

Here is a **reopening checklist**: things you should be working on so you're ready to reopen when allowed. This is not comprehensive, and not all parts may apply to your business, but hopefully helps you get started.

Employees

- Do you have a plan to hire your employees back or get new employees quickly?
- Do you have interview materials, HR materials, etc. ready?
- Do you have contracts for employees ready to go?

Rent

- Do you have cash to pay rent?
- Do you have a repayment plan set up with your landlord for any rent you didn't pay?

Legal

- Have you made sure any decisions you've made are cleared contractually with the respective party?
- Do you have open legal questions and a plan to reach out to an attorney / free legal clinic for support?

Supplies / Operations

- How much lead time do you need to give your suppliers?
- Do you have a plan to contact your suppliers and place a relevant order?
- Do you know how many of your suppliers you will engage and when?
- Do you have a plan to keep your locations clean and sanitized according to government guidelines?
- Do you have the supplies and materials for sanitization?
- Is there some sort of soft opening you can do (pickup and delivery for example) before you open fully?
- Do you know what hours you will be open? Same as before or a new schedule?
- Are you going to reduce the number of appointments per time slot you offer?

Finance

- Do you have cash ready to pay your employees according to their contracts?
- Do you have access to lines of credit from your bank if needed?
- Do you have a plan to follow the guidelines and terms of the relief loans (EIDL and PPP)?

Customers

- Do you have a marketing plan to let your customers know you are open again?
- Do you have an email list and messaging ready for your customers?
- Are you planning to advertise? Do you have your ads ready to go?