



# COVID-19: *A "How To" Guide for Recovery of Operations*



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*As you work to re-open and transition your business to full operations, there remains a lot of unknowns that will create unique challenges and complexities for your business. Defining a successful path to recovery will require a well thought out plan, and in most instances, the plan will need to be customized to your operations. USI has developed this step-by-step guide to assist you in the development of your plans, policies, and protocols, supporting you during your recovery process.*

## Prepare for Return:

### STEP 1 - Pre-Return Planning Phase

- Determine state & local reopening requirements
- Consider changes to business model to accommodate current situation
- Review personnel policies as needed, such as sick / leave policy

#### USI Tools & Solutions

- [USI - Returning to Work in the CV-19 Environment](#)
- [Sample Return to Work Action Plan](#)

## Assess the Risk:

### STEP 2 - Conduct Risk Assessment

- Identify potential hazards and risks to employees, patrons, vendors and the general public.
- Evaluate potential physical changes to minimize risks, such as barriers
- Evaluate procedures that could minimize risk, such as cleaning / disinfection protocols, changes to staffing levels or workstations to facilitate social distancing

#### USI Tools & Solutions

- [COVID-19 Business Reopening Administrative Guidelines Checklist](#)
- [COVID-19 Reopening Guidelines Checklist for Facilities](#)
- [OSHA 3990 - Guidance for Preparing Workplaces for COVID-19](#)

# Prepare the Workforce:

## STEP 3 - Reduce Transmission Among Employees

- Communicate about change
- Implement or modify procedures
- Educate and train employees

### USI Tools & Solutions

- [COVID-19 Reopening Guidelines Checklist for the Protection of Employees & Guests](#)
- [COVID-19 Reopening Guidelines Checklist for Office Work](#)
- [COVID-19 Reopening Guidelines Checklist for Worker Training Requirements](#)
- [Employee Health Screening Questionnaire](#)

# Prepare the Workspace:

## STEP 4 - Getting Your Workspace Ready

- Obtain necessary equipment & supplies
- Implement controls to ensure physical distancing at the workplace
- Display required COVID communications & posters in your workplaces
- Make sure your workplaces are clean and hygienic
- Promote good respiratory hygiene in the workplace

### USI Tools & Solutions

- [COVID-19 Reopening Guidelines Checklist for Facilities](#)
- [CDC Guidance on Disinfection](#)
- [OSHA 3990 - Guidance for Preparing Workplaces for COVID-19](#)

# Manage a Physical Distancing Environment:

## **STEP 5 - Create & Maintain Physical Distancing**

- Install Physical Barriers or Arrange Workspaces to Accommodate Physical Distancing
- Avoid Groups and Gathering & Stagger Work Shifts Where Feasible
- Avoid Worker Rotation Where Possible

### USI Tools & Solutions

- [COVID-19 Reopening Guidelines Checklist for Facilities](#)
- [CDC Guidance on Disinfection](#)

# Implement Phased Reopening:

## **STEP 6 - Reopening**

- Implement Controls to Ensure Physical Distancing at the Workplace
- Install Physical Barriers or Arrange Workspaces to Accommodate Physical Distancing
- Avoid Groups and Gathering & Stagger Work Shifts Where Feasible
- Avoid Worker Rotation Where Possible

### USI Tools & Solutions

- [COVID-19 Reopening Guidelines Checklist for Facilities](#)
- [CDC Guidance on Disinfection](#)

# Prepare to Adapt:

## STEP 7 - Adjust & Respond Accordingly

- Stay updated on the latest CDC COVID information, guidance, and recommendations
- Stay updated on the latest CDC COVID guidance from State & Local Agencies
- Communicate often with your insurance broker & carriers

### USI Tools & Solutions

- [USI.com - Public Health Emergencies](#)
- [CDC COVID-19 Resources](#)

### Other Resources:

- [CDC COVID-19 Resources](#)
- [CDC Print Resources](#)
- [NFPA Guidance for Maintaining Fire Protection and Life Safety Systems](#)
- [EPA's Registered Antimicrobial Products for Use Against Novel Coronavirus SARS-CoV-2, the Cause of COVID-19](#)
- [Cleaning and Disinfection for Community Facilities](#)
- [WHO Guidance for the Accommodation Industry](#)
- [Cyber Update – Cyber Exposures & the COVID-19 Quarantine](#)
- [OSHA Coronavirus Compliance Bulletin](#)



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