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Smart Business Restart Tips and Resources from The Westerville Area Chamber

1. Always maintain good hygiene – hand washing, sanitizing and social distancing.
2. Let your customers know what you are doing for their safety by posting **signage** and with this customizable flyer that can be printed and displayed on your entrance...
 - > [Download Flyer Here](#)
3. Masks should be used for employees working near other employees or customers. Find a list of Westerville Area Chamber businesses who are providing **masks** below...
4. Arrange your office to reinforce social distancing (minimum of 6 ft). Not every company can support individual offices, so you may need to get creative to accomplish this. You can find a list of member businesses who are providing temporary office **dividers** and point-of-sales see-through **barriers** below...
5. Employees who are sick or have been exposed to someone with COVID-19 in the last two weeks should not come to work. Have employees do daily health self-assessments, including checking of temperature*, before coming to work, if possible. The [EEOC](#) has approved taking employees' temperatures in response to this pandemic. Customers/clients who are known to be sick should not be permitted in the building.

**Note: It may not be advisable to keep a record your employees' temperature and/or health data due to laws associated with [HIPAA](#)*
6. Allow employees to work remotely if possible. Consider alternating with employees working from home followed by a few days working in the office. See a list of businesses below that are offering **free remote working space** during the crisis...
7. Use appointment setting with customers/clients, if possible, to limit number of customers entering the building at one time and reduce maximum occupancy in building to 25% or 50% of fire code.
8. Hold larger meetings via teleconference. Below you will find a list of businesses offering **free office space** to facilitate virtual webinars, teleconferences, and other office tasks...
9. Limit number of individuals in the building and use social distancing (min. 6 ft) within the building by marking where customers should stand while they wait. You can find a list of businesses providing **signage** and floor markers below...
10. Hand sanitizing stations should be available to customers and employees. Find a list of businesses sourcing **hand sanitizer** below...
11. Any equipment used throughout the workday should be cleaned and disinfected after each use. Having Clorox wipes, hand sanitizer, paper towels, and disinfectant spray on hand at all times should be a top priority.
12. Employees might need to self-quarantine, or work from home, if they have recently traveled. See the link below for guidelines regarding interstate travel...
 - [Travel restrictions issued by states in response to COVID-19](#)
13. Sanitize any high-traffic areas, such as doorknobs, counters, etc. as frequently as possible.
14. Create cleaning schedules and make it a requirement that employees clean their personal workspaces every day. (Doing so at the end of the day will prepare it for the next day; if you have multiple shifts, everyone should be required to clean their spaces daily and by shift.)
15. Do not use another employee's phone, keyboard, computer, etc., and do not share workspaces.
16. Sanitize keyboards, screens, phone, keypads, and copy machines, etc. daily.
17. Point of sale equipment (if applicable) will be frequently cleaned and sanitized.
18. Limit cash handling. Encourage use of credit/debit cards, Venmo, PayPal, etc.
19. Pens should be sanitized after use by client/customer. If possible, limit use of any writing utensils by customers/clients.
20. Stay safe and be kind 😊

Westerville Area Chamber member businesses that are sourcing supplies related to safe business operation.

	Website Link	PPE	Signage	Barriers	Hand Sanitizer
	Click Here	✓	✓	✓	
	Click Here		✓	✓	
	Click Here Place an	✓	✓	✓	✓
	Click Here		✓	✓	
	Click Here	✓			
	Click Here	✓	✓		
	Click Here	✓	✓	✓	✓
	Click Here	✓	✓		✓
	Click Here		✓	✓	
	Click Here	✓	✓	✓	
	Click Here		✓		
	Click Here	✓	✓	✓	✓
	Click Here	Office cleaning supplies			
	Click Here	offering FREE office space for those in need of remote working space, teleconference, etc.			

Additional Resources

[Ready to Reopen Playbook](#) from the U.S. Chamber

[Back to Work Safely](#) resource guide

[CDC Business Guidelines](#)

[ODH Responsible Restart Guidelines](#)

[OhioHealth ToolKit](#)

*The guidelines and suggestions in this document have been partially compiled from guidelines on the [CDC website](#). The suggestions in this document are meant to be a resource and should not be considered a legal advisement by the Westerville Area Chamber. The Westerville Area Chamber cannot be held liable for any negative consequence that may result from the implementation of any of the suggestions found in this document.