

OLD VERSION - DO NOT USE

Please comment directly on this document and any additional feedback about this document can be directed to Zac Swank at zswank@bouldercounty.org

Safer at Home Checklist

This checklist is made available by Boulder County Public Health (BCPH) to help businesses comply with the Colorado Safer at Home Order and other applicable orders. Compliance with the order is required but use of this checklist is voluntary. Completion of this checklist does not prove compliance alone but may be asked for as supporting documentation in cases of compliance investigations. The checklist is intended to be a compliance aid for businesses and a communication tool for the public. BCPH encourages businesses to share a completed version of this checklist with employees and post it for the public. This checklist will be updated as orders evolve, but may not always be up to date. For the latest orders visit COVID19.Colorado.gov and BoulderCounty.org

This is only a DRAFT for feedback and it is currently incomplete.

New Consolidated Checklist Incorporating CDPHE 20-28 Safer at Home Order

Businesses that are still closed to members of the public under Safer at Home: Restaurants, food courts, cafes, coffeehouses, and other similar places of public accommodation offering food or beverage for on-premises consumption (only allowed to offer takeout or delivery); Bars, taverns, brew pubs, breweries, microbreweries, distillery pubs, wineries, tasting rooms, special licensees, clubs, and other places of public accommodation offering alcoholic beverages for on-premises consumption; Cigar bars; Gyms, except for the limited purpose authorized in Section I.H of 20-28; Movie and performance theaters, opera houses, concert halls, and music halls; Casinos; and Horse tracks and simulcast facilities, also known as off-track betting facilities; Indoor malls (except that curbside pick up or delivery is allowed).

(Verbiage about Safer at Home Order 20-28)

General Business Requirements

Workplace Requirements

Safer at Home Order:

- Deputize workplace coordinator(s) charged with addressing COVID-19 issues
- Maintain 6-foot distancing when possible, and discourage shared spaces
- Frequently sanitize all high-touch areas ([Additional Guidance](#))
- Post signage for employees and customers on good hygiene ([Additional Resources](#))
- Ensure proper ventilation ([OSHA guidance](#))
 - Higher than normal ventilation levels are encouraged
- Avoid gatherings (meetings, waiting rooms, etc) of more than 10 people
- Implement symptom monitoring protocols (including workplace temperature monitoring and symptom screening questions) where possible ([Additional Guidance](#))
- Eliminate or regularly sanitize any items in common spaces (i.e., break rooms) that are shared between individuals (i.e., condiments, coffee makers, vending machines) ([Additional Guidance](#))
- Provide appropriate protective gear like gloves, masks, and face coverings and encourage appropriate use ([Additional Guidance](#))

Employee Requirements

Safer at Home Order:

- Require employees showing any symptoms or signs of sickness, or who has been in contact with known positive cases to stay home. Connect employees to company or state benefits providers
- Provide flexible or remote scheduling for employees who need to continue to observe Stay-at-Home, who may have child or elder care obligations, or who live with a person who still needs to observe Stay-at-Home due to underlying condition, age, or other factors
- Encourage and enable remote work whenever possible
- Minimize all in-person meetings
- Provide hand washing facilities/stations and hand sanitizer
- Encourage breaks to wash hands or use hand sanitizer
- Phase shifts and breaks to reduce employee density
- Wear appropriate protective gear like gloves, masks, and face coverings and encourage appropriate use ([Additional Guidance](#))
- ([Additional guidance to keep employees & customers safe](#))

Customer Requirements

Safer at Home Order:

- Create special hours for people at higher risk of severe illness from COVID-19

- Encourage and facilitate 6-foot distancing inside of the business for all patrons
- Encourage use of protection like gloves, masks, and face coverings
- Provide hand sanitizer at entrance
- Install shields or barriers where possible between customers and employees
- Use contactless payment solutions, no touch trash cans, etc. whenever possible
- ([Additional guidance to keep employees and customers safe](#))

Additional Resources and Guidelines

- [CDC Printable Signage Resources](#)
- [CDC Signage on How to Remove Gloves](#)
- [Commuting Solutions Telework Resource](#)

Office-Based Businesses Requirements

This section includes but is not limited to: Accountants and accounting firms; Architecture, engineering and land surveying businesses/firms; Landscape architect businesses/firms; Land surveyor businesses/firms; Private investigator businesses; Fantasy contest operator businesses; Non-transplant tissue banks; Appraisal management companies; Real estate offices; Other corporate offices and private firms.

Workplace Requirements

Safer at Home Order

- Modify flow of people traffic to minimize contacts (e.g. doors for entry or exit only)
- Conduct office cleaning with increased frequency and supplement with high-frequency sanitization of high-touch areas (e.g. doors, stairwell handles, books, light switches, elevator switches and buttons, etc.) ([Additional Guidance](#))
- Ensure proper ventilation
- Provide employees with sanitization products and guidance on daily workspace cleaning routines
- Post signage for employees and customers on good hygiene and new office practices, and make regular announcements to remind employees and/or customers to follow distancing guidelines ([Additional Resources](#))
- Encourage the use of digital files rather than paper formats (e.g., documentation, invoices, inspections, forms, agendas)
- Ensure clear planning, preparedness and organization in the workplace. This includes assigning a COVID coordinator to facilitate planning and communication, developing a plan for resources like cleaning supplies and internal regular (daily or weekly) communication, planning for employees to be out of the office for quarantine or caring for others, and considering how new precautions will impact workflow, etc.

Boulder County Guidance

- Place signage around the office reminding employees to be at least six feet apart and to wear face masks, especially in meeting rooms, break rooms and collaborative spaces.
- Continually wipe down and clean central printers, copy machines, and break room areas (fridge doors, counter tops, tables, coffee makers, vending machines, water fountains, etc.)
- Separate desk areas to prevent crowding. For example, at 50% capacity, every other cubicle in an open office setting should be utilized so that employees are not working directly next to each other
- Allow for flexible work schedules, where possible, to lessen the need to be in the office during normal business hours. This could include allowing employees to work evenings or weekends when

the office is traditionally less crowded or closed, or implement in-office rotation schedules

- ❑ Windows should remain open and ventilation increased, weather dependent
- ❑ Conduct Symptom checks before employees may enter the work space. [CDPHE Symptom Tracker](#). ([Additional Guidance](#))
- ❑ Deputize workplace coordinator (either from HR or Management staff) charged with addressing COVID-19 issues
- ❑ Send frequent (daily or weekly) reminders regarding social distancing, handwashing and cleaning of work spaces and common areas
- ❑ Modify the flow of people traffic to minimize contacts, such as identifying doors for entry or exit only
- ❑ Communicate new guidelines and requirements with all employees
- ❑ Hold weekly or twice weekly check-in meetings to field questions or concerns from employees and/or other stakeholders

Practices and Employees Requirements

Safer at Home Order

- ❑ Maintain in-office occupancy at no more than 50% of total at one time by maximizing use of telecommuting and developing in-office rotation
- ❑ Allow for flexible work schedules, where possible, to lessen the need to be in the office during normal business hours. This could include allowing employees to work evenings or weekends when the office is traditionally less crowded or closed schedules.
- ❑ Conduct daily temperature checks and monitor symptoms in employees, for businesses with 25 employees or greater. Smaller businesses ask employees to do self-temperature and symptom check at home daily before coming in to work. Refer symptomatic employees to the [CDPHE Symptom Tracker](#). ([Additional Guidance](#))
- ❑ Minimize the number of in-person meetings and maintain adequate 6-foot distancing in those meetings. Use online conferencing, email, or the phone instead of in-person meetings, even when people are in the same building, whenever possible
- ❑ Provide flexible or remote scheduling for employees who need to continue to observe Stay-at-Home, who may have child or elder care obligations, or who live with a person who still needs to observe Stay-at-Home due to underlying condition, age, or other factors
- ❑ Provide guidance and encouragement on maintaining 6-foot distancing and taking breaks to wash hands
- ❑ Require gloves and face coverings or masks for any interactions with other individuals (e.g. customers, co-workers, vendors) ([Additional Guidance](#))

Boulder County Guidance

- ❑ Place signage around the office reminding employees to be at least six feet apart and to wear face masks, especially in meeting rooms, break rooms and collaborative spaces.
- ❑ Continually wipe down and clean central printers, copy machines, and break room areas (fridge doors, counter tops, tables, coffee makers, vending machines, water fountains, etc.)
- ❑ Separate desk areas to prevent crowding. For example, at 50% capacity, every other cubicle in an open office setting should be utilized so that employees are not working directly next to each other
- ❑ Allow for flexible work schedules, where possible, to lessen the need to be in the office during normal business hours. This could include allowing employees to work evenings or weekends when the office is traditionally less crowded or closed, or implement in-office rotation schedules

- ❑ Windows should remain open and ventilation increased, weather dependent
- ❑ Conduct Symptom checks before employees may enter the work space.
- ❑ Deputize workplace coordinator (either from HR or Management staff) charged with addressing COVID-19 issues
- ❑ Send frequent (daily or weekly) reminders regarding social distancing, handwashing and cleaning of work spaces and common areas
- ❑ Modify the flow of people traffic to minimize contacts, such as identifying doors for entry or exit only
- ❑ Wear gloves and masks as much as possible, and require gloves and masks for any in-person meetings or interactions with customers or co-workers
- ❑ Communicate new guidelines and requirements with all employees
- ❑ Hold weekly or twice weekly check-in meetings to field questions or concerns from employees and/or other stakeholders

Additional Resources and Guidelines

- [Guidelines for Non-healthcare industries](#)
- [Employee Health Screening Form](#)
- [CDC Recommendations for businesses and employers](#)
- [CDPHE Cleaning Guide for COVID-19](#)

Retail Requirements

This section includes but is not limited to: Appliance stores; Customer-facing financial institutions; Thrift shops; Apothecaries; Vape and cigar shops (for retail only, not on-site consumption), Craft stores, Sporting goods retailers, Boutiques, Motor vehicle dealerships, Liquor stores, Marijuana dispensaries, Large retail, department, discount, or outlets stores, provided that the entrance/exit opens to the outdoors and not an indoor common hallway.

