



RESPONSIBLE RE-ENTRY: PLANNING FOR YOUR BUSINESS

Responsible re-entry for a business should be as personalized as your company's mission statement. This document may serve as a general re-entry planning tool for your business, and is a sample only. **All recommendations herein are superseded by specific guidance provided by the CDC and the PA Department of Health.**

Naturally, your culture, your workforce and the type or size of your business will be considerations when writing a re-entry plan. Below, you will find samples of a "phased" re-entry for your business, in which you, the business owner, determines when it may be appropriate to move on to a next phase.

As the Commonwealth of PA has created a regional "red, yellow, and green" reopening plan, it is our recommendation that you consider aligning your own phasing alongside and in conjunction with that plan.

Consider the following before implementing the plan:

- **Safety and Health Costs:**
 - Sanitation and protection of employees/patrons may have a cost associated. Bringing employees and patrons back in phases may help off-set some of the cost.
- **Communications:**
 - Transparency and constant communication will be key for successful re-entry. Communication alleviates anxiety for employees and allows them to feel empowered.
- **Conduct a Survey:**
 - Use a survey to help with developing your re-entry plan. This survey should be used to establish who is ready and can come back to work. It can also identify any hardships on the employee which include, but are not limited to, lack of daycare, financial issues, and mental stress. This survey should not be used to eliminate jobs or positions. (sample provided below)

Included in this document are the following topics:

- **Phased re-entry guidance**
- **Sample survey questions for your employees**

- **Additional community resources**
- **Infographics designed to assist in decision-making, basic cleaning protocol**

RESPONSIBLE RE-ENTRY PHASE ONE

Returning Employees

- Establish optional work plans.
 - Work remotely when feasible.
 - Return the workforce in phases.
 - Develop alternating schedules/shifts between working in the office and working remotely.
- Consider a daily employee screening protocol. Some options include stationing screening staff (internal or external agency) at the entrance to ask questions and take temperatures of returning employees.
- Employees with a temperature greater than 100.4 F should stay home. Those who feel ill, should take sick time or be allowed to work from home for 72 hours.
- Employees are encouraged to wear masks.
- Wash hands frequently. Soap and/or hand sanitizer should be provided.
- Disinfected personal workstations at the start and end of the workday

Building Access

- Only employees should be allowed in the business. If applicable, limit/control the entry and exit door for employees.
- Tape off the section/desk area to your receptionist at six feet or build a barrier, such as a sneeze guard, wherever necessary to protect those who greet guests.
- If your business requires outside patrons/guests, consider the following;
 - Require or provide masks.
 - Provide hand sanitizer as they enter the building.

Meeting Rooms

- Meetings should be limited to employees only. Meeting with others should be conducted virtually.
- Reduce the standard room capacity for meetings rooms and personal offices.
- Disinfect meetings rooms before and after each use.

Common Areas

- Close common areas where employees are likely to congregate or enforce strict social distancing protocols. These areas should be disinfected at the end of each day.
- Sanitize all employee food and containers before storing it in a common area. Food stored in a common refrigerator should be sanitized and placed into clear zip-log bags. A name and a date will be written on the bag.

- Reduce the capacity number of people in a fitness room/gym. Equipment should be wiped down before and after use.

Travel

- Minimize non-essential travel and adhere to CDC guidelines regarding isolation after travel.

Employee Assistance

- Human Resources will be readily available to provide assistance on lapsed benefits, questions on COVID-19 issues and mental health assistance.
- Consider reaching out to other local agencies who may serve as social supports including financial assistance (see “Resources” below).

RESPONSIBLE RE-ENTRY PHASE TWO

Returning Employees

- Continue with optional work plans.
- Work remotely when feasible.
- Return the workforce in phases.
- Develop alternating schedules/shifts between working in the office and working remotely.
- Employees with a temperature greater than 100.4 F should stay home. Those who feel ill, should take sick time or be allowed to work from home for 72 hours.
- Employees are encouraged to wear masks.
- Wash hands frequently. Soap and/or hand sanitizer should be provided.
- Disinfected personal workstations at the start and end of the workday.
- Consider special accommodations for employees who are members of the vulnerable population.

Building Access

- If applicable, limit/control the entry and exit door for employees.
- Tape off the section/desk to your receptionist at six feet or build a barrier.
- For outside patrons and visitors;
- Require or provide masks.
- Provide hand sanitizer as they enter the building.

Meeting Rooms

- Encourage virtual meetings.
- Reduce the standard room capacity for meetings rooms and personal offices.
- Disinfected meetings rooms before and after each use.

Common Areas

- Close common areas where employees are likely to congregate or enforce strict social distancing protocols. These areas should be disinfected at the end of each day.
- Sanitize all employee food and containers before storing in a common area. Food stored in a common refrigerator should be sanitized and placed into clear zip-log bags. A name and a date will be written on the bag.
- Reduce the capacity number of people in a fitness room/gym. Equipment should be wiped down before and after use.

