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**Re-Opening Your Nonprofit – A Checklist to Help You Start Planning**

I know we are all trying to figure out how to follow the Governor’s guidelines and care for the safety of our employees, all while delivering our mission effectively.  Here are the steps that BVU is taking as we plan to re-open.

* Consider a gradual return – allow employees to work remotely as long as possible
* Consider more flexible work-from-home policies long-term
* Establish a Safety Committee or COVID-19 Response Team that maintains one consistent message through your organization
* Purchase masks and establish protocol when/where to wear
* Will you allow visitors? Install a window if applicable; post guidelines for visitors/deliveries; put procedure in place for deliveries; develop protocol for disinfecting incoming mail
* Establish alternating days or shifts that reduce the total number of employees at a given time; communicate the schedule in a place where all employees can access
* Establish mandatory policy that sick employees must stay home
* Update policies to include social distancing etiquette, IT, remote work
* Put Purell stations throughout your building/offices
* Implement coronavirus prevention (handwashing, distancing, interactions, travel, PPE)
* Check with your building about high-efficiency air filters or increasing ventilation
* Arrange for extra cleaning of your space according to CDC regulations; order cleaning supplies in advance (Lysol, Clorox wipes, bleach, etc.); encourage staff to wipe down desks at end of day
* Consider temperature screening before entering building – how do you privately tell employees they have a temperature?
* Establish a traffic pattern; one way to enter and exit; use signs on floors noting 6ft.
* Ensure social distancing measures in all areas of your workplace; reconfigure work spaces before returning to work to meet social distancing guidelines
* Arrange space in between chairs in conference rooms and kitchens. As of now, no more than 10 people allowed in a room; how will you enforce no social group gatherings?
* Close bathroom stalls and sinks to every other one
* Establish how many people can be in elevator at one time and post signs
* Continue Zoom/Teams/Skype meetings as much as possible and develop alternatives to in-person business meetings
* Force lunch breaks for self-care
* Conduct pulse survey to gauge how your employees are feeling