This section does not include: Indoor Malls.

Workplace Requirements

Safer at Home Order

Curbside pick-up and delivery:

- ❑ Continue or begin operating with curbside pick-up/delivery only (e.g., bank tellers operate drive-thru service only)
- ❑ Elevate and increase frequency of cleaning practices, including sanitization of high touch areas ([Additional Guidance](#))
- ❑ Restrict return policy to only items that can be properly sanitized prior to re-selling
- ❑ Conduct daily temperature checks and monitor symptoms in employees, logging all results. Refer symptomatic employees to the [CDPHE Symptom Tracker](#) ([Additional Guidance](#))
- ❑ Contactless signatures for deliveries
- ❑ Post signage for employees and customers on good hygiene and other sanitation practices ([Additional Resources](#))

- Provide a staging area outside for hands-free pick-up

Open with restrictions:

- Open at 50% capacity and/or at a capacity that enables the retailer to:
 - Maintain 6-foot distancing between customers and employees,
 - Effectively symptom monitor employees,
 - Provide face coverings or masks and gloves to employees, and
 - Ensure ability to adequately clean and sanitize both back-room and retail spaces - if unable to meet this requirements, continue operating with curbside pick-up / delivery only
- Install protective plexiglass screens at checkout counters
- Provide dedicated in-store visit hours for people at higher risk of severe illness from COVID-19, as possible
- Post signs at entrances notifying customers to STOP if they are sick and ask them not to enter store
- Restrict return policy to only items that can be properly sanitized prior to re-selling
- Conduct daily temperature checks and monitor symptoms in employees, logging all results. Refer symptomatic employees to the [CDPHE Symptom Tracker \(Additional Guidance\)](#)
- Increase the availability of hand sanitizer, wipes and cleaning of frequently touched surfaces (including baskets/carts) for both employees and customers
- Disallow sampling and customers access to bulk-bin options
- Apply floor decals in cashier and queuing areas to establish safe waiting distance
- Close public seating areas
- Establish one-way traffic flow through aisles
- Continue contactless signatures for deliveries
- Post signage for employees and customers on good hygiene and other sanitation practices ([Additional Resources](#))

Boulder County Guidance

- Establish curbside and delivery services in accordance with the Boulder County Public Health [Curbside & Delivery Checklist](#)
- If possible, use every other check-out lane to aid in distancing
- Bulk-item food bins are not available for customer self-service use
- Move the electronic payment terminal/credit card reader farther away from the cashier in order to increase the distance between the customer and the cashier, if possible. Disinfect payment portals, pens, and styluses after each use.
- Use verbal announcements on the loudspeaker and place signage throughout the establishment, at entrances, in restrooms, and in breakrooms to remind employees and customers to maintain distances of 6 feet from others.
- Provide remote shopping alternatives for customers, including click-and-collect, delivery, pick-up, and shop-by-phone to limit customers in the establishment. Set up designated curbside pick-up areas.
- Ensure shopping carts and baskets are cleaned after each customer use
- Disinfect all payment portals, pens, and styluses after each use. Disinfecting all high-contact surfaces frequently.
-

Best Practices

- Place a staff person at all entrances to ensure the number of people inside does not go above the location's capacity to maintain social distancing requirements.

- Separate payment areas from delivery areas to prevent customers from gathering.
- Offer “By Appointment Only, No Walk-Ins” services
- Post signs outside and inside the store, letting employees and customers know how many total people can safely be in the space at any given time to maintain social distancing requirements ([determine your space’s social distancing capacity here.](#))

Employee Requirements

Safer at Home Order

Curbside pick-up and delivery:

- Provide guidance and encouragement on maintaining 6-foot distancing between employees
- Wear gloves and face coverings or masks during customer interactions and whenever possible during other work activities ([Additional Guidance](#))
- Encourage virtual payments and minimize exchanges of debit/credit and identification cards except as required by law
- Encourage frequent breaks to wash hands
- Require employees to stay home when showing any symptoms or signs of sickness
- Provide PPE for employees who are managing deliveries, returns, etc.

Open with restrictions:

- Provide guidance and encouragement on maintaining 6-foot distancing between employees
- Wear gloves and face coverings or masks during all customer interactions and whenever possible during other work activities
- Continue to encourage virtual payments and minimize exchanges of debit/credit and identification cards except as required by law
- Encourage frequent breaks to wash hands
- Require employees to stay home when showing any symptoms or signs of sickness

Boulder County Guidance

- Provide tissues and no-touch disposal receptacles for use by employees.
- Remove or rearrange chairs and tables or add visual cue marks in employee break rooms to support social distancing requirements between employees. Identify alternative areas such as closed customer seating spaces to accommodate overflow volume.
- Shift primary stocking activities to off-peak or after hours when possible to reduce contact with customers.
- Encourage virtual or contactless payment systems or if exchanging paper/coin money:
 - Do not touch your face afterward.
 - Ask customers to place cash on a tray rather than directly into your hand.
 - Sanitize payment systems and trays after each customer.

Requirements To Protect Customers

Safer at Home Order

- Implement 6-foot distancing measures (i.e., marked space in check-out lines) and use signage to

- encourage distancing while in the store ([Additional Resources](#))
- Create signage encouraging people at higher risk of severe illness from COVID-19 to refrain from shopping outside of dedicated hours set aside for those who are at higher risk of severe illness from COVID-19
- Create signage to encourage the use of face coverings or masks and gloves ([Additional Resources](#))
- Make supplies available for customers to participate in sanitizing surfaces and touched objects

Boulder County Guidance

- Close customer seating areas

Best Practices

- Use verbal announcements on the loudspeaker to remind customers to maintain social distancing requirements.

Additional Resources and Guidelines

- [Guidelines for Grocery Stores](#)
- [Guidelines for Non-healthcare Industries](#)
- [Guidance for Symptom Screening](#)
- [CDC Recommendations for Businesses and Employers](#)
- [CDPHE Cleaning Guide for COVID-19](#)
-

Field Services Requirements

This section includes but is not limited to: Real estate, including marketing services; Lawn care and landscaping; House cleaning, including carpet cleaning and window cleaning; Electricians and plumbers; Handyman services; General contractors, tile setters, carpenters, construction; Home inspectors Appraisers; Land surveyors; Architects; Engineers; Private investigators; Landscape architects; Transportation network companies, limo services and call and demand transportation (e.g taxis)

Workplace Requirements

- See Office-Based Business or General Business Requirements: Workplace Requirements

Employee Requirements

Safer at Home Order

- Adhere to all general rules or guidance on social gathering limitations when working in the field, including in someone's business or personal home
- No meetings, showings, appraisals, consultations or gatherings of more than 10 people; these should be conducted remotely
- Implement procedures for field-based employees to monitor for symptoms and report to management daily on health status. Refer symptomatic employees to the [CDPHE Symptom Tracker](#). ([Additional Guidance](#))
- Maintain 6 foot distancing from other employees and customers
- Require gloves and face coverings or masks for any in-person interactions or work being done in

third-party homes or office spaces ([Additional Guidance](#))

- Change gloves between customers
- Inquire whether third-party homes have symptomatic individuals or individuals who have contact with known positive cases and, if they do, cease any in-person interaction and limit any in-home activities to only those which are critical and can be done without risk to service provider
- Maintain detailed log of customer interactions to enable contact tracing (if ever needed)
- Prioritize remote work and/or personal protective equipment for people at higher risk of severe illness from COVID-19
- Sanitize high- touch surfaces and tools or equipment after each customer visit ([Additional Guidance](#))
- Provide guidance and encouragement on personal sanitation including frequently washing hands
- Require service providers to stay home if showing any symptoms or signs of sickness or if they have had contact with a known positive case
- For real estate: no open houses and no food or beverage offered during showings

Boulder County Guidance

- Reduce the size of work crew to minimize the number of people on the site and encourage staggering work crews into multiple shifts.
- Keep in-person meetings as short as possible, limit the number of workers in attendance to 10, and use social distancing practices.
- All workers onsite should make every effort to limit activities that cannot be performed within 6 feet of distance between workers. However, some core construction activities may require some proximity to complete. In these cases, construction crews must employ other aggressive measures to limit contact. Where work trailers are used, all workers should maintain social distancing while inside the trailers.
- Require face coverings or masks for all onsite workers and outside contractors/vendors and require gloves as necessary.
- Portable toilets & hand washing stations
- Provide hand washing stations with soap, disposable paper towels and provide hand sanitizer on the jobsite.
- Clean and disinfect portable jobsite toilets regularly. Hand sanitizer dispensers should be filled regularly. Frequently-touched items (i.e., door pulls and toilet seats) should be disinfected. Provide COVID-19 specific signage in English and other languages at handwashing stations.
- Minimize the use of equipment that has the potential to spread COVID-19 and other airborne particulates, such as leaf blowers.
- In addition, follow your Industries DORA, OSHA, &/or Professional Guidelines.

