

Staying Proactive

TIPS ON KEEPING YOUR WORKPLACE SAFE

BASED ON GUIDELINES FROM U.S. CENTERS FOR DISEASE CONTROL AND PREVENTION



PRACTICE GOOD HYGIENE

Cover your coughs and sneezes.

Stop shaking hands. Verbally greet customers.

Offer pump hand sanitizers to customers and employees as close to the front entrance as possible.

Promote tap-and-pay payment options when possible.

Disinfect surfaces often, including doorknobs, tables, desks and handrails.

Increase ventilation by opening windows.

Use online booking and communication tools to stagger customer flow into your building.

Use online transactions whenever possible.

Offer curbside pickup whenever possible.

Limit attendance at large gatherings or cancel events you've planned.



AVOID CROWDS

Communicate with customers often via social media.

Encourage employees to be open and honest about their health.

Develop a system to alert employees about business changes expediently.



PRIORITIZE COMMUNICATION

Source: 2019 Project Decision Study: Front Entrance Improvement, *Home Improvement Research Institute*