Travel

- Non-essential travel can resume. Consider isolation after travel dependent of traveled location.

Employee Assistance

- Human Resources will be readily available to provide assistance on lapsed benefits, questions on COVID-19 issues and mental health assistance.

RESPONSIBLE RE-ENTRY PHASE THREE

Returning Employees

- Resume normal work schedules.
- Encourage best practices of hygiene.
- Disinfected personal workstations at the start of each day.
- Vulnerable employees should practice physical distancing and minimizing unnecessary exposure.

Building Access

- Continue to provide hand sanitizer to patrons/guests as they enter the building.

Meeting Rooms

- Disinfected meetings rooms before and after each use.

Common Areas

- All common areas should be disinfected daily.
- Fitness equipment should be wiped down before and after use.

Travel

- Resume normal travel.

Employee Assistance

- Programs should remain in place for mental health assistance.

OTHER CONSIDERATIONS

- Some companies are utilizing UV Boxes to sterilize PPE, laptops, iPads, etc. (Must verify before using on sensitive equipment.) Some sources are recommending 249 Nano UV bulbs.

SAMPLE SURVEY QUESTIONS

- Are you comfortable with returning to work?
 - If no, list why.
 - When would you be comfortable with returning to work? (list dates if a date has been set)
- Will you have a hardship with returning to work due to:
 - Child Care (many programs for the summer may be canceled)?
 - Caring for another family member?
 - Transportation?
 - Other?
- Have you traveled outside of the region in the last 14 days?
 - Where?
 - Did you self-quarantine after your return?
- Have you had any COVID-19 symptoms in the last 14 days?
- Has working from home created a significant financial hardship?
- Have you been around a person who you know has been diagnosed with COVID-19?
- Have you cared for someone with COVID-19?

ADDITIONAL RESOURCES FOR THE GREATER SUSQUEHANNA VALLEY

LOCAL CLEANING RESOURCES

- **Northridge Group, Inc.** is offering decontamination services. For immediate assistance, call **866 473-3219**. Mention the Greater Susquehanna Valley Chamber of Commerce, and you may be eligible for a discount on services.
- **CINTAS** is a member of the chamber, and can offer cleaning services. Contact Dontey Brown for more information, at BrownD15@cintas.com
- Please consider using the visuals located herein for more details.

HELPFUL LINKS

ACCESS TO PPE

The Greater Susquehanna Valley Chamber of Commerce, in partnership with the Greater Susquehanna Valley United Way and the Central PA Health Workers for PPE, have together championed a grassroots effort to provide PPE to frontline workers, and now the general public.

If your business needs assistance in locating PPE or wishes to donate materials/labor to assist in this effort, please contact Chris Berleth at cberleth@gsvcc.org, the Greater Susquehanna Valley United Way, or visit the site below to make a request:

PPE for Central PA

<https://ppeforcentralpa.weebly.com/>

HEALTHCARE

- [Centers for Disease Control and Prevention](https://www.cdc.gov/media/index.html)
<https://www.cdc.gov/media/index.html>
- PA Department of Health
<https://www.health.pa.gov/topics/disease/coronavirus/Pages/Coronavirus.aspx>
- [Evangelical Community Hospital Coronavirus Updates](https://www.evanhospital.com/news/coronavirus-update)
<https://www.evanhospital.com/news/coronavirus-update>
- [Family Practice Centers](https://www.fpcdoctors.com/news-notice/)
<https://www.fpcdoctors.com/news-notice/>
- [Geisinger Coronavirus Updates](https://www.geisinger.org/coronavirus)
<https://www.geisinger.org/coronavirus>
- [UPMC Coronavirus Updates](https://www.upmc.com/coronavirus)
<https://www.upmc.com/coronavirus>

FEDERAL/NATIONAL RESOURCES

- [US Small Business Administration](https://www.sba.gov/page/coronavirus-covid-19-small-business-guidance-loan-resources)
<https://www.sba.gov/page/coronavirus-covid-19-small-business-guidance-loan-resources>
- [US Chamber of Commerce](https://www.uschamber.com/coronavirus)
<https://www.uschamber.com/coronavirus>

- US Department of the Treasury
<https://home.treasury.gov/cares>

STATE RESOURCES

- PA.GOV Coronavirus Page
<https://www.health.pa.gov/topics/disease/coronavirus/Pages/Coronavirus.aspx>
- PA Chamber of Business & Industry
<https://www.pachamber.org/coronavirus/>
- PA Department of Labor - Unemployment Resources
<https://www.uc.pa.gov/COVID-19/Pages/default.aspx>
- Need Help? Call 211 or visit 211.org

