

PART 6: Required Forms & Signage

OVERVIEW

This portion of your SMART Business Reopening Toolkit provides the required documentation to use and display in your business, including:

- [Required Forms](#)
- [Signage](#)
- [Emergency Notification Plans](#)
 - [Internal Audience Emergency Notification Plan](#)
 - [External Audience Emergency Notification Plan](#)
- [Cleaning & Sanitizing Documentation](#)
 - [Procedure](#)
 - [Daily Cleaning & Sanitizing Record](#)
 - [Staff Signatures & Initials](#)



REQUIRED FORMS

- Customer/Visitor Log Sheet
 - Source: Governor Inslee's Website @ <https://www.governor.wa.gov/sites/default/files/COVID19VoluntarilyCustomerVisitOrLogTemplate.pdf>
Note: Required for restaurants, recommended for all other industries
- Screening Questionnaire (for employees)
 - Source: WA State Department of Health @ <https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/Employervisitorscreeningguidance.pdf>
- Emergency Communication & Notification Plans
 - See [Emergency Notification Plans](#) below for a sample template
- Cleaning & Sanitizing Log
 - See [Cleaning & Sanitizing](#) below for a sample template



SIGNAGE

- Customer Capacity Limit
 - Source: WA State Coronavirus Response (COVID-19) @ <https://coronavirus.wa.gov/sites/default/files/2020-04/COVID-19%20customer%20limit%20%20up%20fillable.pdf>
- “We Offer Pickup/Delivery” (editable)
 - Source: WA State Coronavirus Response (COVID-19) @ <https://coronavirus.wa.gov/sites/default/files/2020-04/COVID-19%20Pickup.pdf>
- “Here Are the Actions We’re Taking” (editable)
 - Source: US Chamber @ <https://www.uschamber.com/app/covid-19-flyer/>
- “Please Wear a Face Covering”
 - Source: CDC @ <https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering-building-entrance.pdf>
- “Stay Home When You’re Sick”
 - Source: CDC @ <https://www.cdc.gov/coronavirus/2019-ncov/downloads/StayHomeFromWork.pdf>
- General Safety Guidance
 - Source: UW State Coronavirus Response (COVID-19) @ https://coronavirus.wa.gov/sites/default/files/2020-06/StaySafe_retail_guidance_general.pdf
- Handwashing for public bathrooms
 - Source: WA State Department of Health @ <https://www.doh.wa.gov/Portals/1/Documents/Pubs/130-012.pdf>
- Fitting Room Guidance
 - Source: WA State Coronavirus Response (COVID-19) @ https://coronavirus.wa.gov/sites/default/files/2020-06/phase2_guidance_retail_fittingRoom.pdf
- Social Distancing Floor Markers
 - Source: Association of Washington Businesses @

Black:
https://www.reboundandrecovy.org/wp-content/uploads/AWB_RandR_SocialDistancing_FloorSticker_Black.pdf

Blue:
https://www.reboundandrecovy.org/wp-content/uploads/AWB_RandR_SocialDistancing_FloorStickers_Blue.pdf

Gradient:
https://www.reboundandrecovy.org/wp-content/uploads/AWB_RandR_SocialDistancing_FloorStickers_Gradient.pdf



EMERGENCY NOTIFICATION PLANS

Internal Audience Emergency Notification Plan

<i>Audience</i>	<i>Messenger</i>	<i>Means</i>	<i>Time Frame</i>
Board Members			
Employees			
Families			
Senior Advisors			
Other			

External Audience Emergency Notification Plan

<i>Audience</i>	<i>Messenger</i>	<i>Means</i>	<i>Time Frame</i>
Current & potential stakeholders			
Local officials			
Media contacts			
Partners & customers			
Public			
Other			



CLEANING & SANTIZING DOCUMENTATION

Procedure

- All surfaces and equipment must be cleaned with disinfectant solutions approved by EPA, and used according to product labeled for the desired effect
- Staff person cleaning surfaces and equipment must initial the appropriate box below
- Staff should initial and sign the bottom of this form to identify each staff member

Daily Cleaning & Sanitizing Record

Date _____

	<i>Time 1:</i>	<i>Time 2:</i>	<i>Time 3:</i>	<i>Time 4:</i>	<i>Time 5:</i>
<i>Area 1:</i>					
<i>Area 2:</i>					
<i>Area 3:</i>					
<i>Area 4:</i>					
<i>Area 5:</i>					

Each responsible staff member should initial the box in accordance with the area (e.g. bathroom, front counter, etc.) they cleaned during the specified time period (hour, shift, etc.) immediately after cleaning and sanitizing procedures are followed

Staff Signature & Initials

Name: _____ Signature: _____ Initials: _____

Name: _____ Signature: _____ Initials: _____

Name: _____ Signature: _____ Initials: _____

Name: _____ Signature: _____ Initials: _____

Name: _____ Signature: _____ Initials: _____

