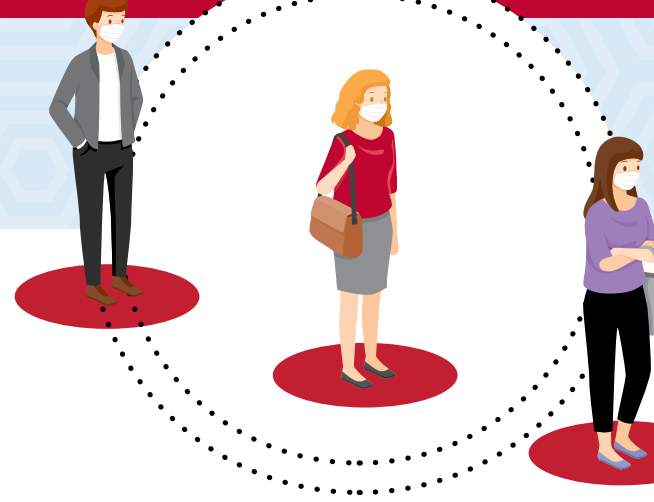


# RETAIL REOPENING CHECKLIST



## REOPENING GOALS:

- Develop and train store management and staff on CDC/COVID-19 safety protocols.
- Keep staff and customers safe.
- Make customers feel comfortable and confident.
- Keep restrictions sound but friendly.

## REOPENING CONSIDERATIONS:

- Establish protocol for monitoring store occupancy. Designate specific entrances and/or exits to control the flow of traffic and reduce contact.
- Consider offering seniors and other high-risk individuals exclusive early hours.
- Consider increasing pickup hours to serve more online customers.
- Establish procedures for regularly disinfecting inventory and newly-received deliveries along with how to process shipments and receipts.
- Schedule employee and vendor arrivals and departures to minimize contact. Cordon off limited access areas for pick-ups and deliveries.

## PARKING:

- Block off spaces to keep visitor vehicles separated.
- Post parking signs instructing visitors to allow the person arriving first to exit their vehicle before exiting theirs.

## SIGNAGE | MATERIALS | COMMUNICATION TOOLS:

- “We’re Open” and “Welcome Back” banners and sandwich boards.
- Additional signage and materials reassuring customers that you are taking appropriate steps to keep everyone safe.
- Signage stating COVID-19 safety protocols for customers and staff throughout location.
- Floor graphics to help guide customers through your store and remind them of social distancing policies.

## REOPEN STRONG WITH:

- Online presence (social media, ads).
- Send invitations to customers with a special offer and staggered shopping times.
- Displays and window graphics create a stimulating, memorable environment and let the public know that you are open.
- Bags and packaging are a great branded touch and leave customers with a reminder of their experience with you.

## RESOURCES AND GUIDELINES:

<https://www.cdc.gov/>  
[https://www.osha.gov/oregonrla.org/covid19\\_info.html](https://www.osha.gov/oregonrla.org/covid19_info.html)  
[osha.oregon.gov/Pages/re/covid-19.aspx](https://www.osha.gov/Pages/re/covid-19.aspx)  
<https://nrf.com/resources/operation-open-doors>  
[bbprintsource.com/blog/](https://bbprintsource.com/blog/)

Check local ordinances for detailed reopening requirements and approvals.

