



Reopen Preparedness

Governor Whitmer’s Executive Order 2020-59 now allows retail establishments to provide curbside pickup and delivery. In addition to the actions you can take to prepare for a full reopening, consider adding these services as part of your ramp up strategy. Here are some links that can assist you.

- ◇ [The Ultimate Guide to Successful Curbside Pickup](#)
- ◇ [5 Curbside Pickup Solutions for Retailers to Use During Covid-19](#)
- ◇ [Get in the e-commerce game with Shipt](#)
- ◇ [Build Your Business with Shopify](#)
- ◇ [Square Space](#)



As we anticipate more concrete plans and requirements for businesses to reopen, here are some things that you can do to be better prepared to open.

- ◇ Consider how you will require your employees and customers adhere to social distancing guidelines? What will you need to do so ie. signage, training?
- ◇ Anticipate your staff and customers will need to wear face “coverings”. How will you source these items*?
- ◇ Ability to wash hands and the availability of hand sanitizer will be important. Stock up on the supplies* needed to accomplish this for customers, vendors and employees.
- ◇ Develop a process to handle mail and other deliveries.
- ◇ How will sanitize common areas, including shared equipment?
- ◇ Plan to have your office space deep cleaned prior to employees returning.

*We understand that these type of supplies are in high demand and have put together [a list of local vendors](#) to assist with your business reopening. Eligible LSCP Investors also have access to the Small Business Association of Michigan (SBAM) [list of PPE](#) to keep your workplace and employees safe.



Prepare for Cleaning & Hygiene Requirements

Etiquette

Promote etiquette for coughing, sneezing, and handwashing; avoid touching face, especially eyes, nose, and mouth; place posters that encourage hand and respiratory hygiene

Face Coverings

Face coverings should be worn by employees and patrons in accordance with CDC’s recommendations, especially when difficult to maintain 6-foot distance

Air Circulation

Ensure adequate air circulation and post tips on how to stop the spread of germs

Sharing of Equipment

Discourage workers from sharing resources or other work tools and equipment, when possible

Environmental Cleaning

Make a list of high-touch surfaces requiring routine disinfecting and perform routine environmental cleaning (e.g., workstations, countertops, handrails, doorknobs, break rooms, bathrooms, other common areas), either twice a day or after each use. Keep a logbook of cleaning regimen. Those cleaning should:

- o Wear gloves
- o Clean surfaces with soap and water if dirty before disinfecting
- o Use EPA-registered household disinfectant, diluted bleach, or alcohol solutions

Disposable Wipes

Provide disposable wipes so that commonly used surfaces (e.g., doorknobs, keyboards, remote controls, phones, desks, keypads) can be wiped down by employees before each use; provide no-touch trash bins

Laundry

Use warmest appropriate water setting, dry items completely, do not shake dirty laundry, and launder sick person's items separately

Disinfectant

Make hand sanitizer, soap and water, or effective disinfectant readily available at or near the entrance, at checkout counters, or anywhere else where people have direct interactions. Provide additional pop-up handwashing stations or facilities if possible (e.g. showing houses, construction sites)

Personal Protection Equipment (PPE)

PPE should not be shared and should be disposed of properly.

Wash hands after using gloves

Employee Contact List – Ensure every employee's contact numbers and emergency contact details are up to date; ensure a plan is in place to reach employees quickly

In this constantly changing environment, please continue to refer to regulatory websites such as the [CDC](#), [OSHA](#) and [State of Michigan](#) that will have the most recent information.