

**Operational Toolkit for Businesses Considering Reopening or Expanding Operations in COVID-19:  
Risk Assessment, Modification Assessment, and Mitigation Measures  
Chester County  
COVID-19 Business Task Force**

The Toolkit consists of three components designed to aid business as they migrate to more “open” phases of the pandemic management. We have added this short version in addition.

- [A Business Risk Worksheet](#): a step-by-step worksheet for you to report and understand your business’s overall risk of spreading COVID-19 and how your business operations can be made safer.
  
- [An Assessment Calculator](#): an Excel spreadsheet you can fill out to receive a calculated risk score and a modification score after completing stages 1 and 2.

There are four stages in the process that provides a risk analysis, potential modifications and mitigation measures to minimize the risk posed to employees, customers, and the business’ potentially different operating areas. The toolkit is not intended to be a guide to policy making at various government levels, rather it is intended to provided businesses with a starting point in identifying their vulnerabilities and reducing their risk for COIVD-19 spread.

The overall risk, is assessed by reviewing normal operations as modified during the pandemic. Individual steps, defined as mitigation measures, by employees and customers are encouraged to further reduce the spread.

Should your analysis continue to indicate unacceptable risk, the business leaders may decide to remain in the current mode. The goal of this assessment is to understand the present risk level and steps to lower them. One should also note that factors outside the individual business may result in government action to return to a prior operational status.

While working through the four steps, the “decision tree” in the Worksheet will help guide your steps for risk assessment, modification and mitigation. A figure displaying the four stages can be found below.

**Stage 1 -- Risk Assessment** -- Both the Worksheet and Calculator will be used in this phase to understand the impact of reopening or expanding operations. This Stage addresses operational characteristics prior to COVID-19. In the calculator use the tab for Risk Assessment and the result is a Risk Score. LOW is best result.

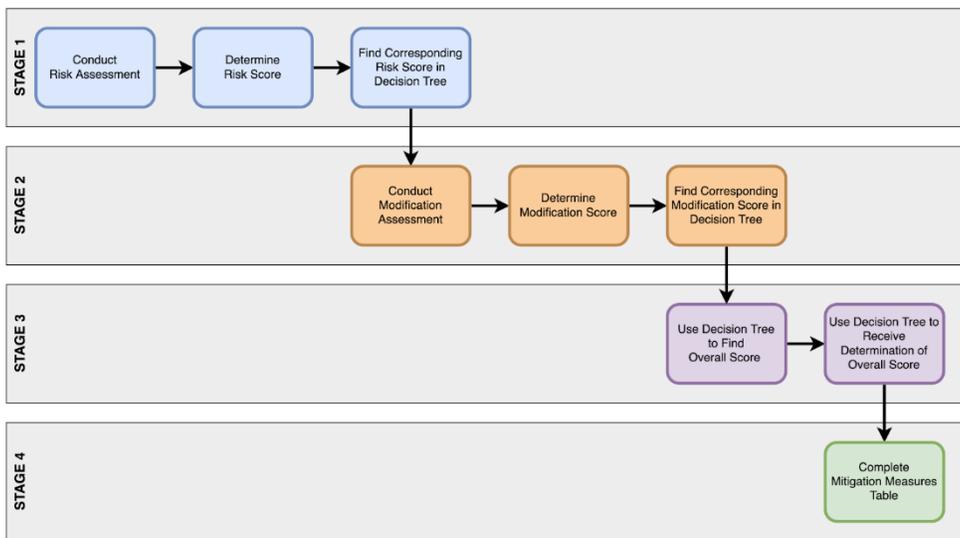
**Stage 2 -- Modification Assessment** -- Again using both tools (Worksheet and Calculator) this Stage produces a “modification score” using operational changes to the business to decrease exposure of employees, customers, and partners to the virus. The Modification Assessment tab in the calculator is the tool for this segment. HIGH is best resolution.

**Stage 3 -- Determination Based on Overall Score** -- Using the Worksheet this stage will produce a score for reopening or expanding your business. The “decision tree” displays how the Risk Score and Modification Score from the previous two stages interact to provide the Overall score.

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The Overall score displays the risk of potential spread of the virus and ranges from Very Low to Very High. This provides you with risk levels dependent on your business interactions and the changes to operations you have employed.

**State 4 -- Mitigation Measures** -- The worksheet will assist you in drafting risk-reduction measures to combine with the Modifications established in Stage 2. Upon determining your overall score then work through the mitigation measures you may implement in your day-to-day operations prior to opening or expanding. This is the check-the-box segment of the worksheet. One is encouraged to return to this Stage throughout the planning process to continue to identify and implement ways to reduce the risk of spreading the virus among employees, customers and clients.



Businesses should acknowledge that events outside your business or within it may require public health officials and government leadership to return to prior practices (strict social distancing measures or lock downs) generally or for your individual business or industry.