Reopening With Confidence

We are OPEN again

A Resource Guide for Business Leaders

CalCPA
A Message from Anthony Pugliese

Assessing and managing risk is part of what we do as CPAs. In times like these, we may also find ourselves in the position of creating and ensuring safer, lower-risk work environments to protect the health and safety of employees and clients. As California looks forward to continued recovery and fully reopening, CalCPA recognizes that members may appreciate some guidance as Californians return to our places of business.

CalCPA is pleased to present this guide to help you plan and prepare your plan for reopening. Its purpose is to inform safety decisions you will need to make about the physical, procedural and human aspects of your workplace. This guide is not intended to serve as legal advice, however, and you are encouraged to seek counsel should you require additional guidance specific to circumstances unique to your workplace.

A thoughtful plan for reopening is essential for a smooth transition back to our places of business. So, too, is the mindset that you will likely need to adjust your plan in response to evolving circumstances until the crisis has passed. Transparency is especially important; employees and clients respond best when you have established and implemented a clear plan with the specific action steps you’ve taken to ensure their safety.

As you may know, counties in California will receive independent approval from the state to move into advanced phases of reopening as local conditions permit. I encourage you to visit California’s county variance webpage for information related to your county’s status and additional guidance from state and federal public health officials.

The CalCPA team is here to support you in your planning efforts as Californians transition back to our workspaces and routines. Please consider us as a resource if you need any assistance with your preparations.

Be Well,

Anthony J. Pugliese, CPA, CGMA, CITP
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Worksite Plan

As your organization contemplates returning to the office, give careful consideration to the precautionary measures you need to implement to protect yourself, your customers, your clients and your staff. CalCPA has compiled guidelines and resources that can assist you as you re-open your workplace:

Create a plan for all of your locations

• Consider all of the potential risks.

• Designate a person or team at each location to implement the plan.

• Train your employees on the plan.

• Regularly evaluate how each location is doing. Are there areas that need to be improved?

• Remember to check your City and County re-opening guidelines and ensure they are implemented.

• Review State industry guidance on reopening or Cal/Osha for further guidance.
Be prepared for possible positive COVID-19 cases

- Research state and local health department information and contacts so you can notify them of an outbreak.
- If someone becomes ill, try to determine if any work-related factors could have contributed and update your plan as needed.
- Isolate COVID-19 positive employees and anyone that’s been within close contact (six feet for 15 minutes or more) of them.
- Maintain awareness of changes to Worker’s Compensation laws in California.

Post signs around your locations to remind staff of best practices, including a checklist of modifications made to reduce the risk of COVID-19 spread.
Cleaning and Disinfecting

**Frequently** and thoroughly clean and disinfect all high-touch and high-traffic areas following [CDC guidelines](https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-cleaning-disinfecting.html):

Entrances and exits, including stairways, stairwells, escalators, handrails and elevator controls. Also, doorknobs, toilets and handwashing facilities.

**Provide** cleaning and disinfecting materials for use around the office.

**Provide** access to hand sanitizing stations/hand sanitizer.

**Provide** time (during working hours) for employees to clean and disinfect their work areas.
Adjust or modify office hours to provide adequate time cleaning and disinfecting.

Avoid sharing of phones, work supplies and office equipment whenever possible. For office equipment that must be shared (i.e. copiers) clean and disinfect frequently. Provide cleaning products nearby.

Only use cleaning products approved for use against COVID-19 (from the Environmental Protection Agency (EPA)-approved list) and follow product instructions.

Consider installing portable high-efficiency air cleaners, upgrading the building’s air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in offices and other spaces.
Employee Screenings and Controls

**Screen** all employees, vendors, contractors, clients, etc. (either in the office or require they screen at home) for symptoms and check temperatures before they enter your location. Be sure the designated screener avoids close contact with those he/she is screening. Be sure everyone onsite wears proper personal protective equipment.

**Encourage** workers who are sick or exhibiting symptoms of COVID-19 to stay at home.

**Provide and ensure** all employees, vendors, contractors, clients, etc. use proper personal protective equipment, including face coverings. (This may be required in some cities and counties, please check with your local government to determine best practice.)

**Provide** employees with guidance on [How to wear a Face Mask](#).
Creating Physical Distance

- Ensure all employees, vendors, contractors, clients, etc. are provided an environment where they can stay at least six feet from each other.

- Where appropriate, provide physical partitions and visual cues (i.e. floor markings and signs) to encourage distancing.

- Encourage telework and modified work schedules when possible.

- Redesign spaces to decrease capacity for conference rooms to allow for six feet of distancing.

- Close or restrict common areas (i.e. break rooms and kitchenettes) by creating barriers or increase physical distance between tables and chairs.

- Discourage groups from forming in areas like bathrooms, hallways and stairwells.

- Establish directional hallways and passageways as well as separate entryways and exits for foot traffic, if appropriate.

- Limit the number of individuals riding an elevator and ensure they use face coverings.

- Stagger in-office work schedules to limit the number of people in each location.

- Discontinue nonessential travel and encourage virtual meetings.

- When guests arrive at your location, dedicate a staff member to direct the guest to an appropriate meeting room (rather than congregating in a lobby).
Employee Training Topics

- Information on COVID-19: Prevention and concerns of underlying health conditions.
- How to self-screen.
- Seeking medical attention when symptoms appear.
- Importance of frequent and proper handwashing.
- Proper use of personal protective equipment.
- Educating and training on-site employees.
- Visit California’s COVID-19 webpage—for more information and guidance regarding reopening, testing and other health information.
Employer Resources

Additional Employer Information

• A summary of the Families First Coronavirus Response Act & CARES Act

• CDC free posters and resources

NOTE: CalCPA has compiled this information to best serve your staff, clients and business when dealing with COVID-19 and is a selection of guidance from business, health care, and government resources. Depending on the nature of additional questions you might have, the links in this document can offer more information and specific requirements.

CalCPA would also like to extend a special “thank you” to the Ohio Society of CPAs for their assistance in the creation of this guide.