

**Las Animas Huerfano Counties District Health Department**  
**Safer at Home Places of Worship Checklist**

(updated 5/29/2020 -- subject to change per State orders)

**Business name:**

**Facility address:**

- Employees and volunteers must be educated in the requirements in the checklist and understand how these measures help to reduce the transmission and spread of COVID-19.
- The completed checklist must be posted either in the main office or with other required labor and employment postings.
- Enforcement will be handled on a complaint basis. You do not need to submit this form to the Las Animas Huerfano Counties District Health Department unless asked to do so. If an inspector enters your facility, you will need to show how the measures included in this checklist are being complied with.
- If you are not following the checklist requirements, you may be required to close.
- If there is an outbreak associated with your facility, you may be required to close.
- This information could be updated with additional guidance and information released by the state.

**Signage:**

- [Using templates provided by the Las Animas Huerfano Counties District Health Department](#) at each public entrance of the facility or location to inform all employees and customers about social distancing, not entering when sick and face covering requirements;
- If not using existing templates, signage posted at each public entrance of the facility or location to inform all employees and customers must include;
  - To avoid entering the facility or location if they have a cough or fever.
  - Face coverings must be worn by all employees and customers.
  - Social/Physical distancing requirements of maintaining a minimum six-foot distance between employees and customers.

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

- Everyone who can carry out their work duties from home has been directed to do so.
- Employees and volunteers shall be required to wear a non-medical cloth face covering over the nose and mouth, individuals that cannot wear a mask shall not be permitted to work at this time.
- All employees and volunteers 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).

- Symptom checks are being conducted before employees and volunteers may enter the facility.
- Employees and volunteers who are symptomatic must be excluded from the workplace and required to isolate for 10 days. They should be encouraged to get tested for COVID-19 either through a local provider.
- Daily cleaning and disinfecting of frequently high touch surfaces such as desks, phones, light switch, door knobs and faucets
- Break rooms, bathrooms, and other common areas are being disinfected frequently or every two hours, on the following schedule;
  - Break rooms:
  - Bathrooms:
  - Other \_\_\_\_\_
  - Disinfectant and related supplies are available to all employees at either their workstations or the following location(s):  
\_\_\_\_\_
  - Hand sanitizer 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.
  - Optional—Describe other measures:

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

- Places of worship may allow participants up to fifty percent (50%) of maximum occupancy.
- In each confined indoor space, in order to achieve 6 ft social distancing, the limit is 50% of the posted occupancy code limit ensuring a minimum 28 square feet per person or between groups of a single household of 10 or less, not to exceed more than 175 people at any given time.
- Outdoor worship services may be conducted on church property if 6 feet social distancing can be maintained.
- Occupants must maintain 6 feet or more of social distancing while in the facility.
- If possible, an employee or volunteer will monitor the door to ensure that the maximum number of people in the facility set forth above is not exceeded.
- Implement procedures to maintain social/physical distancing by placing markings on the floor to maintain at least six feet distance where lines form, creating one-way entry/exit and aisles.
- Implement one-way entry/exit and directional walkways as much as possible.
- Guests shall not be permitted to wait in the lobby area or in lines outside the door. No mingling time before, during or after services.
- Optional—Describe other measures used to to promote physical distancing:

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

- Participants must be asked whether they have COVID-19 symptoms at the door and excluded from the place of worship if symptomatic.
- Participants will be required to wear a face covering both when entering and while present in the house of worship, when at all possible..
- Food and drink sharing is not permitted
- Optional - Describe other measures (e.g. providing senior-only hours):

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

- Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility and anywhere else inside the building or immediately outside where people have direct interactions.
- Disinfecting all high-contact surfaces frequently.
- Optional—Describe other measures:

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

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

**Name:**

**Phone:**

**Email:**