



Workplaces & Offices

COVID-19 (RE)OPENING DECISION TREE\*

# Are You Ready to Open?

Follow this guide to help determine if your organization is ready to (re)open your workplace, especially to protect vulnerable workers during the COVID-19 pandemic. Be sure to also check with your state and local health officials in order to take the most appropriate steps for a safe and responsible (re)opening.

NO

YES

## 1 Do you have PERMISSION?

Do your state and local orders permit youth programs and camps to be open?

## 2 Can you provide PROTECTION?

Can you comfortably check this box?

- Are you ready to **PROTECT** employees at higher risk for severe illness?

## 3 Have you established POLICIES?

Can you check ALL FOUR boxes?

- Do you **COMMUNICATE** and **PROMOTE** healthy hygiene practices (hand washing; employees wearing cloth face coverings) as feasible?
- Have you intensified **CLEANING, DISINFECTION,** and **VENTILATION** of facilities?
- Do you encourage—verbally and through signs and messaging—**SOCIAL DISTANCING**? Have you enhanced spacing between employees, including through physical barriers, changing layout of workspaces, closing or limiting access to communal spaces, staggering shifts and breaks, and limiting large events, when and where feasible?
- Have you considered **MODIFYING TRAVEL** and **COMMUTING PRACTICES** and do you promote telework, if feasible?

## 4 Do you have a PLAN?

Can you check ALL SEVEN boxes?

- Do you have **PROCEDURES** to check for signs and symptoms in of employees daily upon arrival?
- Do you **ENCOURAGE** anyone who is sick to stay home?
- Do you have a **PLAN** for if children or employees get sick?
- Have you **TRAINED** all employees on health and safety protocols?
- Do you have a plan for **COMMUNICATING AND MONITORING DEVELOPMENTS** with local authorities and employees?
- Do you have a flexible employee **LEAVE POLICY** and practices and the ability to monitor absences?
- Are you ready to **CONSULT** with local health authorities if there are cases in your facility or an increase in cases in the local area?



Yes.  
But monitor.

If ANY boxes are un-checked...



No.  
Do not open.



Not yet.  
Keep preparing.

\*This decision tree is a modified design of an original produced by the United States Center for Disease Control (CDC). Language has been edited from the original but the concept and checkbox points come directly from the CDC's original design.

Source: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/Camps-Decision-Tree.pdf>