To Protect Customers Requirements

Safer at Home Order

- Provide estimates, invoices, and other documentation electronically (no paper)
- Seek contactless payment options (whenever possible)
- Maintain 6-foot distancing
- Use face coverings or masks
- For transportation network companies, limo services and call-and- demand transportation riders, only

request for necessary travel and wash hands before and after ride. Clean and [sanitize](#) the vehicle (high touch surfaces) between each customer.

Boulder County Guidance

- ❑ Real Estate Showings: In-person real estate showings are permitted under the following conditions:
 - ❑ Under Safer at Home, there are no occupancy restrictions on real estate showings.
 - ❑ Appointment only (no open houses)
 - ❑ Masks required for all participants
 - ❑ Number of in-person participants limited to the greatest extent possible. (Maximum of 4, including agent/realtor)
 - ❑ Participation by children is strongly discouraged
 - ❑ Social Distancing Requirements are met at all times
 - ❑ From the Order: Social Distancing Requirements. To reduce the risk of disease transmission, individuals shall maintain at least a six-foot distance from other individuals, wash hands with soap and water for at least twenty seconds as frequently as possible or using hand sanitizer, cover coughs or sneezes (into the sleeve or elbow, not hands), regularly clean high-touch surfaces, and not shake hands.
 - ❑ Must otherwise adhere to all guidance on social distancing
 - ❑ Must maintain 6 feet of distance from customers when showing houses
 - ❑ Must maintain a detailed log of customer interactions in case contact tracing becomes necessary. This log should include name, date, and location of contact, as well as the contact's phone number and/or email address.
 - ❑ Must provide gloves and masks for any customer interactions if they don't bring their own. Encourage them to bring their own.
 - ❑ Should perform tasks remotely or virtually whenever possible
 - ❑ Agents/Realtors must [clean and disinfect](#) all high touch surfaces between each showing.
 - ❑ In addition, follow your Industries DORA, OSHA, &/or Professional Guidelines.

Additional Resources and Guidelines

- [Guidelines for Non-healthcare industries](#)
- [Employee Health Screening Form](#)
- [CDC Recommendations for businesses and employers](#)
- [CDPHE Cleaning Guide for COVID-19](#)
- [Associated Landscape Contractors COVID-19 Guidelines](#)
- [DORA Safer at Home : Field Services](#)
- [OSHA COVID-19 Construction Guidance](#)
- [DORA Multi Industry Construction Guidance](#)
- [DORA Division of Real Estate Guidance](#)
- [Colorado Division of Real Estate COVID-19 Guidance](#)
- [CDC Guidelines Cleaning Non-Emergency Transport Vehicles](#)
- [What Passenger Drivers Need to Know COVID-19](#)

[Personal Services](#)

This section includes but is not limited to: Professional beauty services - Hair salons, Barber shops, Nail salons, Esthetician services, Cosmetologist services; Body art professionals; Personal training services for fewer than 4 people; Pastoral services; Pet-groomers and pet-grooming facilities; Pet-handlers and pet-transporters; Pet-training services; Tailors and dry cleaners; Sun-tanning services

Workplace Requirements

Safer at Home Order

- Employ strict hygiene guidelines and frequent sanitization procedures for all contact surfaces and tools
- Ensure a minimum of 6 feet of separation between clients/customers when not directly performing service
- No more than 10 people in a facility at one time, at a maximum of 50% occupancy
- Post signage for employees and customers outlining good hygiene and safety measures being taken ([Additional Resources](#))
- Sanitize all financial transaction equipment after each use ([Additional Guidance](#))
- Minimize in-home services by using remote alternatives (i.e. drive-through, virtual meetings, etc.)
- Sanitize all service equipment (tanning beds, salon chairs, etc) after each use
- Ensure a minimum of 6 feet of separation between work stations in pet-grooming facilities
- Minimize contact and maintain physical distancing requirements with customers for mobile pet grooming services. Avoid entering homes when possible

Boulder County Guidance

- Please review the [full curbside guidance](#)
- Close customer seating areas
- Use verbal announcements to remind employees and customers to maintain social distancing requirements.

Employee Requirements

Safer at Home Order

- Conduct symptom and temperature checks and refer symptomatic employees or families to the [CDPHE Symptom Tracker](#) ([Additional Guidance](#))
- Wear mask or face covering at all times ([Additional Guidance](#))
- Wear gloves (meticulous and frequent hand-washing if gloves not feasible or appropriate)
- Wash hands and change gloves between customers
- Change gloves between pets in all pet-grooming facilities

Boulder County Guidance

- Please review the [full curbside guidance](#)

To Protect Customers

Safer at Home Order

- Provide service by appointment only (no walk-ins or waiting lines)
- Require customers to wear cloth face coverings or masks, and only perform services that can be done without a customer removing their mask.
- Conduct symptom checks for customers seeking or receiving high-contact services ([Additional Guidance](#))

- Provide contactless payment options (whenever possible)
- Communal gathering spaces, such as locker rooms or waiting rooms, are strictly prohibited
- Maintain physical distancing requirements for drop-off and pick-up of pets in pet-grooming facilities
- Maintain physical distancing requirements, with no more than 10 people present at once for pet-training classes
- Maintain physical distancing requirements for customers picking-up pets from pet-transporters
- Allow no more than 10 customers to congregate at a time when picking-up pets from pet-transporters or at pet adoption events

Boulder County Guidance

- Please review the [full curbside guidance](#)
- Follow your Industries DORA, OSHA, &/or Professional Guidelines

Additional Resources and Guidelines

- [Information for Veterinary Practices](#)
- [Guidelines for Public Transportation Providers](#)
- [Multi-Industry Construction Guidance](#)
- [Guidelines for Non-healthcare industries](#)
- [Employee Health Screening Form](#)
- [CDC Recommendations for businesses and employers](#)
- [CDPHE Cleaning Guide for COVID-19](#)

Limited Healthcare Settings

This section includes the services of the following, provided they are being offered in a healthcare setting and capacity (not for personal services): Acupuncture (not related to personal services); Athletic training (not related to personal services); Audiology services; Services by hearing aid providers; Chiropractic care; Massage therapy (not related to personal services); Naturopathic care; Occupational therapy services; Optometry services; Podiatry services; Physical therapy; Speech language pathology services.

This section does not include: Medical, dental, and veterinary services.

Resources for administrative functions can be found in the Office Requirements Checklist

Workplace Requirements

Safer at Home Order

- Employ strict hygiene guidelines and sanitization procedures for all contact surfaces and tools
- Ensure a minimum of 6 feet of separation between clients/customers when not directly performing service
- Post signage for employees and customers on good hygiene and safety measures being taken ([Additional Resources](#))
- Sanitize all financial transaction equipment after each use ([Additional Guidance](#))
- Minimize in-home services with remote alternatives where possible (e.g. drive-by, [telehealth](#))

Employee Requirements

Safer at Home Order

- Conduct symptom and temperature checks and refer symptomatic employees or families to the [CDPHE Symptom Tracker](#). ([Additional Guidance](#))
- Wear medical grade mask and gloves
- Change gloves between customers and wash hands
- Clean and sanitize work space between each appointment

Best Practices

- OSHA guidance for [PPE](#)

To Protect Patients Requirements

Safer at Home Order

- Continue to conduct telehealth appointments whenever possible
- Provide service by appointment only (no walk-ins or waiting)
- Require patients to wear face coverings or masks
- Conduct symptoms check for customers of high contact services before they enter for their appointment and do not serve symptomatic clients
- Provide contactless payment options whenever possible
- Provide virtual waiting rooms - patients wait in their vehicle until their appointment begins

Additional Resources and Guidelines

- [Tips for Home Health and Personal Care Providers](#)
- [Tips for People Who Use Personal Care Assistants or Caregivers](#)
- [Guidance for Community Health Centers](#)

Manufacturing

Workplace/Employee/Customer Requirements

Some Manufacturing businesses are categorized as critical business. Critical Manufacturing, Includes: (Safer at Home state order)

- Food processing, manufacturing agents, including all foods and beverages
- Chemicals
- Computers and computer components
- Medical equipment, components used in any medical device, supplies or instruments
- Pharmaceuticals
- Sanitary products
- Telecommunications
- Microelectronics/semiconductor
- Agriculture/farms

- Household paper products
- Any business that produces products critical or incidental to the processing, functioning, development, manufacture, packaging, or delivery of any of the categories of products included in this subsection
- Any manufacturing necessary to support a **Critical Business**

- CDPHE Required State Safer at Home Order Appendix F **Critical Businesses** must comply with the guidance and directives for maintaining a clean and safe work environment issued by the Colorado Department of Public Health and Environment (CDPHE) and any applicable local health department. **Critical Businesses** must comply with **Social Distancing Requirements** and all PHOs currently in effect to the greatest extent possible and will be held accountable for doing so.

