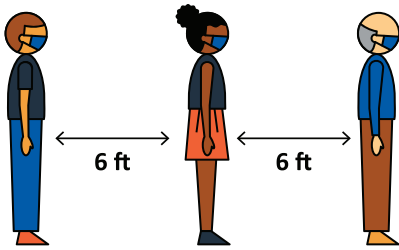


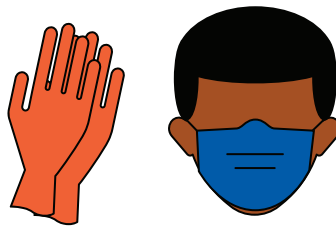
Professional Services Checklist

Staff Health and Safety

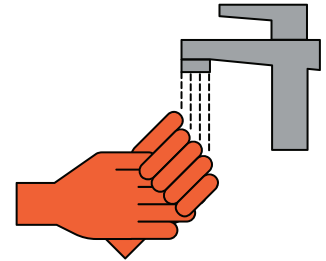
Make sure to provide a safe working environment and educate staff about the signs, symptoms, and risk factors associated with COVID-19 illness, how to prevent the spread of the coronavirus at work; including steps being taken in the workplace to establish social distancing, frequent handwashing, and other precautions.



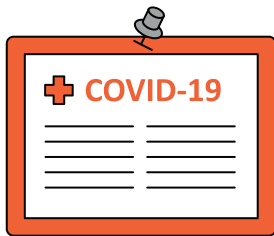
Maintain minimum six-foot separation between all employees and all clients in all interactions at all times. If that's not possible, stagger work schedules or put up barriers between staff.



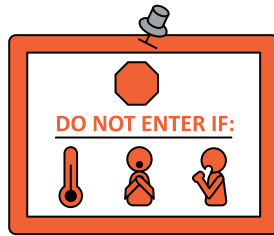
Provide employees free face coverings and disposable gloves.



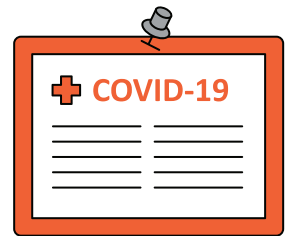
Ensure frequent handwashing.



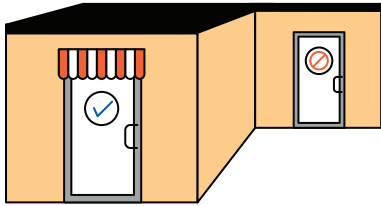
Assign a COVID-19 supervisor for each shift whose sole role is to oversee employee health and safety and ensure proper cleaning, hygiene, and screening protocols are followed.



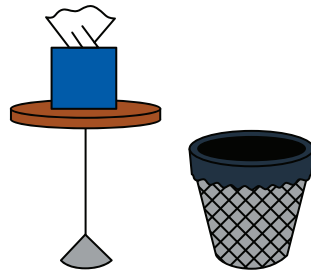
Screen employees for COVID-19 symptoms as soon as each employee shows up for work. If an employee does show symptoms, send them home immediately and deeply clean all areas/surfaces that employee touched.



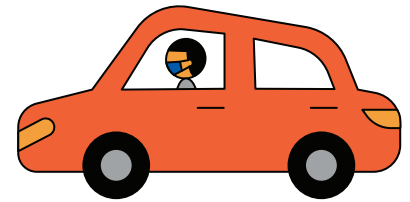
COVID-19 safety information and requirements visibly posted.



Primary access to the business should be through the front door; restrict access to back doors or other entry points. If the accessible entrance is not through the front door, allow access through the accessible entrance.



Place tissues, hand sanitizer, and trash cans throughout the workplace in places easily reached by people of all heights and abilities. Ensure trash cans do not block pathways of travel.



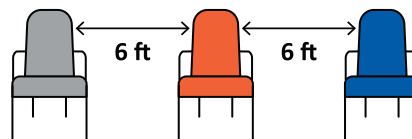
Two or more people should travel in separate vehicles.

Customer Health and Safety

Display up-to-date public health guidance in multiple languages around your establishment. During times of emergencies, accessibility continues to be a civil right. Consider appropriate accommodations for people with disabilities when planning for reopening to clients or customers.



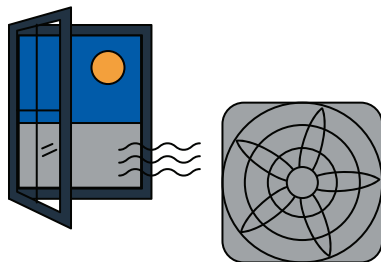
Reduce the number of people in the waiting room to 5 or fewer people (if applicable).



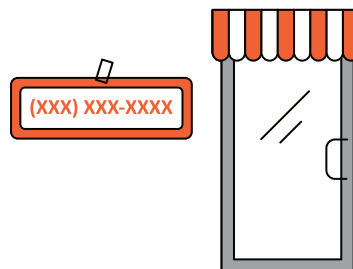
Keep all furniture six feet apart.



Frequently clean and sanitize high use areas, restrooms, and any equipment used by employees.



Increase ventilation when possible by opening windows, doors and using fans.



Post a sign for walk-ups with business hours, phone number, and types of services.



Consider keeping a voluntary log of customers to help facilitate contact tracing. The log should include their name, phone number, and the date they visited the business.