



Michigan Main Street

Reopen Safely Toolkit

SAFETY CHECKLIST

LOVE MI DWNTWN BRANDING

SIGNAGE

TEMPLATES



**MICHIGAN ECONOMIC
DEVELOPMENT CORPORATION**

REOPEN SAFELY CHECKLIST

DISCLAIMER: These are meant to be general guidelines to help you re-open your business. Always follow local, state, and federal laws and guidelines. This is not intended to be legal or health advice.

Health Screening and Policies for Employees Exhibiting Signs and Symptoms of COVID-19

- Employees are required to do a self-health exam before they return to the workplace each day-- taking their temperature, reporting any symptoms of COVID-19, etc.
- All employees have their temperature taken upon reporting to work:
 - o Employees having a temperature of 99 degrees or more are not be allowed in the workplace
 - o If a thermometer is not available, employees are be screened for symptoms
- Workers who feel ill are required to stay home
- All employees are required to wear facial coverings in the workplace
- All desks, individual workstations & other employee stations are separated by at least six feet
- Breakrooms, restrooms, and other common areas are being disinfected frequently on a prescribed schedule
- Personal Protective Equipment (PPE) has been provided at a level appropriate to each employee's job duties
- Soap and water are available to all employees
- Employee health and screening protocols have been communicated and distributed to all employees and are posted in employee areas

Social Distancing

- Staff and employees are encouraged to work from home or telecommute, when feasible
- Work schedules have been staggered, when and where possible
- Limits on large work-related gatherings--staff meetings, after work functions, etc., have been put in place
- Alternative methods for shopping (*i.e. curbside pickup, delivery, special shopping times for vulnerable customers, online, telephone and other ordering and pre-pay options, etc.*) are offered
- An appointment system is utilized, when and where appropriate
- The floor layout and placement of furnishings and fixtures has been reconfigured, where possible, to increase the physical space between employees and customers and to encourage social distancing
- Where appropriate and practicable, facility access points and aisles have been designated one-way and directional signage or floor markings are used to guide one-way patterns
- The number of customers allowed in the facility at any one time has been limited based on a ratio or number that allows, to every extent practicable, customers and employees to maintain at least six feet of distance from one another



Face Covering and Protective Equipment

- All employees, customers, patrons, and visitors are encouraged – or required – to wear facial coverings as may be mandated local, state, or federal guidelines or laws.

Cleaning and Sanitizing

- Employees are given time and encouraged to frequently wash their hands
- No contact checkout is encouraged and used as frequently as possible; and countertops, tables, pens, keypads, and other transaction equipment is sanitized between uses for customers not using contactless option
- Plexiglass partitions are installed at service areas, when and where practicable
- A disinfecting and sanitizing routine has been established and is monitored frequently
- A checklist or audit system is used to schedule and track cleaning and disinfecting activities, and to establish employee responsibilities for the performance of such activities

Restrooms

- Hand air dryers have been disconnected or taped off, and disposable paper towels have been provided in restrooms
- Where possible, touchless fixtures are provided to dispense and dispose of paper towels and other waste

Signs

- Signage is used to post a copy of the state or local safe reopening plan at each public entrance to the facility, where applicable

- Signs are posted at all public entrances to inform all employees and customers to:
 - Use hand sanitizer upon entering the facility
 - Avoid entering the facility if they have a cough or fever
 - Wear facial coverings, or require facial coverings, where required or appropriate
 - Maintain a minimum six-foot distance from one another
 - Not shake hands or engage in any unnecessary physical contact with customers or fellow employees.
- Floor decals, tape or other markings are used as reminders to respect social distancing measures
- Signage is used to communicate pick-up, delivery and other low- or no-contact shopping options
- Signs are placed outside the facility reminding people to maintain at least six feet of separation from one another, including when waiting in line; and encouraging pedestrian traffic to follow one-way migration paths, where possible and appropriate.
- Tape or other markings are used to clearly indicate six feet of separation for customer waiting lines and areas inside the store, and on sidewalks at public entrances, with signs directing customers to refer to the markings to maintain an appropriate distance.
- Signs or posters are used to communicate that all employees have been instructed to maintain at least six feet of distance from customers and fellow employees, except in instances where:
 - Employees must, momentarily, breach the six-foot distance to accept payment, or to deliver goods or services
 - It is otherwise necessary for close contact service providers to perform services in a manner compliant with local, state, and federal guidelines or laws



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♥ MI
DIST
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♥ MI
HOME
TOWN

♥ MI
MAIN
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♥ MI
NBR
HOOD

SHOW
LOVE



SHOP SAFE

THANKS FOR SUPPORTING
YOUR COMMUNITY

STAND HERE

to remain at least 6' away
from the next person in line.



MI **SAFE** STORE



**WE WASH HANDS
REGULARLY**



**WE DISINFECT
NIGHTLY**



**WE ALWAYS USE
SOAP TO CLEAN**



**WE WEAR MASKS
FOR SAFETY**

WE DO IT BECAUSE WE CARE.



This Reopen Main Street toolbox proudly made available by the Michigan Main Street program to help your business.



**20 SECONDS.
TAKE YOUR TIME.
WE WILL BE HERE FOR YOU.**



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CHECK OUT OUR ONLINE STORE



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DELIVERY HERE



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CURBSIDE HERE



This Reopen Main Street toolbox proudly made available by the **Michigan Main Street** program to help your business.



**WE STILL LOVE YOU.
JUST WITHOUT THE
HANDSHAKE.**



WE DO IT BECAUSE WE CARE.



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WE ARE OPEN



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**SAFELY
INSIDE**



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CURBSIDE & DELIVERY HERE



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NO SHIRT



NO SHOES



NO MASK



NO SERVICE



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SHOW LOVE

FAVORITE EATS

FAVORITE SHOP

FAVORITE SIPS

FAVORITE EVENTS

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MICHIGAN.REOPENMAINSTREET.COM



MI HOWELL
MI SAFETY
MI PACE.



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