



**LAS ANIMAS-HUERFANO COUNTIES**  
**DISTRICT HEALTH DEPARTMENT**  
**412 Benedicta Ave., Trinidad, CO 81082**  
Phone: 719-846-2213 Fax: 719-846-4472  
<https://www.colorado.gov/la-h-health>

**Safer at Home**  
**Las Animas and Huerfano Counties**  
**Checklist for Business/Facility Re-Opening**  
(Subject to change per State and Local Public Health Orders)

**Business name:**

**Facility address:**

Our goal is to support you in safely reopening your business as we enter this first phase of relaxing restrictions. Your customers and staff will have confidence they are safe when they see your business is following best practices to prevent the spread of COVID 19. Remember that seniors and those with compromised immune systems or chronic health issues are at greater risk of getting sick from COVID 19. When available, try to create special hours for vulnerable populations.

Businesses must implement all applicable measures listed below. An explanation of why any measure that is not implemented is inapplicable to the business must be provided.

If an inspector enters your facility, you will need to show how the measures included in this checklist are being complied with. The more you comply with best practices, the safer your staff and customers will be. Let's continue to control the spread of COVID 19 together.

**Signage:**

- [Using templates provided by the Las Animas Huerfano Counties District Health Department](#) signage must be posted at each public entrance of the facility or location to inform all employees and customers; or
- If not using existing templates, your own signage must be posted at each public entrance of the facility or location to inform all employees and customers and must include the following:
  - To avoid entering the facility or location if they have a cough or fever.
  - Physical Distancing Protocol of maintaining a minimum six-foot distance from one another.
  - No more than 2 people per 400 square feet in the facility at any given time (not to exceed 10 people at any one time).

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

- Deputize 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.
- At least 50% of the workforce is working remotely, or shifts have been staggered so no more than 50% of the typical workforce is on-site at any one time.
- 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 an underlying condition, age, or other factors.

- All employees have been told not to come to work if sick (including but not limited to, 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).
- Provide hand washing facilities/stations and hand sanitizer.
- Encourage breaks to wash hands or use hand sanitizer.
- Symptom checks are being conducted before employees may enter the workspace, and employees are not allowed to work if they are symptomatic.
- Employee symptom log and daily log of customer contacts are required.
- All desks, individual work stations or work areas are separated by at least six feet.
- Break rooms, bathrooms, and other common areas are being disinfected frequently, on the following schedule;
  - Break rooms: Coffee pots, condiments, vending machines, etc
  - Bathrooms:
  - Other \_\_\_\_\_
  - Disinfectant and related supplies are available to all employees at either their workstations or the following location(s):  
\_\_\_\_\_
  - Hand sanitizer alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol effective against COVID-19 is available to all employees at either their workstations or the following location(s):  
\_\_\_\_\_
  - Copies of this Protocol have been distributed to all employees.
  - Provide appropriate protective gear like gloves, masks, and face coverings, and instruct on appropriate use using available guidance.
  - Optional—Describe other measures:

**Measures To Promote Physical Distancing (check all that apply to the facility):**

- Mask usage is required by both employees and customers that covers both mouth and nose.
- Encourage customers to call ahead and make an appointment.
- Keep your door locked and have customers call when they arrive.
- Limit the number of customers and employees in facilities/business areas to 2 per 400 square feet (not to exceed 10 people at any one time), to allow for customers and employees to easily maintain at least six-foot distance from one another at all times.
- If possible, an employee will be designated to monitor the door to ensure that the maximum number of customers in the facility set forth above is not exceeded.
- 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.

- Install shields or barriers, where possible, between customers and employees.
- Frequently sanitize all high touch areas.
- Ensure proper ventilation.
- 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.
- Optional—Describe other measures used to reduce the number of employees and customers/clients:

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

- 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.
- Providing for contactless payment systems or, if not feasible, sanitizing payment systems after each use.
- Providing curb-side drop-off/pick-up of products.
- Encourage digital files rather than paper formats (e.g., documentation, invoices, inspections, forms, agendas).
- Optional - Describe other measures (e.g. providing senior-only hours):

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

- Routinely clean and disinfect commonly touched surfaces at your facility including doorknobs, credit card machines, counters, handrails, etc. using a predetermined cleaning plan that is provided to all employees.
- 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.
- Provide tissues and touchless waste receptacles for customers.

- ❑ 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 and/or change gloves after handling cash.
- ❑ Disinfecting all high-contact surfaces frequently.
- ❑ Use an EPA registered disinfectant and ensure proper contact times keeping the surface wet for duration that ensures viral destruction.
- ❑ Remove unnecessary items that may become contaminated and discourage customers from touching anything besides what is necessary.
- ❑ Optional—Describe other measures:

### **Measures To Reduce Exposures in Employee Transportation**

- ❑ Employee(s) are screened for COVID-19 symptoms each day prior to the start of their shift, and excluded from operations if symptomatic.
- ❑ Hand sanitizer is used by each employee when entering the vehicle and periodically during the shift.
- ❑ The number of passengers has been reduced by 50% of the vehicle occupancy and passengers sit in locations to maximize the distance between one another.
- ❑ Employees will wear a non-medical, cloth face covering when in a 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 at the end of each day.

\* Any additional measures not included here should be listed on separate pages, which the business should attach to this document.

#### **Additional Resources/References:**

1. CDC guidance, [www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html)
2. OSHA guidance, [www.osha.gov/Publications/OSHA3990.pdf](http://www.osha.gov/Publications/OSHA3990.pdf)
3. [Employee Health Screening Tool](#)
4. [Employee and visitor screening form](#)
5. [Signage: Do not enter if you have cough or fever](#)
6. [Signage: For the Safety of](#)
7. [Signage: COVID Screening Checklist](#)

**You may contact the following employee with any questions or comments about this protocol:**

**Name:**

**Phone:  
Number:**