

# Chapter 5: The Small Business's Re-Opening Checklist

TASK	NOTES	DUE DATE	DONE
Completed my COVID-19 risk assessment			
Put up clear signage to remind staff and customers of safety measures			
Created a one-way system through my business			
Know how many people can safely enter my business while maintaining social distancing			
Ordered a supply of Type IIR Surgical masks for myself and staff			
Advertised my re-opening date to customers			
Informed customers of any changes to procedure, e.g. contactless payment			
Planned my re-opening marketing activity			
Trained staff on any new procedures			