financial Considerations	COMPLETE
Contact your insurance provider for a review of policies, expiration dates and any existing exclusions that may be related to COVID-19.	<input type="checkbox"/>
Compile the following information to potentially share with your insurance adjuster: <ul style="list-style-type: none"> <input type="checkbox"/> Sales records and history <input type="checkbox"/> Payroll data <input type="checkbox"/> Profits and loss statements or income tax forms 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Maintain detailed records of all expenses incurred during the COVID-19 shutdown and reopening process.	<input type="checkbox"/>

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*[CDC COVID-19 Resources for Businesses and Employers](#) & [OSHA COVID-19 Resources](#)