



DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT

1555 North 17th Avenue
Greeley, CO 80631
www.weldhealth.org



SAFER AT WORK

COVID-19: BEST PRACTICES FOR REOPENING BUSINESSES

Our goal is to support you in safely reopening businesses as we enter this first phase of relaxing restrictions. Your customers and staff will have confidence they are safe when they see your business following best practices to prevent the spread of COVID-19. Try to limit group gathering sizes indoors to 10 or less even when ensuring social distancing. Remember seniors and those with compromised immune systems or chronic health conditions are at greater risk of getting very sick from COVID-19. Consider posting warning signs or adapting your operations for these folks, especially if your business focuses on young families with children. **The more you combine best practices, the safer your staff and customers will feel. Let's continue to control the spread of COVID-19 together.**

ENSURE SOCIAL DISTANCING PRACTICES AT ALL TIMES. All customers and staff should maintain six feet of separation at all times. COVID-19 spreads mainly among people who are in close contact.

- Social distancing tips include:
 - Limit the number of customers in your business at one time
 - Encourage customers to call ahead and make an appointment
 - Keep your door locked and have customers call when they arrive
 - Use floor markings to indicate where customers should stand to maintain six feet of separation. Post social distancing reminders throughout your facility
 - Install plexiglass barriers at cash registers
 - Consider physical barriers where appropriate and creating a one-way flow through the facility to ensure spacing.
 - Consider adjusting operating hours and creating a designated shopping time for high-risk customers

MAINTAINING CLEAN AND DISINFECTED SURFACES.

- Routinely clean and disinfect commonly touched surfaces of your facility including doorknobs, credit card machines, counters, handrails, etc. via a predetermined cleaning plan provided to all employees
- Wash your hands or apply hand sanitizer after handling cash (it's been touched by a lot of people). Consider wearing gloves but apply sanitizer after handling cash.
- Use an EPA registered disinfectant and ensure proper contact times keeping the surface wet for a duration that ensures viral destruction
- Remove unnecessary items that may become contaminated and discourage customers from touching anything besides what is required

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Public Health
Prevent. Promote. Protect.

COVID-19: BEST PRACTICES FOR KEEPING YOUR EMPLOYEES SAFE

IMPLEMENT A FLEXIBLE SICK LEAVE POLICY AND ENCOURAGE SICK EMPLOYEES TO STAY HOME

- Keeping sick employees home will lower your risk of spreading the disease in your establishment
- Educate and monitor your staff for symptoms (i.e. fever, cough, shortness of breath, headache, muscle aches, etc.)
- Monitor employee temperature upon arrival to work
- Sick employees should be sent home and not be able to return to work until these [CDC Isolation Guidelines](#) are met.
- Inform your supervisor if you have a sick family member or have been in close contact with someone who is sick

EDUCATE EMPLOYEES ON HOW TO REDUCE THE SPREAD

- Encourage frequent hand washing with soap and water for at least 20 seconds. If water is not available, frequently use hand sanitizer that contains at least 60% alcohol
- Avoid touching eyes, nose, mouth, and face
- Cover your mouth and nose when you cough or sneeze
- Practice social distancing at all times and discuss how to encourage customers to follow social distancing protocols
- Universal masking for all employees

ASSESS YOUR ESSENTIAL FUNCTIONS

- Prioritize what is essential to your operation
- Consider flexible worksites and work hours
- Consider downsizing operation and reducing hours
- Deliver services remotely and products through curbside pick-up or delivery

GENERAL CONSIDERATIONS

- Create COVID-19 specific policies and properly train staff
- Designate a Workplace Coordinator who is responsible for COVID-19 specifics in the workplace
- Assess worker risk to exposure and provide appropriate personal protective equipment (PPE) including face masks, gloves, etc. when appropriate
- Post current safety information for all employees and reminders on how to prevent exposure

Additional Resources/References:

1. CDC guidance, www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html
2. OSHA guidance, www.osha.gov/Publications/OSHA3990.pdf

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COVID-19: BEST PRACTICES GUIDELINES CHECKLIST

Business Name: _____

Facility Address: _____

Approx. gross square footage of space open to the public: _____

Businesses should implement all applicable measures listed below.

SIGNAGE

Signs have been placed at each public entrance of the facility or work site to inform all employees and customers that they should:

- Avoid entering 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
- Don't shake hands or engage in any unnecessary physical contact
- Consider placing a copy of social distancing protocol at each public entrance to the work site

MEASURES TO PROTECT EMPLOYEE HEALTH

(CHECK ALL THAT APPLY TO THE FACILITY OR WORK SITE)

- Consider allowing those who can work from home to do so
- Individual discussions have taken place with employees about the fact that older adults and those with chronic medical conditions may be at higher risk for serious illness.
- Options have been explained to high-risk employees, including ways to minimize face-to-face interactions, maintaining six feet of distance from other people, remote work if possible, and leave policies for employees who choose not to come to work
- 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, earaches, body aches, diarrhea, fatigue, vomiting and abdominal pain)
- Symptom checks are being conducted before employees may enter the work site
- Copies of these Guidelines have been distributed to all employees