

Reopening Checklist for Businesses

READY, GET SET, GO!



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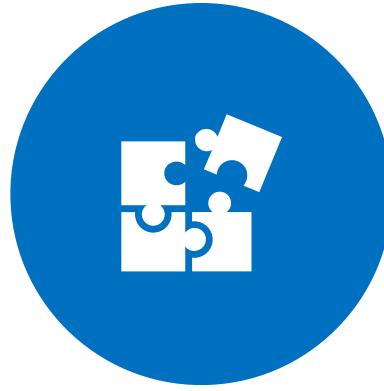
Steps to Safely & Successfully Reopen and Get Back to Business

READY.



PREPARE YOUR PHYSICAL
SPACE AND EMPLOYEES

GET SET.



GET READY FOR
CUSTOMERS OR VISITORS

GO!



REACH YOUR KEY
AUDIENCES

Reopening Checklist

As you reopen your store or office space, there are several practical items to think about for the safety and well-being of your employees and visitors. We all need to be mindful of local, state and federal safety standards, such as:

- **Limit the number of visitors or patrons inside the store based on square feet**
- **Adhere to social distancing protocols**
- **Sanitize entrance and exit doors multiple times per day and provide hand sanitizer within the business**
- **Install protective screens where employee/visitor interactions are likely**

The safety recommendations have been designed based on government regulations and we hope this checklist gets you thinking about your space, people and customers. Our goal is to help guide you through all the ways you can meet required guidelines and provide peace-of-mind as you resume business operations.

Gauging Your Readiness

- What is your expected reopen date?
- Do you have employees, visitors and/or retail traffic?
- Do you go to your customers or do they come to you?
- Are you looking for temporary, long-term or permanent solutions?



Ready: Your Exterior Physical Space

- ☐ Changes to parking or traffic flow
- ☐ Open / closed to visitors
- ☐ Curbside pick-up / drop-off
- ☐ No entry / entrance restrictions
- ☐ Occupancy limitation
- ☐ Entrance requirements for employees
- ☐ We're open (door or window graphics)
- ☐ Modified hours (door or window graphics)
- ☐ Shipping and receiving instructions
- ☐ Drop off area

Proper signage to direct and inform visitors and employees is critical, along with proper hygiene notifications and supplying necessary Personal Protective Equipment (PPE).



Ready: Your Exterior Physical Space



A Frame

*Size: 18" x 24" ~~\$198~~ **\$119**

*Size: 24" x 36" ~~\$245~~ **\$169**



Window Graphics



Stand

*Size: 22" x 28" ~~\$299~~ **\$199**

Black floor stand total height 60"



Retractable Banner Stand

Special Pricing ~~\$299~~ **\$139**

*price and availability subject to change

Proper signage to direct and inform visitors and employees is critical, along with proper hygiene notifications and supplying necessary Personal Protective Equipment (PPE).



Ready: Your Interior Space

Main Entrance

- ☐ Visitor notifications / restrictions
- ☐ Transaction counter barrier / sneeze guard
- ☐ Social distancing graphics
- ☐ Sign-in log and AHCA screening checklist
- ☐ ID badges / tags
- ☐ PPE required
- ☐ Wayfinding signs
- ☐ Hand sanitizer station
- ☐ Barriers / room dividers
- ☐ Hygiene best practices

