



SMART

Southside Mitigation And Recovery Taskforce

REOPENING TOOLKIT

A guide to safe reopening for businesses in King County
during the COVID-19 Crisis

PART 1:

Welcome to Your SMART Business Reopening Toolkit

TOOLKIT OVERVIEW

The SMART Business Reopening Toolkit has been broken down into six separate parts in six separate documents for ease of access. Those parts are as follows:

- Part 1 – Welcome to your SMART Business Reopening Toolkit
 - [Welcome Letter](#)
 - [Disclaimer](#)
 - [Sources](#)
- Part 2 – Pre-Opening Planning Checklist
- Part 3 – Industry-Specific Reopening Action Checklist
- Part 4 – Equipment Checklist
- Part 5 – Safe Work Plan & Procedures
- Part 6 – Required Forms & Signage



WELCOME LETTER



*Andrea H. Reay, President/CEO
of Seattle Southside Chamber*

The Seattle Southside Chamber of Commerce's mission is to create success for our members, advance our region, and maintain a strong economic environment in Southwest King County. At the onset of COVID-19, our first action was to create the Southside Mitigation And Recovery Taskforce (SMART), a public/private taskforce that strives to find real solutions to the challenges our community faces as a result of COVID-19. Since its creation, SMART has had the goal to design a resource that reduces or eliminates the sense of fear and unknown when it comes to the reopening process. We are proud to announce that this goal has been realized in the form of this SMART Business Reopening Toolkit.

Our Toolkit acts as a guide for King County businesses to determine the best path forward for successful reopening during the COVID-19 crisis. It compiles information from King County, Washington State Department of Health, OSHA, the CDC, and more in a simplified and easy-to-understand format. The kit includes helpful documents such as checklists, procedures, forms, and signs designed to make the reopening process easier for everyone in our community.

It is important that the local business community remains strong and resilient in these uncertain times. To do this, all owners, employees, and customers must feel safe as they maintain their roles in supporting our local businesses. This resource is one such step on the path to assuring all Southside community members that the proper safety precautions are being taken so that they can feel safe when working, shopping, and playing in the Seattle Southside.

Sincerely,

A handwritten signature in blue ink that reads "Andrea H. Reay". The signature is fluid and cursive.

President / CEO
Seattle Southside Chamber of Commerce



DISCLAIMER

The purpose of this tool is to assist businesses in making reopening decisions and represents a good faith effort to collect actionable information for use in reopening in the wake of the COVID-19 pandemic. It draws from reputable national, state, and local sources as shown on the sources page at the end of this document.

As with any evolving situation, recommendations or requirements may continue to change with time. This information is not legal advice. Seattle Southside Chamber of Commerce will not be held liable in the event of any dispute or litigation for providing this information. Parties are advised to obtain their own legal counsel. Business owners are encouraged to evaluate their own individual circumstances and seek additional expert counsel as needed to ensure compliance with local, state, and federal requirements.

The Seattle Southside Chamber bears no responsibility for any circumstances arising out of, or related to, the application or non-application of any of the practices or procedures contained in this guide.



SOURCES

- Centers for Disease Control and Prevention (CDC)
 - <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>
 - <https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>
- National Institute for Occupational Safety and Health
 - <https://www.cdc.gov/niosh/>
- Occupational Health and Safety Administration
 - <https://www.osha.gov>
- Oklahoma Department of Commerce
 - <https://www.okcommerce.gov/covid19/ours-plan/>
- Tulsa Health Department
 - https://tulsa-health.org/sites/default/files/2020-04/General_ReopeningGuidance.pdf
- U.S. Chamber of Commerce
 - <https://www.uschamber.com/reopening-business>
- U.S. Occupational Health and Safety Administration (OSHA)
 - <https://www.osha.gov/Publications/OSHA3990.pdf>
 - <https://www.osha.gov/shpguidelines/hazard-identification.html>
- Washington Governor Jay Inslee
 - <https://www.governor.wa.gov/issues/issues/covid-19-resources/covid-19-reopening-guidance-businesses-and-workers>
- Washington State Department of Health
 - <https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/COVIDExposed.pdf>

