This chart is designed to help employers that are making decisions regarding reopening workplaces during the coronavirus disease (COVID-19) pandemic, following guidance from the Centers for Disease Control and Prevention (CDC). When making employment decisions, employers should consult with state and local health officials.

### Ready to Reopen Your Workplace?

**Is your workplace:**
- Located in a community where local officials are not currently requiring significant mitigation?
- or
- An essential business?

**Does reopening your workplace comply with local guidelines and orders?**

**Have risks of reopening been assessed?**

**Any “No” responses?**

- **Do not reopen.**

### Are Safe Practices in Place?

- Increase the frequency of routine cleanings, and use recommended disinfectants on all surfaces.
- Create appropriate space between employee work areas.
- Set expectations for practices such as hand-washing.
- Have employees wear face coverings or masks.
- Ensure employees are properly social distancing.
- Train employees on expected behaviors.

**Any “No” responses?**

- **Establish safe practices.**

### Are Appropriate Policies in Place?

- Create policies to protect employees in high-risk COVID-19 categories.
- Create procedures for screening or monitoring employees for COVID-19-related symptoms.
- Establish leave policies.
- Expand remote work as feasible.
- Limit business travel.

**Any “No” responses?**

- **Establish appropriate policies.**

### Are COVID-19 Preparedness Plans in Place?

- Communicate ongoing updates to employees.
- Communicate frequently with local authorities.
- Monitor employees for signs and symptoms related to COVID-19.
- Prepare a response to positive COVID-19 tests.
- Create a preparedness plan for future partial or full closings of the workplace.

**Any “No” responses?**

- **Establish preparedness plans.**

**“Yes” to all?**

- Open the workplace with updated practices.