

Post COVID-19 Reopening Checklist

INVENTORY

- Conduct a physical inventory count
- Review your inventory to decide what needs to be discounted
- Contact your suppliers and vendors

STAFF

- Contact your employees
- Communicate shift schedules
- Inform staff of health and safety procedures
- Implement proper hygiene and social distancing policies
- Review loss prevention and security policie

SECURITY, TECHNOLOGY, AND UTILITIES

- Ensure that your utilities are working properly
- Check all surveillance and security cameras
- Ensure alarm systems are working
- Verify that your POS system, credit card terminals, and scanners are ready
- Make sure that your payment terminal (PINpad) is capable of accepting contactless payments.

STORE EXTERIOR AND INTERIOR

- Ensure the storefront is clean
- Place signage in windows and doors:
- Sanitize doors knobs, handles, countertops, PINpads, etc
- Ensure the store interior is clean
- Verify product tags and pricing
- Have the store's new merchandising plan and products tags ready
- Fill shelves and displays with stock
- Place promotional signage around the store
- Hang health & safety and social distancing policies
- Restock employee equipment
- Restock washroom equipment

MARKETING

- Promote on digital channels
- Run promotions
- Update Google My Business
- Get added to local directories



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POST COVID-19 HEALTH AND SAFETY MEASURES

- **Install plexiglass barriers at checkout counters**
- **Promote physical distancing**
- **Purchase non-medical protective equipment (gloves & masks) for employees**
- **Use signage and social media to communicate physical distancing policies**
- **Review your fitting room policy**
- **Modify your return and exchange policy**
- **Limit the amount of customers allowed in-store**
- **Regularly clean and sanitize all surfaces**
- **Make hand-sanitizer available to customers**
- **Adjust your store hours**

*For more COVID-19 workplace
health & safety info visit:*

*<https://bit.ly/ongovCOVID19>
<https://bit.ly/RCCreopeningtips>*

NOTES

