



# COVID-19 Business Preparedness Checklist



Use this checklist as a guide for continuing business operations as safely as possible for you, your employees, and the public. Some items may need to be ongoing, so regularly revisit the checklist while COVID-19 cases exist, especially in the event of increased COVID metrics, including hospitalizations and case rates.



## Staff Illness

- Create procedures for ill employees
  - How will you handle exposure with other employees?
  - Will they need to show results of covid testing?
- Implement remote work or teleworking where possible (or other contactless services)
- Communicate these procedures to your staff
- Implement staff coverage for ill staff
- Notify other staff if there is a need for testing
- Develop a back-up plan for childcare challenges (i.e., quarantined, sick kids, etc.)

### More information:

- [Testing Sites for Staff](#)
- [Cleaning and Disinfection](#)



## Risk Reduction

- Follow the [Anne Arundel County Health Department & Economic Development Corporation](#) for the latest information on outbreaks and recommended protective actions
- Place proper signage to maintain 6 feet distancing and mask procedures
- Develop procedures:
  - To make masks available
  - Order masks
  - Determine what types are acceptable
- Develop procedures for communicating safety measures with staff and patrons
- Develop plan for patrons not willing to abide by safety measures
- Develop protocols for patrons to remove masks (eating) and for communicating effectively

For additional information, please visit the Office of Emergency Management on Facebook, Twitter, and our website.



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## Outbreak Prep

- ❑ Follow the [Anne Arundel County Health Department & Economic Development Corporation](#) for the latest information on outbreaks and recommended protective actions
- ❑ Develop a communication plan for notifying staff and patrons
- ❑ Ensure proper signage is accessible
- ❑ Develop a continuity of operations plan for how you will continue to provide your goods or services
- ❑ Develop a plan for quickly pivoting your business back to online, curbside, or outdoor services

## Supply Chain



- ❑ Develop inventory of what you have
- ❑ Develop a plan for disruption of supplies
- ❑ Develop list of local and alternative suppliers
- ❑ Stockpile personal protective supplies (cleaning, masks)



## Definitions

- **Confirmed Case of COVID-19:** Cases of COVID-19 that are lab confirmed positive results of a PCR test
- **Probable Case of COVID-19:** COVID-19-like symptomatic individual who has had close contact with another individual with a laboratory confirmed positive result within the past 14 days
- **Close Contact:** Close and prolonged contact within 6 feet of a cumulative 15 minutes in a 24-hour period

### More information:

- [Anne Arundel County Resources](#)
- [Childcare Resources](#)
- [Small Business Development Center](#)

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