Best Practices for all businesses

Workplace Requirements

Safer at Home Order:

- Deputize workplace coordinator(s) charged with addressing COVID-19 issues
- Maintain 6-foot distancing when possible, and discourage shared spaces
- Frequently sanitize all high-touch areas ([Additional Guidance](#))
- Post signage for employees and customers on good hygiene ([Additional Resources](#))
- Ensure proper ventilation ([OSHA guidance](#))
 - Higher than normal ventilation levels are encouraged
- Avoid gatherings (meetings, waiting rooms, etc) of more than 10 people
- Implement symptom monitoring protocols (including workplace temperature monitoring and symptom screening questions) where possible ([Additional Guidance](#))
- Eliminate or regularly sanitize any items in common spaces (i.e., break rooms) that are shared between individuals (i.e., condiments, coffee makers, vending machines) ([Additional Guidance](#))
- Provide appropriate protective gear like gloves, masks, and face coverings and encourage appropriate use ([Additional Guidance](#))

Employee Requirements

Safer at Home Order:

- Require employees showing any symptoms or signs of sickness, or who has been in contact with known positive cases to stay home. Connect employees to company or state benefits providers
- Provide flexible or remote scheduling for employees who need to continue to observe Stay-at-Home, who may have child or elder care obligations, or who live with a person who still needs to observe Stay-at-Home due to underlying condition, age, or other factors
- Encourage and enable remote work whenever possible
- Minimize all in-person meetings
- Provide hand washing facilities/stations and hand sanitizer
- Encourage breaks to wash hands or use hand sanitizer
- Phase shifts and breaks to reduce employee density
- Wear appropriate protective gear like gloves, masks, and face coverings and encourage appropriate use ([Additional Guidance](#))
- ([Additional guidance to keep employees & customers safe.](#))

Customer Requirements

Safer at Home Order:

- Create special hours for people at higher risk of severe illness from COVID-19
- Encourage and facilitate 6-foot distancing inside of the business for all patrons
- Encourage use of protection like gloves, masks, and face coverings

- Provide hand sanitizer at entrance
- Install shields or barriers where possible between customers and employees
- Use contactless payment solutions, no touch trash cans, etc. whenever possible
- ([Additional guidance to keep employees and customers safe](#))



Noncritical category

(State Safer at Home Order: Office Based Business): Any provision authorizing a noncritical business to remain open to in-person work by reducing their in-person workforce by fifty percent; 2. Any provision authorizing a noncritical business to remain open to in-person work by self-certifying that the business meets the Social Distancing Requirements for all employees.

BCPH Required

Non-essential manufacturing is permitted only to the extent that these additional functions do not require any increase to on-site staffing beyond what is otherwise explicitly allowed by the Boulder County Public Health order; staffing must also comply with any more restrictive requirements included in any state order. The Boulder County Public Health order requires that on-site staffing of Non-Critical Businesses is limited to the minimum number of employees necessary to fill and process orders and to provide curbside delivery, in addition to Minimum Basic Operations. (from BOCO website <https://www.bouldercounty.org/families/disease/covid-19/>)

How to do this: Boulder county requires the minimum number of employees and complies with any more restrictive state order. The state requires reducing staff by 50%, therefore the most restrictive would be the minimum number of workers OR staff reduction of 50% whichever results in fewer people in the workplace.



Additional Resources

- [COVID-19 Guidance for the Manufacturing Industry Workforce Management for Manufacturing Operations: Immediate Best Practices CDC Presentation Summary and Excerpts from th](#)
- [Guidance for Meat and Poultry Processing Workers and Employer](#)
- [COVID-19 GUIDANCE: Retail Food/ Food Manufacturing – Procedures for Sanitization and Diagnosed Employees](#)
- [COVID-19](#)

Food Service Workplace/Employee/Customer Requirements

- CDPHE Required
 - The Colorado Department of Public Health and Environment issued **Public Health Order 20-22** to close bars, restaurants, gyms, theaters, and casinos to slow the spread of COVID-19 on March 17, 2020. Facilities may continue to serve carry out, window service, and delivery. Public Health Order 20-22 does not apply to grocery stores, markets, or convenience stores (see grocery specific guidance below). Under the Safer at Home order, these guidelines will not change. Key points of 20-22 include:
 - Establishments may continue to offer food and beverage using delivery service, window service,

walk-up service, drive-through service, or drive-up service, and must use precautions in doing so to mitigate the potential transmission of COVID-19, including social distancing.

- ❑ Establishments may allow up to five members of the public at one time on the premises for the purpose of picking up their food or beverage orders, so long as those individuals are at least six feet apart from one another.
- ❑ Establishments with a drive thru shall close walk-up service for patrons arriving by vehicle, place signage on the door indicating the dining area is closed and guide patrons arriving by vehicle through the drive thru.
- ❑ Where practicable, establishments without a drive thru shall provide signage on doors and elsewhere that prevents walk-up service for patrons arriving by vehicle and have wait staff take orders from and deliver food to vehicles.
- ❑ Establishments redirect staff to the provision of a delivery service.
- ❑ For establishments that one of the options above cannot be implemented for patrons arriving by vehicle, and for pedestrians or bicyclists the establishment must put into place processes that ensure no more than 5 patrons are in the establishment at one time and that 6 foot distance are maintained between patrons. This can include:
 - ❑ Having staff outside during peak hours ushering in new patrons as others leave.
 - ❑ Limiting access to one door, have the door monitored and have indications on the floors, both inside and out indicating locations to stand that maintain the 6 foot required distancing.
 - ❑ Close down all indoor and outdoor seating except a few designated areas for the five or fewer patrons that can be in the establishment, only during pick-up or walk-up service.
- ❑ Best Practices for Doing this
 - ❑ Heightened hygienic practices including peer observation (watch and coach teammates) and supervisor oversight (attention to techniques and frequency) to ensure staff are washing hands frequently and correctly.
 - ❑ Use signage to notify visitors, vendors: Place signage at the main entrances warning visitors not to enter if they are sick or not feeling well, have recently traveled outside of the US, or may have come into contact with someone with COVID-19.
 - ❑ Constant interaction (before each shift, during the shift and at shifts end) with staff on their health status and the health of anyone with whom they may be in close contact (family members, roommates, etc.).
 - ❑ Immediately exclude any staff members indicating symptoms or that have been diagnosed with COVID-19 or have been in contact with someone diagnosed COVID-19 and contact your local public health agency and CDPHE immediately.
 - ❑ During routine business hours, frequently and thoroughly clean and disinfect all frequently touched objects within the dining and customer areas (door knobs, cabinet handles, handrails, light switches, kitchen counters, dining room tables). Regular cleaning and disinfection products can be used. For an additional list of recommended disinfection products visit: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
 - ❑ Deep clean and disinfect the entire facility during non-operational hours at least 2 times per week. Regular cleaning and disinfection products can be used. For an additional list of recommended disinfection products visit: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
 - ❑ Staff should wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after cleaning and disinfecting is completed. Ensure that staff properly wash their hands immediately after gloves are removed.
 - ❑ Continue to clean and sanitize food preparation surfaces in the kitchen and other food storage areas.
 - ❑ Have staff dispense food from buffets or discontinue buffet services to prevent customer reuse of service utensils.

