As part of your plans to reopen your business, you may wish to share how you are reducing the risk of transmission of COVID-19 among your staff and customers.

The template includes considerations to help guide you as you plan to open. This should be completed using Alberta’s [Workplace Guidance for Business Owners](https://www.alberta.ca/assets/documents/covid-19-workplace-guidance-for-business-owners.pdf), which provides general guidance applicable to all sectors; as well as sector-specific guidelines available on [Alberta Biz Connect](https://www.alberta.ca/biz-connect.aspx) and any additional requirements of your business or sector association.

**Guidelines:**

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| **Distancing Measures – Refer to page 8**  ***Considerations:*** *How will you ensure people maintain 2 metres between each other? Do you need to maintain directional traffic flow? How would you limit congregating (e.g., in break rooms, communal spaces, rest areas, etc.)? How will you limit the overall number of people in your space? Refer to the Personal Protective Equipment (PPE) section to mitigate the risk of transmission when 2 metre distancing cannot be maintained.* |
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| **Cleaning –**  **Refer to pages 5-6**  ***Considerations:*** *How will cleaning on high touch surfaces be maintained in your location (e.g., bathroom, chairs, doorknobs, break rooms)?  How will you train and ensure workers or volunteers keep equipment clean? If you are a business, how will work surfaces, order screens, debit machines and cash registers be cleaned?* |
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| **Screening for Symptoms - Refer to page 4**  ***Considerations:*** *How will you be aware of symptoms in staff, customers, congregants or volunteers, such as fever, sore throat, cough, runny nose or difficulty breathing? Have you provided education or communication of self-monitoring of symptoms? Have you identified a space where staff or volunteers can be separated from others if they develop symptoms? Have you considered what you would do if you see increased absenteeism due to illness or isolation requirements? Have you considered absenteeism policies that encourage staff members or volunteers to stay home when ill, in quarantine (self-isolation), or if they are taking care of children or someone who is ill? Are you maintaining a log of staff or volunteer attendance? What is your response plan for staff who come to work with symptoms?* |
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| **Personal Protective Equipment (PPE) – Refer to pages 6-7, Appendix C**  ***Considerations:*** *How will you promote PPE use (e.g., masks or gloves) when people are unable to be 2 metres apart? If 2 metres cannot be maintained and PPE is necessary, where would you obtain it? Have you considered installing physical barriers (e.g., acrylic plastic window or high-walled cubicle) to reduce exposure when 2-metre distancing is hard to maintain?* |
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| **Responsibilities**  ***Considerations:*** *Who will be responsible for ensuring staff, customers, congregants and volunteers are following your precautions? Have you updated contact information for staff and volunteers so that they can be notified in the event of a known exposure? What would your approach be if you had to manage a situation where there was apparent non-compliance with your plans/direction?* |
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