GREATER SUSQUEHANNA VALLEY REGIONAL RESOURCES

- CareerLink
<https://www.pacareerlink.pa.gov/>
- Central PA Food Bank
www.centralpafoodbank.org
- Central PA Workforce Development Corporation
<https://www.cpwdc.org/>
- Central Susquehanna Community Foundation
<https://csgiving.org/>
- Central Susquehanna Opportunities, Inc.
<https://www.csocares.org/>
- First Community Foundation Partnership of PA
www.fcfpartnership.org
- Greater Susquehanna Valley United Way
www.gsvuw.org
- Union-Snyder Community Action Agency
<https://www.union-snydercaa.org/>

COUNTY RESOURCES

- Union County
<https://www.unioncountypa.org/departments/commissioners/coronavirus-covid-19-information/page.aspx?id=3152>
- Snyder County
<http://www.snydercounty.org/Pages/default.aspx>
- Northumberland County
<https://www.norrycopa.net/index.php/covid-19-information-center/>
- Montour County
<http://www.montourco.org/Pages/default.aspx>

KEEPING THE WORKPLACE SAFE



PRACTICE GOOD
HYGIENE



STOP HANDSHAKING &
AVOID TOUCHING FACE



INCREASE
VENTILATION



USE
VIDEOCONFERENCING



ADJUST/POSTPONE
LARGE GATHERINGS



LIMIT BUSINESS
TRAVEL



LIMIT FOOD
SHARING



STAY HOME IF YOU OR
A FAMILY MEMBER
IS SICK



USE BOOKING SYSTEM
TO STAGGER
CUSTOMERS



LIMIT CASH
HANDLING



USE ONLINE
TRANSACTIONS



PRACTICE SOCIAL
DISTANCING



HOLD MEETINGS IN
OPEN SPACES



REMIND STAFF OF
HAND WASHING



SANITIZE HIGH
TRAFFIC AREAS



COMMUNICATE
COVID-19 PLAN WITH
STAFF

HOW LONG COVID-19 LIVES ON SURFACES

ALUMINUM
Examples: soda cans, tinfoil
2-8 hours

CARDBOARD
Examples: shipping boxes
24 hours

CERAMICS
Examples: dishes, pottery, mugs
5 days

COPPER
Examples: pennies, teakettles, cookware
4 hours

GLASS
Examples: glasses, measuring cups, mirrors, windows
5 days

METAL
Examples: doorknobs, jewelry, tools
5 days

PAPER
Examples: magazines, mail, money
Minutes-5 days

PLASTICS
Examples: bottles, buttons
2-3 days

STAINLESS STEEL
Examples: refrigerators, pots, pans, sinks
2-3 days

WOOD
Examples: furniture, decking
4 days

Food

Coronavirus doesn't seem to spread through exposure to food. Still, it's a good idea to wash fruits and vegetables under running water before you eat them. Scrub them with a brush or your hands to remove any germs that might be on their surface. Wash your hands after you visit the supermarket. If you have a weakened immune system, you may consider buying frozen or canned produce.

Water

Coronavirus hasn't been found in drinking water. If it does get into the water supply, your local water treatment plant filters and disinfects the water, which should kill any germs.

**TO REDUCE YOUR CHANCE OF CATCHING OR SPREADING CORONAVIRUS,
CLEAN AND DISINFECT ALL SURFACES AND OBJECTS IN YOUR
HOME AND OFFICE EVERY DAY.**

APPLYING PPE

1

GOWN

Fully cover torso from neck to knees, arms to end of wrists, and wrap around the back.

2

SHOE COVERS

Sit in chair and apply sanitary shoe covers. For a hands-free application, use a shoe cover dispenser.

3

MASK

Secure ties or elastic bands at middle of head and neck. Fit snug to face and below chin.

4

GOGGLES

Place over face and eyes and adjust to fit.

5

GLOVES

Extend to cover wrist of isolation gown.

REMOVING PPE

1

GLOVES

Grasp outside of glove with opposite gloved hand and remove. Hold removed glove in gloved hand. Slide fingers under remaining glove and peel off.

2

GOGGLES

Handle by head band or ear pieces. Do not touch outside of goggles or face shield.

3

GOWN

Unfasten ties and pull away from neck and shoulders, touching only the inside of the gown. Turn inside out and roll into a bundle.

4

SHOE COVERS

Shoe covers are contaminated. For hands-free removal, use a shoe cover removal system.

5

MASK

Do not touch front of mask. Grasp bottom, then top ties or bands and remove.

ACKNOWLEDGEMENTS

This tool was compiled by the Greater Susquehanna Valley Chamber of Commerce and is based on materials sourced by our national and state chamber associations (the Association of Chamber of Commerce Executives, and PA Association of Chamber Professionals), as well as the PA Chamber of Business and Industry.

Special thanks to the Chamber of Commerce of West Alabama, and West Alabama WORKS, for the infographics included herein.

Special thanks to the Robbins Regional Chamber of Commerce for providing document template for a phased re-opening.

Recommendations are based upon information provided by the Centers for Disease Control, and the PA Department of Health. Please continue to use the CDC and PA DOH as your best, expert opinion for community health. Special thanks to our partners, our neighbors, and sponsors, who make our work possible.

For further assistance, please contact:

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