Employee Entrance

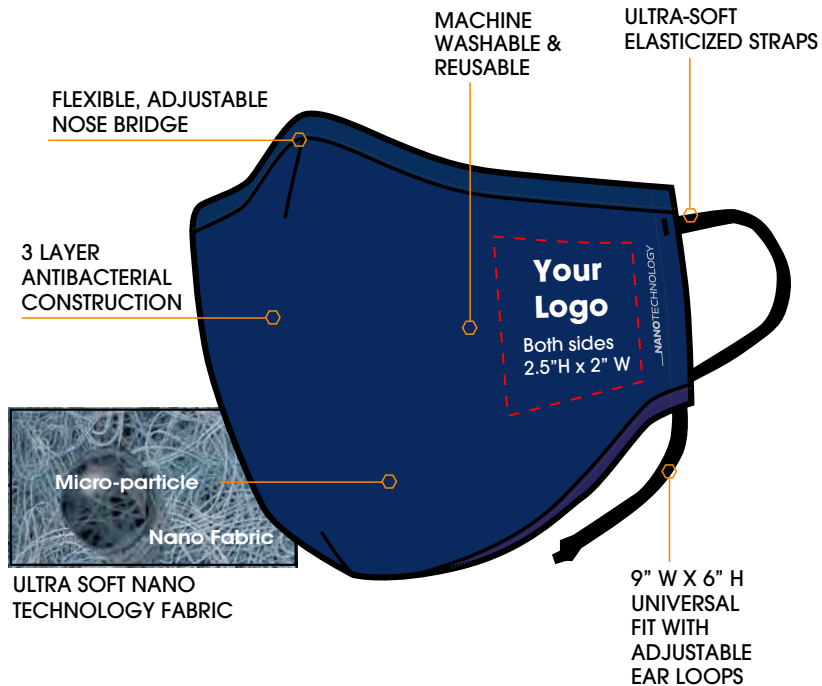
- ☐ Notification signs / restrictions
- ☐ Counter barrier / sneeze guard
- ☐ Hand washing reminders
- ☐ Sign-in log and screening checklist
- ☐ Employee ID badges / tags
- ☐ PPE required / provided (masks, gloves, shoe covers)
- ☐ Social distancing graphics
- ☐ Employee engagement
- ☐ Hand sanitizer station

Ready: Your Interior Space **FACE MASKS (Optional Custom Branding)**



NANO-TECH FACE MASK

(3 layer Construction, with
NANO-TECHNOLOGY filter)



Colours Available: Black • Deep Blue • White

***Cost - CAD: \$9.00 unit**

Custom Branding with your logo: \$3.50 (additional per unit)

SPECIFICATIONS

• 3 Layer Construction

(Nano technology fabric, 100% Polyester
Antibacterial filter, 100% Polyester; Antibacterial;
knit fabric, 35% Cotton, 65% Polyester)

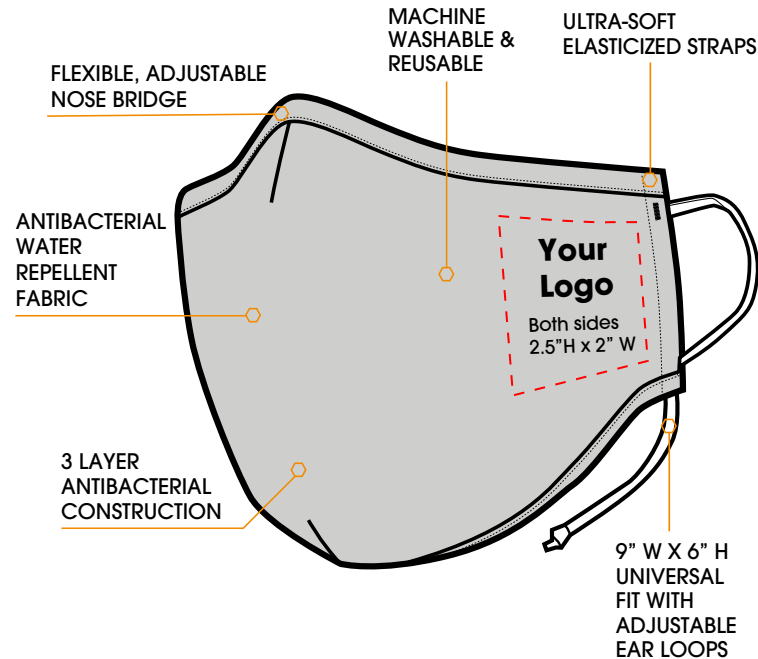
• Comfort Ear-loops

Elastane strap with soft cotton/polyester cover



PERFORMANCE FACE MASK

(3 layer Protection, with
ANTIBACTERIAL FILTER)



