



GLOBAL DISASTER SOLUTIONS

HOW TO PREPARE YOUR BUSINESS FOR RE-ENTRY AFTER COVID-19

American communities are getting ready to re-open for business, but before doing so, extra precautions must be taken to ensure the safety of your guests, tenants, and employees. Before setting a return date, assign a cross-functional team to develop a re-entry plan that keeps your employees and building safe. This team should consist of HR, Legal, Risk Management, Operations, and Safety personnel, as well as Building Management.

Cotton Global Disaster Solutions specializes in disaster preparedness and can provide you with both the expertise and solutions necessary to mitigate risk and limit business interruption in the future. Follow our helpful 3-phase guide to plan your re-opening.

PHASE 1

PREPARE YOUR PHYSICAL WORKPLACE

CLEAN & DISINFECT

Hire a professional team, like Cotton Global Disaster Solutions, to properly clean and disinfect your facility. With over 20 years of biological and environmental cleaning experience, Cotton GDS can efficiently and effectively prepare your building for its re-opening.

- Manual wipe down of horizontal and vertical surfaces
- Use of CDC/EPA-approved cleaning agents
- State-of-the-art equipment to efficiently coat hard-to-reach spaces and broad areas such as electrostatic spraying, micro mist sanitization, and dry fog disinfection

RECONFIGURE THE SPACE

Before everyone returns to the office, ensure that each workspace complies with social distancing protocols. If you find there isn't enough space (about 6-ft) between seating areas, make the necessary adjustments as soon as possible.

PHASE 2

DEFINE THE RE-ENTRY PROCESS

PHASED RETURN APPROACH

You're now ready to re-open your business and welcome your employees back. But should you allow everyone to return all at once? Consider these recommendations when determining your specific business needs:

- For a cautious approach, phase in your workforce by 20% each time
- Stagger shifts so you reduce the number of employees that are in the office at once
- Choose a re-entry solution that allows you to serve your clients and partners, without compromising the health of your employees

EMPLOYEE TESTING & MONITORING

Companies around the world have installed testing stations onsite to test employees for COVID-19 symptoms. If you're considering this possibility, make sure you follow your local government and the CDC's guidelines for testing and re-opening to avoid ADA issues.

PHASE 3

ENFORCE SAFETY

PROPER PROTOCOLS

You've made arrangements to your workspace and designed your plan for a safe return. As you take your first step toward normalcy, remember to continue practicing safety, and encourage your employees to do the same.

- Place signs around the office reminding everyone to practice social distancing
- Provide employees with PPE (face masks, gloves, protective eyewear) if needed
- Make hand sanitizers and cleaning wipes easily accessible
- Encourage employees to frequently sanitize their desks, keyboards, and other high-touch areas

REMAIN VIGILANT

Remain vigilant and prepare employees for their return to the workplace by enforcing protocols to protect individual health and safety. Cotton GDS is your trusted partner for a safe return to business operations, now and in the future.