

## **2. Do you have physical offices, warehouses, retail, or other employee locations?**

- Put together a comprehensive health and safety process.
- Have an internal communication strategy.
- Minimize the number of people in the office.
- Check with your state, county, AND city to make sure reopening is okay.
- Double-check with local governments for multiple locations.
- Make sure furloughed and temporarily laid-off employees are ready and willing to return to work.
- Review merchandising and store layout strategies.
- Create and deploy signage and markings to help customers follow the rules.
- Designate a health point person.