Colours Available: Black • Deep Blue • Titanium Grey • White

***Cost - CAD: \$7.00 unit**

Custom Branding with your logo: \$3.50 (additional per unit)

SPECIFICATIONS

• 3 Layer Construction

(Water resistant & woven fabric, 65% Polyester,
35% Cotton; Antibacterial filter, 100% Polyester;
Antibacterial knit fabric, 35% Cotton, 65% Polyester)

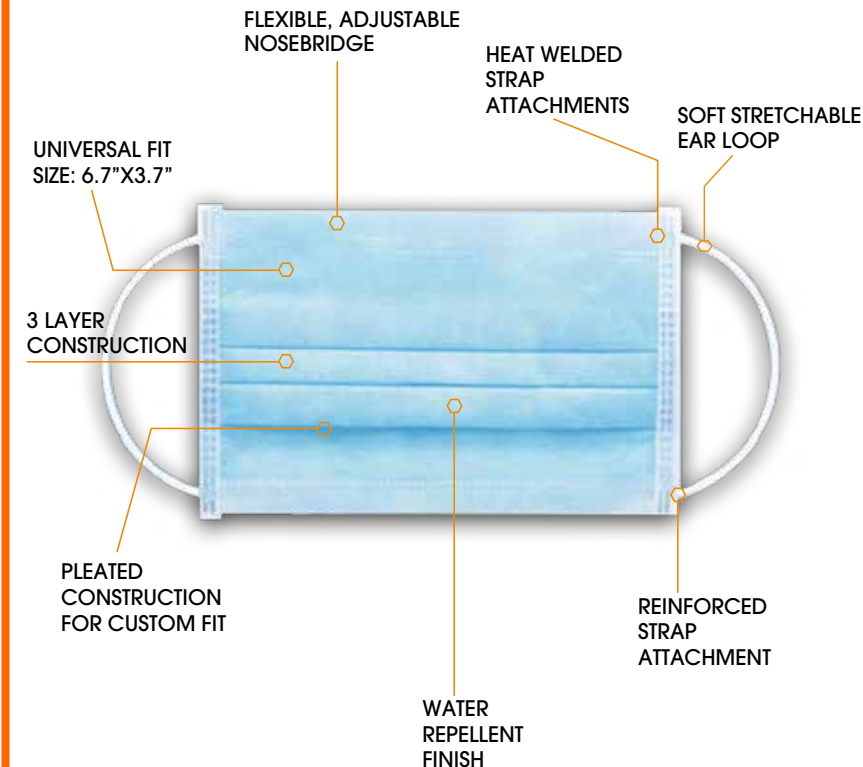
• Comfort Ear-loops

Elastane strap with soft cotton/polyester cover



DISPOSABLE PROTECTIVE FACE MASK

(3 layers of
FILTRATION PROTECTION)



Cost - CAD: \$85.00/ 50 PC Box



Ready: Your Interior Space Ideas

ELEVATOR / FLOOR GRAPHICS

Floor graphic 20" x 24"

Elevator Graphic TBD

- Custom sizes and graphics upon request.



FLOOR GRAPHICS

18" x 18"

- Custom sizes and graphics upon request.





Ready: Your Interior Space Idea

Acrylic Shields

- ❑ Keep your employees and customers safe during this time of change in our workplace environments.
- ❑ Acrylic shields in a variety of custom sizes, shapes, self-supporting, or hung, to meet your specific requirements.
- ❑ Add branding, transaction instructions and any other messaging you may find yourself repeating while adjusting to a new process within your workplace.
- ❑ These shields are easy to install, clean, remove, and there are no minimum order requirements.



