GET REOPEN READY

Reevaluate your workspace for compliancy:
- Educate yourself on federal and local guidelines
- Start conversations with vendors and suppliers
- Check heating, air ventilation, structural, water, and mechanical systems
- Confirm your business is legally allowed to reopen
- Move furniture and staff stations 6 feet apart
- Professionally disinfect, sanitize and deep clean
- Add 1-on-1 appointment capabilities
- Place in-store social distancing floor decals
- Set up protective checkout barriers
- Stock “grab and go” services at minimum required levels by state
- Highlight safety asks for guests using signage (i.e., Do Not Enter, No Public Restrooms, Please Wear a Face Covering)
- Touch-free point-of-sale systems
- Designated curbside and in-store pickup areas
- SMS confirmations and updates
- One-time-use or laminated menus and service listings
- Virtual tours via Google 360
- Digital ordering and eSignature capabilities
- Employee safety notices in breakroom, restrooms and common areas

Enable safer business processes:
- Touchless soap dispensers
- Trash bags
- Window markers
- Colored duct tape for outdoor entrance queue
- Folding tables
- Chalk
- Pop-up tents
- Traffic cones
- Rethinking Main Street
- Disinfectant wipes and sprays
- Hand sanitizer
- Disposable plates, cups and cutlery
- Touchless soap dispensers
- Gloves
- Face masks
- Tissues
- Thermometers
- Cleaning buckets

Set up an outdoor space, if applicable:
- Move furniture and staff stations 6 feet apart
- Professionally disinfect, sanitize and deep clean
- Add 1-on-1 appointment capabilities
- Stock “grab and go” services at minimum required levels by state
- Highlight safety asks for guests using signage (i.e., Do Not Enter, No Public Restrooms, Please Wear a Face Covering)
- Touch-free point-of-sale systems
- Designated curbside and in-store pickup areas
- SMS confirmations and updates
- One-time-use or laminated menus and service listings

Ensure adequate supplies to support healthy hygiene practices:

- Available for purchase at Staples® stores
- Available for express printing via Print & Marketing Services
- Articles and resources
Train and update your staff on new policies and regulations:
- Establish cleaning schedules
- Update payroll system
- Prohibit cellphone use
- Updated sick leave and time off policy
- New staff break area rules
- Collect Customer Feedback
- Adjust staff scheduling strategy
- Update employee handbook
- Face covering & glove requirements
- Establish a start-of-shift Employee Wellness Questionnaire

**KEEP YOUR COMMUNITY INFORMED**

Update your digital presence with reopening date, hours, changes in operations, contactless options and COVID-19 response:
- Social media pages
- Website
- Google My Business listing

Let your customers know you’re open and operational:
- How to market your reopening
- Virtual and/or physical “re-ribbon cutting”
- Direct mail campaign
- Open signs
  - Hand sanitizer station
  - “No public restrooms”
  - “Restroom not in use”
  - “Credit or mobile pay only”
  - “If you are sick please do not enter”

Use signage to effectively communicate safety measures:
- Capacity and hours of operation
- Face covering and social distancing
- CDC mandates
- Shipping/return policies
- One-way floor decals
- Hand sanitizer station
- “No public restrooms”
- “Restroom not in use”
- “Credit or mobile pay only”
- “If you are sick please do not enter”

Encourage trial and repurchase:
- Printed promotions via signs, posters and banners
- Digital promotions via email and social
- Loyalty and appointment cards

Conduct customer and staff appreciation efforts:
- Appreciation outing for your teams
- Welcome back gifts
- Appreciation social posts
- Thank you card included with purchase
- Customer feedback survey

**STAY INFORMED AND UP TO DATE**
- CDC guidelines
- Reopening regulations by state
- OSHA guidelines
- National Restaurant Association regulations
- Free marketing, legal and tax consultations

Visit your local Staples store or explore all COVID-19 signage templates.