Governor Whitmer’s Executive Order 2020-59 now allows retail establishments to provide curbside pickup and delivery. In addition to the actions you can take to prepare for a full reopening, consider adding these services as part of your ramp up strategy. Here are some links that can assist you.

- The Ultimate Guide to Successful Curbside Pickup
- 5 Curbside Pickup Solutions for Retailers to Use During Covid-19
- Get in the e-commerce game with Shipt
- Build Your Business with Shopify
- Square Space

As we anticipate more concrete plans and requirements for businesses to reopen, here are some things that you can do to be better prepared to open.

- Consider how you will require your employees and customers to adhere to social distancing guidelines? What will you need to do so (i.e., signage, training)?
- Anticipate that your staff and customers will need to wear face “coverings”. How will you source these items*?
- Ability to wash hands and the availability of hand sanitizer will be important. Stock up on the supplies needed to accomplish this for customers, vendors and employees.
- Develop a process to handle mail and other deliveries.
- How will you sanitize common areas, including shared equipment?
- Plan to have your office space deep cleaned prior to employees returning.
Prepare for Cleaning & Hygiene Requirements

Etiquette
- Promote etiquette for coughing, sneezing, and handwashing; avoid touching face, especially eyes, nose, and mouth; place posters that encourage hand and respiratory hygiene

Face Coverings
- Face coverings should be worn by employees and patrons in accordance with CDC’s recommendations, especially when it is difficult to maintain 6-foot distance

Air Circulation
- Ensure adequate air circulation and post tips on how to stop the spread of germs

Sharing of Equipment
- Discourage workers from sharing resources or other work tools and equipment, when possible

Environmental Cleaning
- Make a list of high-touch surfaces requiring routine disinfecting and perform routine environmental cleaning (e.g., workstations, countertops, handrails, doorknobs, break rooms, bathrooms, other common areas), either twice a day or after each use. Keep a logbook of cleaning regimen. Those cleaning should:
  - Wear gloves
  - Clean surfaces with soap and water if dirty before disinfecting
  - Use EPA-registered household disinfectant, diluted bleach, or alcohol solutions

Disposable Wipes
- Provide disposable wipes so that commonly used surfaces (e.g., doorknobs, keyboards, remote controls, phones, desks, keypads) can be wiped down by employees before each use; provide no-touch trash bins

Laundry
- Use warmest appropriate water setting, dry items completely, do not shake dirty laundry, and launder sick person's items separately

Disinfectant
- Make hand sanitizer, soap and water, or effective disinfectant readily available at or near the entrance, at checkout counters, or anywhere else where people have direct interactions. Provide additional pop-up handwashing stations or facilities if possible (e.g. showing houses, construction sites)
Personal Protection Equipment (PPE)
- PPE should not be shared and should be disposed of properly.
- Wash hands after using gloves

Employee Contact List
- Ensure every employee’s contact numbers and emergency contact details are up to date; ensure a plan is in place to reach employees quickly

*In this constantly changing environment, please continue to refer to regulatory websites such as the CDC, OSHA and State of Michigan that will have the most recent information*

Thank you to our friends at the Lake Superior Community Partnership in Marquette, Michigan for sharing this resource!