



Starting the Reopening Conversation

Does thinking about reopening feel overwhelming? This tool can offer a starting place for your organization to examine how it can reopen in the “new normal”.



WAYS TO DO THIS

- Consider a committee with a board member, staff member (if you have staff), a volunteer, and a member.
- If you don't have enough people to form another committee, consider a special board session to solely discuss this and parcel out assignments.
- Another option is to contact other similar organizations in your area and form a regional taskforce to brainstorm, discuss, and create similar plans with consistent purpose and messaging.

STEPS TO CONSIDER

- Research your region's plans for reopening:
 - Review [Governor's framework](#)
 - Contact your [local health authority](#)
- Review resources specific to your field. Find a list of guidelines on our website [here](#).
- Discuss:

- Social distancing	- Limited number of entries and system used to do that
- Messaging	- Point of sale system
- Volunteer staffing	- Discounts
- Site changes such as taping, Plexiglas shields, cleaning schedules	- Liability
- Get a sense of when your community, staff, and volunteers will be ready to return.
- Outline likely scenarios based on your region.

THINGS FOR BOARD TO CONSIDER

- Determine financial impact of these plans and do a cash flow analysis for the several months.
- Consider the capacity of the organization to implement the plans.
- Adjust strategic plan as needed.
- Identify organization weaknesses/opportunities to incorporate in future improvements, such as process/procedures/governing documents, etc.
- Identify what work plans need to be adjusted as a result of these plans.
- Keep your eye on your mission!

NEXT STEPS:

Work on Communication Plan while waiting for Governor and local health authorities to give the go ahead.