

To: Sierra Region Businesses  
Re: Economic Recovery

May 8, 2020

Greetings,

This communication is to introduce you to the attached COVID 19 Action & Safety Plan Template. NNDA, working with the region's County Leadership and our Chamber of Commerce Partners has developed this template to provide a framework for you to create a phased reopening plan that is in compliance with the Governor's guidance for managing and reopening in the face of the current COVID 19 Crisis.

It is our hope that the creation of a plan using this template will provide a basis for protecting you employees, your customers and through its implementation the overall health of your business. The template is set up with most of the work done for you. It follows a standard OSHA Safety Plan approach. However, it is totally open to your modification to best customize the plan for your particular situation.

The length of the template may be a bit daunting to you at first, but we believe that with a little work, it will become a very easy to build and implement plan. NNDA and your Chamber stand ready to assist in any way we can. As you build your plan, we encourage you to visit the Business and Industry COVID-19 web page which has a wealth of links and downloads for guidance including many helpful OSHA documents. Also, for very excellent help we encourage you to contact Nevada Safety Consultation and Training Section (SCATS), which is the consulting arm of OSHA. These folks are great to work with and can help you in many ways. Here are links to this critical information and help:

[http://business.nv.gov/News\\_Media/COVID-19\\_Announcements/](http://business.nv.gov/News_Media/COVID-19_Announcements/)

<https://www.4safenv.state.nv.us/>

The plan components in the template are:

- A statement of Commitment of your business to Safety and Health
- A description of the phases by which your business will reopen
- An identification of the roles and responsibilities within the plan
- How health incidents will be investigated
- The way in which you will identify, assess and mitigate exposure hazards within your business
- How you will prevent exposure risks
- The ways you will communicate this plan and its implementation to your employees
- The way you will train your employees to follow this plan
- How you will make this a plan of continuous improvement
- Identifying how you will keep records of managing the plan and any incidents that may occur
- An acknowledgement form for your employees to sign demonstrating their "buy in" to the plan
- An appendix containing the CDC guidelines for facility sterilization

We believe your plan will not only help guide your business to a recovery success it will also become a position to promote comfort to your customers and employees. For anyone wanting to know how you are making a reopening safe, this plan is your written proof.

Thanks for all you do! We are betting heavy on your business to be a landmark of success as together we recover the Nevada Economy.