

# COVID-19 RE-ENTRY CHECKLIST

MAY 2020

## DEDICATION TO CLIENT SERVICE

We anticipate further announcements and guidance from government authorities to safety protocol changes due to COVID-19, and we have prepared a checklist to help you navigate through opening your business to your staff and the public. As the situation continues to evolve, please reach out to your Gillons advisor at any point with your questions or concerns.

### PHASE 1

DATE WHO COMPLETED

### PHASE 2

DATE WHO COMPLETED

### PHASE 3

DATE WHO COMPLETED

### PHASE 4

DATE WHO COMPLETED

### Crisis Planning

Internal - Review and update your plan

Clients - Offer to review and update their plan

Vendors - Ask for a copy of their plan