Self Supported Desktop Shield

With feet & pass thru

*Size: 23.5" x 23.5" **\$139**

*Size: 47" x 31.5" **\$298**

Various sizes and options available



Hangs from the Ceiling

Hanging

*Size: 23.5" x 23.5" **\$128**

*Size: 47" x 31.5" **\$279**

Various sizes and options available

* Printing on the acrylic is extra. Price & availability subject to change.



Ready: Your Interior Physical Space (cont)

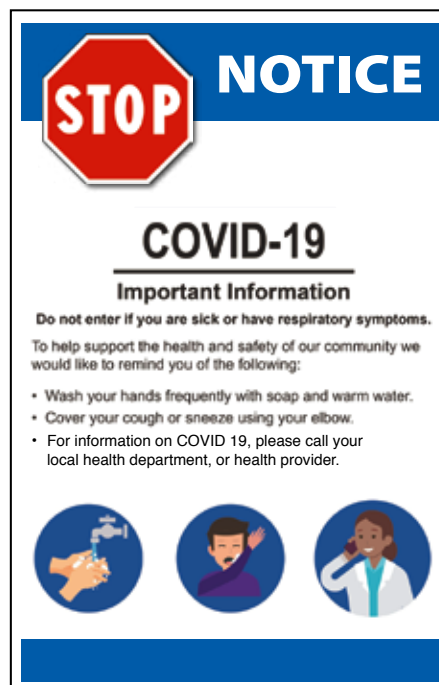
Displays



**Easel stand,
Mounted on foam core**

***Size 8.5" x 11" \$25**

**Additional charges may apply for custom sizes and design.*



**Easel stand,
Mounted on foam core**

***Size 12" x 18" \$35**



Vinyl, Waterproof decal

***Size 8.5" x 11" \$22**

***Size 11" x 17" \$29**

Proper signage to direct and inform visitors and employees is critical, along with proper hygiene notifications and supplying necessary Personal Protective Equipment (PPE).



Ready: Your Interior Space (cont.)

Workstations, Conference & Break Rooms

- ☐ PPE required (masks, gloves, shoe covers)
- ☐ Barriers / room dividers
- ☐ Movement restrictions
- ☐ Hygiene best practices
- ☐ Social distancing graphics
- ☐ Hand sanitizer stations

Production Area

- ☐ Social distance graphics
- ☐ Barriers / room dividers
- ☐ Movement restrictions
- ☐ PPE required



Ready: Your Interior Space (cont.)

Shipping & Receiving

- ☐ Drop-off / pick-up instructions
- ☐ No entry
- ☐ Ring bell for assistance
- ☐ Movement restrictions
- ☐ Social distancing graphics
- ☐ Hand sanitizer stations

*price and availability subject to change

Restroom

- ☐ Wash your hands for 20 seconds
- ☐ Prevent the spread of germs

Hand Sanitizers



Stock Label

Qty 100: ...\$3.10 each*

Qty 600: ...\$2.95 each*

Custom Label

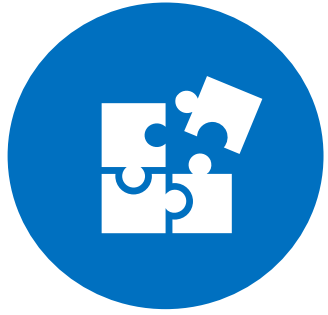
Qty 100: ...\$4.15 each*

Qty 600: ...\$3.98 each*

Setup: \$45.00

60ML (2oz) FDA Approved Antiviral Gel.

