

Quickly and Safely

It may be temporary, but you still must shut down. By taking precautions while you temporarily shut down, you'll be ready to re-open much more quickly.

Here's a checklist to help focus on five activities while you prepare your business for temporary closure.



Staff: Promote. Protect. Provide.

- Promote social distancing through signage and barriers.
- Establish critical functions that will be continued and workforce planning needs.
- Monitor and reinforce new protocol to ensure there is effective understanding and use.
- Establish methods to check on employees working alone and allow them to contact you in the event of an emergency.

Share: Plan. Communicate. Follow Up.

- Set up consistent times (suggest weekly) to review plan and status with core leaders.
- Update safety guidelines
- Train employees, contractors and vendors to support safe distancing, personal hygiene and use of appropriate personal protective equipment.
- Place signs and barriers that promote safe distancing and awareness to company safety standards.
- Review with facilities management or services contractor ability to shut off or suspend electrical, gas, water or other sources of energy and nonessential equipment.

Stabilize: Consider. Engage. Pivot.

- Identify third-party companies to:
 - Support inventory
 - Provide specific services (i.e. cleaning, waste removal and so on)
 - Security
 - Assist with ongoing operations needs
- Establish back up measures and plans to continue needed operations from:
 - Gaps in supply chain
 - Absenteeism
 - Suspended services
 - Situations resulting from the reason for closure
- Identify essential employees (i.e. roles responsible for management, operations, security and safety).

Secure. Inspect. Protect. Detect.

Make sure security equipment is working properly:

- Exterior lighting
- Fire alarms
- Security alarms
- Sprinkler systems (locked open and monitored)
- Surveillance equipment

Maintain your critical equipment regularly:

- Air conditioning
- Freezers/Ovens
- Heating (recommend setting to 45° F to avoid freezing pipes and sprinklers)
- Ventilation

Set up monitoring:

- Tie into central monitoring systems.
- Notify policy of any vacancy and provide emergency contact information.
- Establish a response team to be available to support effective response and management in emergencies, for example:
 - Fire
 - Alarm activation
 - Broke water line
 - Equipment breakdown
 - Establish emergency contact protocol.

Secure your building and automobiles:

- Doors
- Windows
- Roof access
- Dock/loading doors
- Fire doors (make sure self-closing doors aren't blocked)
- Set up barriers to restrict entry for areas you can't lock.
- Lock all vehicles and keep the keys in a lock box or safe.
- Place group/pool vehicles in a locked area with external lighting

Track employee access (who/what type of access).

Clean, deep clean, clean

- Relocate flammable or hazardous materials (liquids, aerosols, compress gas) to an offsite location or place in approved storage room or cabinet.
- Remove and limit any debris or unneeded storage.
- Move pallets, containers, outside storage or debris at least 50 feet from the building.

Or

Arrange to mitigate a potential fire spread to building openings, key areas or gaining access to the roof.

Support: Ask. Decide. Discuss.

Contact your insurance agent.

Check with your legal counsel if you are amending or entering new contracts or agreements.

Talk with peers, partners and others to understand how they are managing through this time or can help.



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