

CHECKLIST FOR BUSINESSES

HOW TO KEEP YOUR CUSTOMERS
& EMPLOYEES SAFE IN PHASE 3

RESTORE ILLINOIS

A Public Health Approach To Safely Reopen Our State



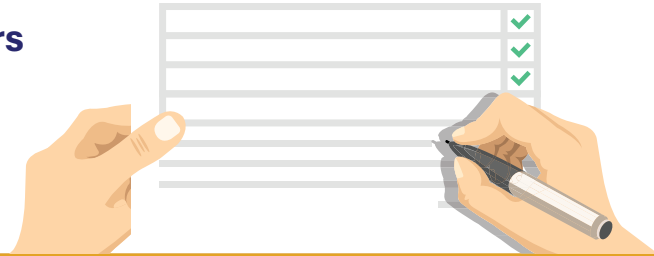
Illinois
Department of Commerce
& Economic Opportunity
JB Pritzker, Governor

PART OF PHASE 3 OF RESTORE ILLINOIS PLAN

The Recovery Phase of the Restore Illinois public health approach to reopening the Illinois economy includes returning people to work, businesses reopening and group gatherings of 10 or fewer. We must all continue to social distance, frequently wash our hands and cover our faces to maintain progress in overcoming COVID-19.

What steps can I take to keep workers and others safe at the workplace.

Use this checklist to help you prepare to reopen and adhere to day-to-day best practices.



GENERAL HEALTH

- Face coverings for employees to wear when in the presence of others
- Adequate supply of soap, disinfectant, hand sanitizer, and paper towels
- Practice and reinforce hand washing and/or sanitizer regularly among employees (and customers, if applicable)

PHYSICAL WORKSPACE

- Display signage with social distancing and other guidelines at points of entry, queue points, etc.
- Hand sanitizer at entrances, elevators, common areas, etc., if required
- Reconfigure workspaces and activities to allow for social distancing between employees/customers
- Designated supervised area for any participant who exhibits COVID-19 symptoms
- Close ancillary accommodations, if applicable (e.g. water fountains, clubhouses, waiting rooms)

HR & TRAVEL POLICIES

- Develop and conduct mandatory health and safety training for all employees returning to work

HEALTH MONITORING

- Develop a daily health and wellness plan that includes temperature verification and symptom screening
- Update policies and directives for employees that don't feel well or begin to exhibit COVID-19 symptoms
- Develop protocols for if an employee has been in close contact with someone that has tested positive for COVID-19

DISINFECTING/CLEANING PROCEDURES

- Plan developed for weekly cleaning and disinfecting of premises in compliance with CDC protocols
- Plan developed for cleaning areas, equipment, workstations, etc.
- Plan developed for sanitizing common areas (e.g., restrooms, cafeterias) and surfaces in high-traffic areas (e.g., entry/exit doorknobs, stair railings, copiers, microwaves) at least every 2 hours
- Place sanitizing supplies, hand sanitizer and/or hand-washing stations in necessary areas

STAFFING & ATTENDANCE

- Plan developed for managing maximum occupancy and group size requirements
- Communication to employees around minimizing the number of in-person meetings, reducing material sharing, etc.
- Plan developed for limiting occupancy of common areas/break rooms to allow for social distancing
- Consider staggering shift start/end, lunch, and break times to minimize congregation of employees during changeovers and breaks
- Employee designated to monitor social distancing, if required

EXTERNAL INTERACTIONS

- Procedure in place for asking if external suppliers or visitors are exhibiting COVID-19 symptoms
- Process for logging all external vendors who enter premises, if required

CUSTOMER BEHAVIORS

- Procedure in place for asking if customer is currently exhibiting COVID-19 symptoms before allowing entrance, if necessary
- Plan developed for phone or online reservations, if required
- Communication provided to customers/visitors with social distancing and other guidelines

**If you have questions or need additional support:
Please call our hotline at 1-800-252-2923 or e-mail us at ceo.support@illinois.gov**