- ❑ Discontinue services that allow customers to fill their own beverage cups such as coffee cups or growlers.
- ❑ Guide staff to cough or sneeze into their sleeved arm or cover their nose and mouth with a tissue. Throw away the tissue after they use it and wash hands.
- ❑ Ensure staff do NOT share cups and eating utensils with others.
- ❑ Ensure that staff avoid touching their eyes, nose, or mouth.
- ❑ For further information please see the CDC guidance under the “How to clean and disinfect” section at:
<https://www.cdc.gov/coronavirus/2019-ncov/community/home/cleaning-disinfection.html>
- ❑ Station hand wipes or alcohol-based hand sanitizer in common assembly areas, such as waiting areas, game rooms, or lobbies. If available consider putting a bottle of hand sanitizer on all the dining room tables. At your main entrance, provide a cleaning station with alcohol-based hand sanitizer, tissues, and a trash can for visitors.
- ❑ Grocery Store Guidance:
 - ❑ Steps for everyone
 - ❑ Follow guidance for all businesses.
 - ❑ Maintain adequate spacing (6 feet) between customers and staff inside/outside the store.
 - ❑ In areas of high-volume traffic, consider spacing tools, such as tape markers on the floor, to keep customers and employees adequately spaced.
 - ❑ Consider physical barriers such as sign stands, ropes and sneeze guards.
 - ❑ Consider assigning staff to help monitor and enforce social distancing.
 - ❑ Prominently display signs that communicate with customers/ staff the steps taken to minimize risk. Including physical distancing, good hygiene and sanitation practices.
 - ❑ Place alcohol-based (at least 60% alcohol) hand sanitizers for employees and customers at convenient and accessible locations, such as near entrances and self-check-out screens.
 - ❑ Make sanitizing wipes easily accessible to customers, or have an employee sanitize between each customer use.
 - ❑ Appoint a designated sanitation worker at all times to continuously clean and sanitize commonly touched surfaces, including shopping carts, basket handles, door handles, counter tops, and cash machine keypads. (Additional Guidance).
 - ❑ Require employees to stay at home when showing any symptoms or signs of sickness.
 - ❑ Steps for employees
 - ❑ Employer provides masks and gloves.
 - ❑ Conduct daily temperature checks and monitor symptoms in employees, logging all results. Refer symptomatic employees to the CDPHE Symptom Tracker. Maintain employee confidentiality at all times.
 - ❑ Stagger/ alter shifts to reduce the number of employees in the store at once.
 - ❑ Limit exposure for employees at higher-risk. Consider assigning these employees to shifts that limit exposure to the public.
 - ❑ Steps for customers
 - ❑ Provide dedicated in-store visit hours for high-risk populations.
 - ❑ Encourage order-ahead, curbside, online shopping, and delivery options.
 - ❑ Prohibit self-serve foods, including hot bars, cold bars and buffets.
 - ❑ Prohibit product sampling.
- ❑ BCPH Required
 - ❑ Under Safer at Home, there will be no changes for retail food establishments from Public Health Order 20-22.
- ❑ Additional Resources
 - ❑ [Face Coverings](#)
 - ❑ [Symptom Screening](#)

- ❑ [FAQs](#)
- ❑ [Paid Leave and Unemployment FAQs](#)
- ❑ Cleaning and disinfection

Multifamily Property Management/Residents Requirements

- CDPHE Required
 - What: Do This
 - How: Best Practices for Doing this
- BCPH Required
 - What: Do This
 - How: Best Practices for Doing this
- Additional Resources

Old Checklist

(Copy and Paste the Old Checklist items to the applicable section of the new checklist)

Overview of Safer at Home

- Safer at Home** still requires that **Vulnerable Individuals** remain at home, but allows limited reopening of postsecondary institutions and certain businesses.
 - Employers must provide work accommodations, such as telecommuting, for Vulnerable Individuals (and those who care for vulnerable individuals) who remain subject to Stay at Home advisement
 - Vulnerable Individuals:** Individuals who are 65 years and older; Individuals with chronic lung disease or moderate to severe asthma; Individuals who have serious heart conditions; Individuals who are immunocompromised; Pregnant women; and Individuals determined to be high risk by a licensed healthcare provider.

General

Measures To Protect Employee Health (check all that apply to the facility):

- All Businesses should deputize a workplace coordinator(s) charged with addressing COVID-19 issues
- Everyone who can carry out their work duties from home has been directed to do so. [Telework Resource](#)
- Vulnerable individuals or workers who live with or care for vulnerable individuals cannot be compelled to work outside their home for any business including critical businesses.
- All employees have been told not to come to work if sick (including any of the following- headache, sore throat, fever, dry cough, recent inability to taste and smell, shortness of breath, ear aches, body aches, diarrhea, fatigue, vomiting and abdominal pain).
- Conduct symptom checks before employees may enter the work space (Information on how to conduct symptom checks is below).
- By shift or assignments, all desks, individual work stations or work areas are separated by at least six feet and discourage shared spaces.
- Phase breaks to reduce density in shared spaces
- Employees will be provided appropriate protective gear like gloves, masks, and face coverings, and required to wear a [non-medical, cloth face-covering](#)
 - [CDC Guide on using and making face coverings](#)
- Post signage for employees and customers on good hygiene. (Information on signage is below).
- Elevate and increase frequency of cleaning practices, including cleaning and disinfection of high touch areas.
- Kitchens, Break rooms, bathrooms, waiting rooms and other common areas are being [cleaned and disinfected frequently](#), on the following schedule and post schedules near the locations.
 - Kitchens/Breakrooms:
 - Bathrooms:
 - Waiting Areas:
 - Other:

- [Cleaning, disinfectant and other related supplies](#) are available to all employees at either their workstations or the following location(s):
 - [Delivery Vehicles](#)
 - Curbside staging areas
- [Hand sanitizer effective against COVID-19](#) is available to all employees at either their workstations, bathrooms, breakrooms, delivery vehicles or the following location(s):
- Soap, water and disposable paper towels are available to all employees in bathrooms and breakrooms and in the following location(s):
- Ensure proper ventilation
- Avoid gatherings (meetings, waiting rooms, etc) of more than 10 people
- Copies of this Protocol have been distributed to all employees.
- Optional - Describe other measures:Employers with more than 50 employees in one location need to follow the above rules and also close all common areas, implement mandatory cleaning and disinfection protocols; and require mandatory adherence to Social Distancing Requirements

More information on specific terms to be incorporated above

Social Distancing Requirements:

- Maintain six-foot distance from other individuals
- Wash hands with soap and water for at least twenty seconds as frequently as possible or using hand sanitizer
- Cover coughs or sneezes (into the sleeve or elbow, not hands)
- Regularly clean high-touch surfaces
- Do not shake hands
- Require employees to stay home when showing any symptoms or signs of sickness.

Personal Protective Equipment:

- [CDC Guidance on Cloth Face Coverings](#)
- When using gloves it is important to carefully remove the gloves to avoid contamination. [CDC Signage on How to Remove Gloves](#)
- Other Guidance

Signage:

- Signage at each public entrance of the facility or location to inform all employees and customers that they: may not enter the facility or location if they have a cough or fever; maintain a minimum six-foot distance from one another; sneeze and cough into a cloth or tissue or, if not available, into one's elbow; and not shake hands or engage in any unnecessary physical contact.
- Signage posting a copy of the 6' Social Distancing Protocol at each public entrance to the facility or location and place in the business throughout, especially in break rooms, waiting areas and open office scenarios
 - A visual example would is best, not just text, which may not be understood by all.
- Signage requiring or encouraging people to wear masks and gloves and how to properly wear them. You mat also require customers to wear face coverings.
 - [CDC Face covering guidance](#)
- Create all signage in Spanish and English languages.
- Place proper handwashing signage in all restrooms and kitchen areas.
- Create signage encouraging vulnerable and at-risk individuals to refrain from shopping outside of

dedicated hours set aside for those who are more vulnerable or at-risk

- ❑ [CDC Printable Signage Resources](#)

COVID-19 Symptom Checks and Screening

Guidance on conducting symptom checks and screening questions assess COVID-19 risks can be found on [CDC General Business Frequently Asked Questions](#)

- ❑ Conduct daily temperature checks and monitor symptoms in employees, [maintaining a log with all results](#).
- ❑ Ask employees to take their own temperature either before coming to the workplace or upon arrival at the workplace.
- ❑ Ask the employee to confirm that their temperature is less than 100.4 and that they are not experiencing coughing or shortness of breath
- ❑ Make a visual inspection of the employee for signs of illness, which could include flushed cheeks or fatigue
- ❑ Log the results of the symptom checks. A sample form can be found [here](#)
- ❑ If employee reports any symptoms:
 - ❑ Refer symptomatic employees to the [CDPHE Symptom Tracker](#)
 - ❑ Send employee home immediately
 - ❑ Connect employees to company or state benefits providers
 - ❑ Exclude employee until they are fever-free, without medication, for 72 hours and 7 days have passed since their first symptom;
 - ❑ Increase cleaning and social distancing in your facility
 - ❑ Inform other employees of potential exposure and advise them on increased symptoms monitoring
 - ❑ Contact local health department if multiple employees have symptoms

COVID-19 Employee Illness Plan

COVID-19 Employee illness plan. All businesses are required to have a plan in place.

