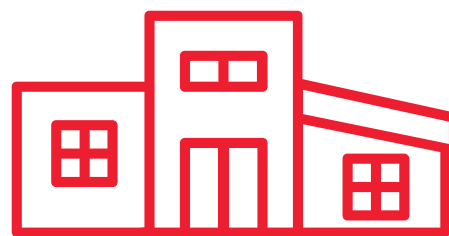


# HOW TO SAFELY CLOSE YOUR DOORS DURING CRISIS AND PREPARE TO OPEN POST-CRISIS

While your doors are temporarily closed during the COVID-19 crisis, you're rightly focused on ways to serve your people and community outside your four walls. However, it's important to ensure your physical space is safe and secure to quickly welcome your community back when the time comes.



## CLOSING MUST-DOS

- Turn off gas lines to stovetops and ovens; unplug equipment and appliances not vital to operations such as electric signage, coffee pots, dishwashers, audio and video systems
- Remove all food or beverages from refrigerators, freezers and cupboards
- Turn off presets or custom settings on thermostat; lower the thermostat to 55 degrees
- Disinfect all areas of your facility from doorknobs to utensils and books prior to closing
- Store all important documents in a secure place such as a safe
- Make sure all doors and windows are locked
- Park any of your organization's vehicles in a bright lit, safe space
- Either postpone or cancel any contracted services that may have been scheduled such as window cleaners, landscaping projects or remodeling initiatives
- Perform a routine building and ground inspection and document conditions

**Other must-dos relevant to your organization:**

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## HOW TO SAFELY CLOSE YOUR DOORS DURING CRISIS AND PREPARE TO OPEN POST-CRISIS



### MAINTAINING PROPERLY CLOSED FACILITIES

Create a schedule and contact list with key leaders to regularly walk the grounds and ensure the building is safe, secure and properly maintained.

- Lights not placed on timers for security purposes remain turned off
- Thermostat remains at the set temperature
- No signs of a water leak, damage or other hazardous conditions
- Important documents, supplies and equipment remain in place
- Doors and windows remain locked with no signs of an attempted break-in
- Emergency lights, security systems and other equipment are in working order

**Note:** A recap communication should be sent to all leadership members at the end of every facility checkup.

**Other must-dos relevant to your organization:**

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### PREPARING TO REOPEN TO YOUR COMMUNITY

You're likely reminding your people that you will be ready to open as soon as it is safe. This gives them much-needed reassurance and hope. Be sure you're ready to deliver on that promise with the following reopening preparation steps:

- Stock or order supplies such as bathroom necessities, first-aid kits and dining utensils
- Resupply and stock dry goods and beverages
- Create a communication plan that quickly lets your community know the details surrounding your reopening
- Perform facility tasks such as opening gas lines, lighting pilot lights, and checking the HVAC system, emergency lights and batteries
- Organize tables, chairs, beds and seasonal items for community use
- Create welcoming signage for the first day back

**Other must-dos relevant to your organization:**

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As with all crises, it's important to document your closing/reopening processes, communications and decisions. Also, be sure to note where you can make improvements going forward. If and when you are forced to close your doors again, you – and your community – will be ready.

We are all in this virus crisis together, and it is that togetherness that will keep our communities strong. We're with you every step of the way, too. To discuss any facility management questions with a Church Mutual Risk Control Team Member, please email [riskconsulting@churchmutual.com](mailto:riskconsulting@churchmutual.com).

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