75% Ethyl Alcohol. Scentless, with Aloe Vera & Vitamin E Moisturizer



Get Set: A Safe Space for Your Customers

- ❑ Health and safety reminders
- ❑ Social distancing graphics (6 feet apart)
- ❑ Directional floor graphics (One-way traffic)
- ❑ Protection screens / sneeze guards
- ❑ Customer hand sanitizer stations
- ❑ Door hangs, counter signs and table tents
- ❑ Disposable gloves
- ❑ One-time use paper menus and flyers
- ❑ Branded pens and pencils (use and take)
- ❑ Disposable seat and table covers
- ❑ Branded carryout bags and boxes
- ❑ Safety labels and stickers



Go! Getting the Word Out

- ☐ Sidewalk signage (We're open!, Curbside pick-up)
- ☐ Banners and feather banners
- ☐ Direct mail campaigns
- ☐ List management
- ☐ Brochures, flyers and informational sheets
- ☐ Vehicle graphics and wraps
- ☐ Email campaigns
- ☐ Website content and graphics
- ☐ Social media content and graphics
- ☐ Videos
- ☐ eCommerce sites
- ☐ Branded promotional product giveaways
- ☐ Notecards and stationery
- ☐ Newsletters and postcards

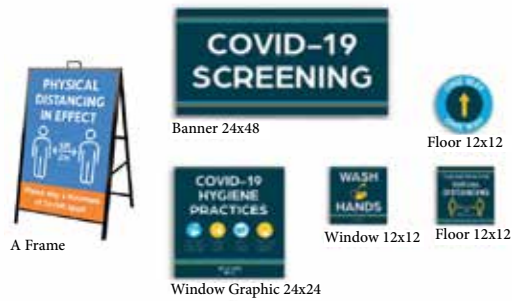
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Your One Stop COVID-19 Local Resource

Choose the “Reopening Signage Package” that’s right for you, or create a custom package to help you get back to work safely.

Three variations of signage packages that are all customizable to your messaging and personal branding. IF you don't see what you want just let us know, and we will create it!

Package 1 — 11 Items

[illegible]

Package 2 — 14 Items



Product	Application	Messaging/Purpose	Height	Width	Qty.	Price Per Unit	Total Price
A Frame	Building Entry	Restricted Access	36	24	1	\$169.00	\$169.00
Banner	Lobby	Covid Screening AHCA	24	48	1	\$60.00	\$60.00
Banner	Break Room Cafeteria	Employee Engaement	36	60	1	\$85.00	\$85.00
Floor Graphic	Shipping and Receiving	General Directional	12	12	4	\$12.00	\$48.00
Window Graphic	Rest Rooms	Covid Hygiene Practices	12	12	2	\$25.00	\$50.00
Sneeze Guard	Transaction counter	Check in	30	30	1	\$220.00	\$220.00
Banner Stand	Gathering areas	Rules and Restrictions	33.5	92	1	\$139.00	\$139.00
Free Standing	Elevator	General Directional	36	24	1	\$199.00	\$199.00
Yard sign	Building Exit	Exit	18	24	2	\$30.00	\$60.00
							\$1030.00

Package 3 — 52 Items



Product	Application	Messaging/Purpose	Height	Width	Qty.	Price Per Unit	Total Price
A Frame	Building Entry	Restricted Access	36	24	6	\$169.00	\$1,014.00
Banner	Lobby	Covid Screening AHCA	24	48	3	\$49.00	\$147.00
Banner	Break Room Cafeteria	Employee Engaement	36	60	3	\$78.00	\$234.00
Floor Graphic	Shipping and Receiving	General Directional	12	12	2	\$20.00	\$40.00
Window Graphic	Rest Rooms	Covid Hygiene Practices	12	12	16	\$13.50	\$216.00
Sneeze Guard	Transaction counter	Check in	30	30	4	\$190.00	\$760.00
Banner Stand	Gathering areas	Rules and Restrictions	33.5	92	3	\$139.00	\$417.00
Free Standing	Elevator	General Directional	36	24	3	\$199.00	\$597.00
Yard sign	Building Exit	Exit	18	24	12	\$19.00	\$228.00
							\$3,653.00

Your One-Stop Local Resource

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