- ❑ [CDC Business Guidance](#)

Non-Critical Retail Specific

- ❑ Non-Critical Retail may resume in-person services if they meet the requirements in Section II.I of Safer at Home Order 20-28. Measures To Prevent Crowds From Gathering (check all that apply to the facility): Limit the number of customers in the store at any one time to [\(based on retail square footage\)](#) which allows for customers and employees to easily maintain at least six-foot distance from one another at all practicable times.
- ❑ Restrict return policy to only items that can be properly sanitized prior to re-selling
- ❑ Provide personal protective equipment (PPE) for employees who are managing deliveries, returns, etc.
- ❑ Optional—Describe other measures:
 - ❑ Provide specific hours only for Special/Vulnerable Population(s). Post an employee at the door(s) to ensure that the maximum number of customers in the facility set forth above is not

exceeded.

- Keep the doors locked. When customer arrive they can either call, ring the doorbell/knock
- Offer “By Appointment Only, No Walk-Ins” services & signage
- Post an employee at the door to ensure that the maximum number of customers in the facility set forth above is not exceeded.

Measures To Keep People At Least Six Feet Apart (check all that apply to the facility)

- Placing signs outside the store, facility or location reminding people to be at least six feet apart, including when in line.
- Place signs outside and inside the store, letting staff & public know how many total people can safely be in the space at any given time to maintain 6+ feet apart- [determine your space’s social distancing capacity here.](#)
- Placing tape or other markings at least six feet apart in customer line areas inside the store and on sidewalks to public entrances with signs directing customers to use the markings to maintain distance. This should also include dressing rooms and ensuring that multiple dressing rooms are properly distanced at least 6 feet.
- Separate order areas from delivery areas to prevent customers from gathering.
- All employees have been instructed to maintain at least six feet distance from customers and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.

Provide employees with masks and gloves whenever possible and allow staff who can to use their own.

Employees without masks cannot perform work that requires interacting with the public or with coworkers.

- Encourage frequent breaks for handwashing. Offer goods through delivery service, window service, walk-up service, drive-through service, drive-up service, curbside delivery, or any other manner allowing for strict compliance with mandatory Social Distancing Requirements
- Provide contactless payment systems or if exchanging paper/coin money:
 - Do not touch your face afterward.
 - Ask customers to place cash on a tray rather than directly into your hand.
 - Sanitize payment systems and trays after each customer.
- Sanitizing payment systems and trays after each customer
- Provide staff with gloves, if they are handling good &/or money for customers.
- Optional—Describe other measures:
 - Install plexiglass shields (sneeze guards) at registers or other measures to separate employees and customers, if applicable.
 - Place a staff person at all entrances to ensure the number of people inside (staff & public) does not go above the location’s capacity to maintain Social Distancing Requirements.
 - Create one-way aisles to support social distancing practices

Food Service Specific

Measures To Prevent Unnecessary Contact (check all that apply to the facility):

- Businesses offering food or beverages remain closed to the public: Restaurants, food courts, cafes, bars, tasting rooms, gyms, movie theaters, concert venues. Take out and delivery are allowed.
- Preventing people from self-serving any items that are food-related.
 - Lids for cups and food-bar type items are provided by staff; not to customers to grab.

- Bulk-item food bins are not available for customer self-service use.
- Provide contactless payment systems or if exchanging paper/coin money:
 - Do not touch your face afterward.
 - Ask customers to place cash on a tray or counter rather than directly into your hand.
 - Sanitize payment systems, trays, and counters after each customer.
- Providing curbside drop-off/pick-up of products.
- Placing signs outside the store, facility or location reminding people to be at least six feet apart, including when in line.
- Placing tape or other markings at least six feet apart in customer line areas inside the store and on sidewalks to public entrances with signs directing customers to use the markings to maintain distance.
- Optional - Describe other measures (e.g. providing senior-only hours):

Grocery Specific

Measures To Increase Sanitization (check all that apply to the facility):

- Institute measures to physically separate and increase distance between employees, other coworkers, and customers, such as:
 - Configure partitions with a pass-through opening at the bottom of the barrier in checkout lanes, customer service desks, and pharmacy and liquor store counters as a barrier shield, if possible.
 - Use every other check-out lane to aid in distancing.
 - Bulk-item food bins are not available for customer self-service use.
 - Move the electronic payment terminal/credit card reader farther away from the cashier in order to increase the distance between the customer and the cashier, if possible.
 - Use verbal announcements on the loudspeaker and place signage throughout the establishment, at entrances, in restrooms, and in breakrooms to remind employees and customers to maintain distances of 6 feet from others.
 - Place visual cues such as floor decals, colored tape, or signs to indicate to customers where they should stand during check out.
 - Shift primary stocking activities to off-peak or after hours when possible to reduce contact with customers.
 - Remove or rearrange chairs and tables or add visual cue marks in employee break rooms to support Social Distancing Requirements between employees. Identify alternative areas such as closed customer seating spaces to accommodate overflow volume.
- Provide remote shopping alternatives for customers, including click-and-collect, delivery, pick-up, and shop-by-phone to limit customers in the establishment. Set up designated pick-up areas.
- Control the flow of traffic into the establishment by ensuring that maximum capacity plans are adjusted and managed at the front door.
- Place posters that encourage [staying home when sick](#), [cough and sneeze etiquette](#), and good [hand hygiene](#) at the entrance to the workplace and in other workplace areas where they are likely to be seen.
- Provide tissues and no-touch disposal receptacles for use by employees.

- ❑ Clean and disinfect frequently touched surfaces within the establishments. If the surfaces are visibly dirty, clean them prior to disinfecting. To disinfect, use [products that meet EPA's criteria for use against SARS-CoV-2 external icon](#), diluted household bleach solutions prepared according to the manufacturer's label for disinfection, or alcohol solutions with at least 70% alcohol, and are appropriate for the surface. Follow manufacturer's directions for use.
 - ❑ Clean frequently touched shelving, displays, and reach-in refrigerator units nightly when closed to the public.
 - ❑ Conduct frequent cleaning of employee break rooms, rest areas, and other common areas.
 - ❑ Clean grocery carts and baskets.
 - ❑ Require employees to clean out lockers nightly to facilitate overnight deep cleaning processes.
- ❑ Provide disposable disinfectant wipes, cleaner, or spray so employees can wipe down frequently touched surfaces such as workstations, cash registers, credit card touch pad, door handles, conveyer belts, tables, cart handles, and countertops.
- ❑ Follow all applicable local, state, and federal regulations and public health agency guidelines.
- ❑ Disinfecting wipes that are effective against COVID-19 are available near shopping carts and shopping baskets.
- ❑ Employee(s) assigned to disinfect carts and baskets regularly.
- ❑ Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility, at checkout counters, and anywhere else inside the store or immediately outside where people have direct interactions.
- ❑ Disinfecting all payment portals, pens, and styluses after each use. Disinfecting all high-contact surfaces frequently.
- ❑ Optional—Describe other measures:
Am I missing masks?

Work Transportation Specific

Measures To Reduce Exposures in Employee Transportation

- ❑ Hand sanitizer is used by each employee when entering and exiting the vehicle and periodically during the shift.
- ❑ The number of passengers has been reduced by 50% of the vehicles occupancy and passengers sit in locations to maximize the distance between one another.
- ❑ Employees will wear a non-medical, cloth face-covering when in vehicle containing more than 1 person.
- ❑ Windows will remain open and ventilation is increased.
- ❑ Disinfecting all high-contact surfaces of the vehicle will be done after each shift or delivery. Maintain a cleaning schedule and have people sign off.

Auto Repair/Car Wash/Auto-Detailing Specific

Workspace:

- ❑ Hand sanitizer is used by each employee when entering the vehicle and periodically during the shift.
- ❑ Practice routine cleaning and disinfection of frequently touched surfaces following the directions on the cleaning product's label.
 -
- ❑ Perform routine cleaning and disinfection of all frequently touched non-porous surfaces within the interior of the vehicle before workers conduct repairs and after work is complete before the car is returned to the customer. Surfaces to clean can include seats, arm rests, door handles, seat belt buckles, light and air controls, adjacent walls and windows, and grab handles. If the surfaces are visibly dirty, they should be cleaned prior to disinfectant application. For soft or porous surfaces, remove any visible contamination if present and clean with appropriate cleansers indicated for use on these surfaces.
- ❑ Appropriate disinfectants include:
 - ❑ EPA's Registered Antimicrobial Products for Use Against Novel Coronavirus SARS-CoV-2, the cause of COVID-19, are expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method, and contact time). A list of products with EPA-approved emerging viral pathogens claims is available at: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2external> [icon](#).
 - ❑ Diluted household bleach solutions prepared according to the manufacturer's label for disinfection can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.
 - ❑ Alcohol solutions with at least 70% alcohol.
- ❑

Employee:

- ❑ Proper [hand hygiene](#) is an important infection control measure. Wash your hands regularly with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer containing at least 60% alcohol.
- ❑ Key times to clean hands in general include:
 - Before, during, and after preparing food
 - Before eating food
 - After using the toilet

- After blowing your nose, coughing, or sneezing
- ❑ Additional times to clean hands on the job include:
 - Before and after work shifts
 - Before and after work breaks
 - After touching surfaces in the vehicles frequently touched by passengers
 - After putting on, touching, or removing cloth face coverings
- ❑ Wear the personal protective equipment (PPE) required for using the cleaning and disinfection products according to the product manufacturer's instructions. After removing PPE, employees should wash their hands with soap and water for at least 20 seconds. Work uniforms worn during cleaning and disinfecting should be laundered afterwards. If possible, [launder items](#) using the warmest appropriate water setting for the items and dry items completely. Clean hands after handling laundry by washing hands with soap and water or using an alcohol-based hand sanitizer with at least 60% alcohol if soap and water are not available.

