



## Back To Business Checklist and Resources

- ❑ **Train Employees On COVID-19 Signs And Symptoms**  
[CDC Symptoms Video](#) | [CDC "If You Are Sick" Poster](#) | [Extended Symptoms Video](#)
- ❑ **Screen Employee Health Before Entering The Workplace**  
[Stay Home Poster](#) | [Screening Employee Health Guidance](#)
- ❑ **Require Employees And Customers To Wear A Face Covering**  
Signs for [Face Coverings](#) | [Handing Washing](#) | [Social Distancing](#)
- ❑ **Employ Social Distancing In The Workplace And For The Public**  
[Lodging](#) | [Restaurant](#) | [Retail](#) | [CDC Workplace Tool](#) | [CDC Bar and Restaurant Tool](#)
- ❑ **Source PPE For COVID-19 and Disinfectant Use**  
[Distributors and Manufacturers of PPE and Disinfectant](#)
- ❑ **Train Employees In PPE and Personal Hygiene Protocols**  
[How to Wear A Face Mask](#) | [Hand Washing](#) | [How to Protect Yourself and Others](#)
- ❑ **Establish A Plan To Routinely Disinfect The Workplace**  
[EPA Approved Disinfectants](#) | [CDC Cleaning Tool](#) | [DOH Interim Guidance](#)
- ❑ **Track Employee Day/Work Hours And Interactions In The Workplace**  
[Why is Contact Tracing Important?](#)
- ❑ **Routinely Talk With Employees About New Procedures and Policies**
- ❑ **Write These Actions Into A COVID-19 Safety Plan**  
[New York State Safety Plan Template](#) | [NYS Sector Specific Guidance](#)