



## Updates for May 15, 2020

### Take Basic Legal Precautions for Reopening

As businesses begin to make plans for reopening, attorney Jerimy Kirschner recommends the following tips:

- Make sure you have written policies and procedures in place. Review them with employees and provide employee training if necessary. Then enforce these policies.
- Maintain records. Document your employee trainings, including all employees in attendance. Track compliance measures and use forms to record employee acknowledgement that they have read the new policies and procedures.
- Review copies of your insurance policies carefully.

### Reopening Steps for Offices

In last week's update, we shared some steps that restaurants can be taking now to get ready to reopen. But businesses that operate in office settings need to begin to think about reopening as well. Kevin Sayler, vice president at insurance brokerage firm Parker Smith Feek, recommends office managers:

- Reassess traffic flow within the office to allow plenty of space for distancing.
- Examine workspace layout, including the placement of desks and workstations in relation to other co-workers.
- Integrate as many low- or no-touch options as possible, including ways to keep non-fire doors open to common workspaces and provide supplies so employees can keep work surfaces clean.
- Develop a way to track who is in the building each day, which will become important for contact tracing.
- Think about staggered scheduling of vendors, clients and customers to your office to prevent potential crowding.

- Communicate with employees the steps you are taking. Respect employees' varying comfort levels with returning to work.

## Business Operations in the New Normal

As Pierce County businesses continue to adapt to restrictions and requirements related to the COVID-19 pandemic, Pierce County Economic Development has created a roundup of resources to help businesses adjust to the “new normal” when they reopen. [View the resource guide here](#), which includes specific actions for different segments of the economy, including hospitality, industry, construction and medical and dental.

## Free Signage Templates

If you are looking for professional templates for various signs you may want to post for your business now and for reopening, check out [Signs.com](https://Signs.com).

## Continue to Watch the City's COVID-19 Business Support Page

Don't forget to check out the Economic Development Department's special [COVID-19 Business Support](#) page on the City of University Place website. We update it regularly with information we receive so that it can serve as a repository of critical information and resources for local businesses.

---

City of University Place Economic Development Department

3609 Market Place West, Suite 200  
University Place WA 98466  
253.566.5656