Customers:

- ❑ Create special hours for people at higher risk of severe illness from COVID-19.
- ❑ Encourage and facilitate 6-foot distancing inside of the business for all patrons.
- ❑ Encourage use of protection like gloves, masks, and face coverings.
- ❑ Provide hand sanitizer at entrance.
- ❑ Install shields or barriers where possible between customers and employees.
- ❑ Use no touch trash cans whenever possible
- ❑ Provide contactless payment systems or if exchanging paper/coin money:
 - ❑ Do not touch your face afterward.
 - ❑ Ask customers to place cash on a tray rather than directly into your hand.
 - ❑ Sanitize payment systems and trays after each customer.

Manufacturing Specific

- ❑ Monitor public health communications about COVID-19 recommendations for the workplace and ensure that workers have access to and understand that information.

Workspace:

- ❑ Establish flexible work hours (e.g., staggered shifts), if feasible.
- ❑ For work activities where social distancing practices are a challenge, consider limiting the duration of these activities and/or implementing innovative approaches, such as temporarily moving or repositioning workstations to create more distance or installing barriers (e.g., plexiglass shields) between workstations.
- ❑ Train workers on how to properly put on, use/wear, take-off, and maintain protective clothing and equipment.
- ❑ Allow and encourage workers to wear masks over their nose and mouth to prevent spread of the virus.
- ❑ Encourage respiratory etiquette, including covering coughs and sneezes.
- ❑ Discourage workers from using other workers' tools and equipment.
- ❑ Use Environmental Protection Agency-approved cleaning chemicals from List N or that have label claims against the coronavirus.
- ❑ Promote personal hygiene. If workers do not have access to soap and water for handwashing, provide alcohol-based hand rubs containing at least 60 percent alcohol. Provide disinfectants and disposable towels workers can use to clean work surfaces.

Employees:

- ❑ Practice sensible social distancing and maintain six feet between co-workers, where possible.

- ❑ Encourage workers to report any safety and health concerns.

Outpatient Healthcare Specific (Dental, Chiropractor, etc)

If you or your organization are experiencing a shortage or outage of personal protective equipment (masks, gloves, gowns, etc) to conduct essential or life saving functions during this crisis, please reach out to your [local emergency manager](#) or [local public health department](#). These entities are connected to the state's emergency operations center through their local/Tribal emergency operations center, and are the best contact for your request. Thank you for your work serving Coloradans during this difficult time.

Additional questions can be directed to PPE@state.co.us

Healthcare Practices:

- ❑ The practice must have access to adequate PPE in order to sustain recommended PPE use for its workforce for two weeks without the need for emergency PPE-conserving measures. If a practice proposes to extend the use of or reuse PPE, it must follow CDC guidance.
- ❑ The practice must implement strict infection control policies as recommended by the CDC.
- ❑ The practice must ensure a minimum of 6 feet of separation between clients and patients, when not directly performing service, with no more than ten (10) people in the facility;
- ❑ The practice must post signage for employees and patients on good hygiene and safety measures being taken; and
- ❑ The practice must minimize in-home and in-facility services with remote alternatives whenever possible, such as drive-by services or virtual meetings.
- ❑ Practices must maintain a plan to reduce or stop voluntary and elective surgeries and procedures should a surge/resurgence of COVID-19 cases occur in their region.

Employees:

Practices with close, direct personal contact must implement the following:

- ❑ Wear medical grade mask and gloves at all times;
- ❑ Change gloves and wash hands between every patient;
- ❑ Clean and disinfect all shared equipment and tools between every patient; and
- ❑ Maintain a detailed log of patient interactions to enable contact tracing if it becomes necessary, to include name, date, contact phone number or email address, details of services performed, and location of contact.

Practices with low personal contact must implement the following:

- ❑ Maintain a minimum of six 6 feet of separation between customers and limit to no more than ten (10) people in the facility.
- ❑ Require face coverings and, if feasible, gloves for any customer interactions; and
- ❑ Provide guidance on strict hygiene precautions to employees.

Practices must require all administrative personnel to wear a facemask, that can be cloth if necessary. Masks may be removed when social distancing of at least 6 feet if possible (e.g., after entering a private office). In order to ensure staff can take off their masks for meals and breaks, scheduling and location for meals and breaks should ensure that at least a 6-foot distance can be maintained between staff when staff needs to remove their mask. It is important for healthcare settings to emphasize that

hand hygiene is essential to maintaining employee safety, even if staff are wearing masks. If the facemask is touched, adjusted or removed, hand hygiene should be performed.

Patients:

Practices must implement the following measures regarding customers to minimize disease transmission:

- The practice must provide services by appointment only, do not allow walk-ins or waiting for an appointment;
- The practice must require patients to wear face coverings; if a patient does not have a mask, a "disposable medical mask" could be provided;
- The practice must conduct symptom checks for all patients, decline to provide services to anyone who has symptoms, and refer them to their primary care physician. A sample form can be found [here](#); and
- Provide contactless payment systems or if exchanging paper/coin money:
 - Do not touch your face afterward.
 - Ask customers to place cash on a tray rather than directly into your hand.
 - Sanitize payment systems and trays after each customer.
- The practice must follow social distancing protocols of maintaining at least a 6-foot distance between individuals wherever possible such as in waiting rooms and other small spaces, and should use physical barriers within patient care areas when possible.
- The practice must appropriately schedule patients, so that providers have sufficient time to change PPE and ensure rooms and equipment can be cleaned and disinfected between each patient.
- The practice should continue to maximize the use of telehealth and virtual office or clinic visits.
- The practice should use virtual waiting rooms when possible, with patients who are able to wait in their cars not entering the office until they can be moved immediately to an exam room.
- The practice should implement source control for everyone entering the office or clinic, including requiring all patients and visitors to wear a cloth mask when entering any healthcare building, and if they arrive without a mask, one should be provided.

Personal Services Specific

Limited **Personal Services** may resume in-person services if they meet the requirements in Section II.I of Safer at Home Order 20-28. Personal Services cover work that requires professionals to be less than six feet from the person for whom the services are being provided, such as personal training, dog grooming, hairstylists, or massage therapists. Only services that can be performed without the customer removing their mask are permitted.

- Provide customer services by appointment only, do not allow walk-ins or waiting for an appointment
- Employ strict hygiene guidelines and cleaning and disinfection procedures for all contact surfaces and tools, in accordance with [CDPHE Worker and Customer Protection Guidelines for Non-Healthcare Industries](#)
- Provide guidance on strict hygiene precautions to all employees
- Require both employees and customers wear cloth face covering or a medical grade mask at all times. If customer doesn't have a mask, a disposable mask can be provided.
- Minimize in-home and in-facility services with remote alternatives whenever possible, such as drive-by services or virtual meetings.

- Personal services may only be performed with 10 or fewer people in a single location (including both employees and customers) at a maximum of 50% occupancy for the location, whichever is less.
- Follow Social Distancing Requirements between employees and customers when not directly performing service.
- Personal training and classes in any setting are limited to all members of a single household or a mixed group of 4 or fewer individuals complying with Social Distancing Requirements
- Provide contactless payment systems or if exchanging paper/coin money:
 - Do not touch your face afterward.
 - Ask customers to place cash on a tray rather than directly into your hand.
 - Sanitize payment systems and trays after each customer.

For personal services requiring close personal contact, such as massage or beauty professionals:

- Require face coverings and, if feasible, gloves for any customer interactions. If gloves are not feasible or appropriate, meticulous hand washing.
- Change gloves and wash hands between each individual or pet served.
- Clean and disinfect all shared equipment and tools between every individual or pet served.
- Conduct symptoms check for all customers of services with close personal contact and decline to provide services to anyone who has symptoms. A sample form can be found [here](#);
- Maintain a detailed log of customer interactions to enable contact tracing if it becomes necessary, to include: name, date, contact phone number or email address, details of services performed, and location of contact.

For personal services low personal contact, such as movers or repair services:

- Maintain Social Distancing Requirements
- Adhere to social gathering limits of 10 or fewer people in a single location (including both employees and customers)
- Require face coverings and, if feasible, gloves for any customer interactions

Office Specific

Measures To Keep Employees Safe in Office Settings

- Place signs around the office reminding employees to be at least six feet apart and to wear face masks, especially in meeting rooms, break rooms and collaborative spaces.
- Continually wipe down and clean central printers, copy machines, and break room areas (fridge doors, counter tops, tables, coffee makers, vending machines, water fountains, etc.)
- Separate desk areas to prevent crowding. For example, at 50% capacity, every other cubicle in an open office setting should be utilized so that employees are not working directly next to each other
- Allow for flexible work schedules, where possible, to lessen the need to be in the office during normal business hours. This could include allowing employees to work evenings or weekends when the office is traditionally less crowded or closed, or implement in-office rotation schedules
- Windows should remain open and ventilation increased, weather dependent
- Conduct Symptom checks before employees may enter the work space.
COVID-19 Symptom Checks and Screening Guidance above.
- Deputize workplace coordinator (either from HR or Management staff) charged with addressing COVID-19 issues
- Modify the flow of people traffic to minimize contacts, such as identifying doors for entry or exit only
- Optional—Describe other measures:

Landscaping Specific

Measures To Keep Landscapers (and The General Public) Safe Outside

- Only complete essential work that is necessary for the safety and well-being of the

community in which the work is taking place (would this still be appropriate given the new order starting 4/27? TBD.)

- Continually wipe down lawn mowers, trimmers, rakes, shovels, and other equipment. This would also include the vehicle and trailer that are used for transportation of both employees and equipment
- Minimize the use of specific landscaping equipment that has the potential to spread COVID-19 and other airborne particulates, such as leaf blowers, as much as possible
- Employees should wear masks at all times and work a minimum of six feet apart to maintain Social Distancing Requirements.
- Require gloves and masks for all employees during work hours
- Optional—Describe other measures:

Construction Specific

Measures To Keep Landscapers (and The General Public) Safe Outside

Social Distancing:

- All workers onsite should make every effort to limit activities that cannot be performed within 6 feet of distance between workers. However, some core construction activities may require some proximity to complete. In these cases, construction crews must employ other aggressive measures to limit contact.
- Reduce the size of work crew to minimize the number of people on the site and encourage staggering work crews into multiple shifts.
- Avoid contact with visitors and other subcontractors that are not a part of your crew.
- Keep in-person meetings (including toolbox talks and safety meetings) as short as possible, limit the number of workers in attendance, and use social distancing practices.
- Workers must not congregate during breaks: Construction workers should not congregate for lunch or other breaks.

Sanitation:

- Provide hand washing stations with soap & towels and provide hand sanitizer on site.
- Clean and disinfect portable jobsite toilets regularly. Hand sanitizer dispensers should be filled regularly. Frequently-touched items (i.e., door pulls and toilet seats) should be disinfected.
- Provide COVID-19 specific signage in English and other languages at handwashing stations.
- Continually clean and sanitize all shared equipment. This would also include the truck and trailer that are used for transportation of both employees and equipment
- Minimize the use of specific equipment that has the potential to spread COVID-19 and other airborne particulates, as much as possible.

PPE

- Employees should wear masks at all times. Masks may not be shared between members of a work team.
- Provide signage and direction to proper fitting and donning of masks.

Employee Wellness

- Have a daily wellness check-in with employees as they arrive at the worksite and employers are strongly encouraged to check their temperature at the start of the work day.
- Have a COVID-19 employee illness plan in place and communicate this to your employees.
- Any worker displaying possible COVID-19 symptoms may not participate in any construction work and they are to be sent home. Individuals should also seek medical attention if they develop these symptoms by first calling their primary care provider or urgent care center.

Offsite Work:

- Office work should be done remotely, whenever possible: Office functions associated with a project should be done from home to the maximum extent practicable.

Multifamily Residential Specific

Measures To Keep All Citizens Safe at Home

- Place signs around the property reminding people to be at least six feet apart, practice intensive handwashing, not congregate in groups larger than ten (10) , and

to wear face masks. These would be especially important around common areas such as pools, green spaces and community rooms.

- Increase cleaning of common space areas, especially any that are indoors (i.e. a gym, clubhouse or recreation room)
- Contact tenants on any landscaping or construction work to be scheduled onsite and notify them of any closures; pools, playground equipment, basketball courts, tennis courts, etc.
-
- Optional—Describe other measures:

Field Services Specific

CDPHE Order 20-28 In-person real estate showings are permitted under the following conditions:

- Unoccupied homes only
- Appointment only (Open Houses are prohibited). When scheduling or conducting field services, either the employer or an employee must inquire whether third-party homes have individuals symptomatic for COVID-19 or have been in contact with known positive cases, and exercise caution when inside the home and interacting with anyone in the home if they do
- Provide gloves and masks for any customer interactions or work being done in third-party home or office spaces
- Masks required for all participants
- Number of in-person participants limited to the greatest extent possible
 - Participation by children is strongly discouraged
- Social Distancing Requirements are met at all times. Maintain a 6 foot distance between employees and from their customers during in person real estate showings and marketing services
- Must clean and disinfect all tools, equipment and all high touch areas between each showing
- Maintain a detailed log of customer interactions to enable contact tracing if it becomes necessary, to include name, date, contact phone number or email address, and location of contact

Curbside & Delivery Specific

On April 24th, Boulder County Public Health issued an order [ADOPTING AND EXTENDING STATE STAY-AT-HOME ORDERS](#). The Stay-At-Home Orders as applied in Boulder County are amended to permit Non-Critical Businesses to offer curbside delivery of products. Specifically:

- On-site staffing of Non-Critical Businesses is limited to the minimum number of employees necessary to fill and process orders and to provide curbside delivery, in addition to Minimum Basic Operations.
- In no event shall the number of employees permitted at the physical location of a Non-Critical Business exceed the number permitted by any existing or future state order.
- Employees of Non-Critical Businesses who are able to work remotely must continue to work remotely.
- Members of the public may not enter the Non-Critical Business' physical location.
- Provide personal protective equipment (PPE) for employees who are managing deliveries, returns, etc.

Additional Required Actions for Curbside Delivery:

- Require employees to stay home when showing any symptoms or signs of sickness.
- Develop curbside delivery processes that do not require employees to touch high-touch surfaces of customers' vehicles, such as door handles, trunk latches, etc.
- Clearly communicate curbside instructions to customers. Let customers know the requirements and process for curbside delivery including where staff will meet customers for curbside delivery, outlining whether staff will place purchases in customers' vehicles or require customers to pick up purchases from a staging area.
- Post a sign(s) at the entrance indicating that customers are not allowed in the store.
- Establish designated pick-up zone/staging area outside for contactless pick up and transfer of goods.
- Practice Social Distancing Requirements throughout the curbside delivery process, maintaining six-foot

distance between individuals by marked space in pick up lines to the maximum extent possible.

- All employees who work in close proximity to other employees or with the public shall wear a medical or non-medical face covering to help prevent the spread of disease. Employers should make every effort to provide their workforce with face coverings.
- Require or encourage customers to wear face coverings when picking up their orders.
- Disinfect common touch surfaces regularly (pens, door handles and touch screens).
- Provide access for employees to soap and water for handwashing or hand sanitizer containing at least 60 percent alcohol.
- Encourage frequent breaks to wash hands. Employees should be allowed to access hand washing stations and/or hand sanitizer between every curbside transaction.
- Provide contactless payment systems or if exchanging paper/coin money:
 - Do not touch your face afterward.
 - Ask customers to place cash on a tray rather than directly into your hand.
 - Sanitize payment systems and trays after each customer.
-

Recommended Best Practices:

- Conduct daily temperature checks and monitor symptoms in employees, logging all results. Refer symptomatic employees to the [CDPHE Symptom Tracker](#).
- Provide staff with gloves and a mask, if they are handling goods &/or money for customer or interacting with other staff
- If possible, avoid crowding by scheduling appointments to stagger customer flow.
- Encourage customers to call when they arrive and remain in their vehicles until their pickup order is ready.
- Send text alerts or call when purchases are ready for pickup.
- If customers are standing in line, staff should mark the ground and/or place signs to encourage 6-foot physical distancing.
- Create physical barriers to ensure 6 foot distancing between employees and customers.
- Request the customers arrive with only the minimum necessary number of occupants in their vehicle.
- If employees will place purchases in customers' vehicles, they should ask the customer where they would like the purchases placed into the vehicle upon arrival and place purchases in unoccupied areas of the vehicle (e.g. trunk, passenger seat). Attempt not to lean into vehicles.
- Minimize contact with touch surfaces (car door handles, common pens, and doorknobs) and encourage customers to open and close their own doors.
- Share how you are keeping customers and employees safe. During the pandemic, show how you are protecting the items that your customers order and keeping your employees safe. Describe your sanitation measures and protective steps.

Please comment directly on this document and any additional feedback about this document can be directed to Zac Swank at zswank@bouldercounty.org