



# WESTMINSTER

## **Business Checklist: Guidance for Developing a COVID-19 Plan**

All businesses are required to develop a COVID-19 Plan (hereto referred to as Plan) and deputize at least one employee to see that it is implemented. The Plan should be communicated, by management, to all supervisors and employees on every shift. The Plan should include procedures for purchasing and keeping inventory of necessary materials (outlined below). The Plan should consider how the precautionary measures will impact workflow.

The following checklist will assist you in developing a Plan for your business. Not all items below are required for every business and additional industry specific requirements may apply. Prior to opening, please review industry specific guidance provided by the Colorado Department of Public Health and Environment [here](#) .

Businesses must implement all applicable measures listed below, and be prepared to explain why any measure that is not implemented is inapplicable to the business.

### **Signage:**

- Signage at each entrance of the facility or location notifying customers and employees to STOP if they are sick and ask them not to enter (CDC Signage [here](#))
- Signage explaining safety measures being taken by the business
- Signage emphasizing the importance of
  - Wearing a mask
  - Social distancing
  - Handwashing (CDC Signage [here](#))
  - Coughing and Sneezing Etiquette (CDC Signage [here](#))
- Signage on how to contact a store manager or person in charge with questions or concerns related to COVID-19 store practices for protecting employee and customers.
- Optional—Describe other measures: \_\_\_\_\_

*Signage should be posted in prominent places accessible to all customers and employees. This may be at each entrance but should also include placement throughout the business establishment to remind employees and customers to adhere to requirements. Signage should use graphics or be available in multiple languages to ensure messaging to all patrons.*



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## Measures to Protect Employee Health:

- All employees are told not to come to work if sick
- Symptom monitoring protocols – including workplace temperature monitoring and symptom screening questions for COVID-19 – are in place and screening is being conducted before employees enter the work space. Businesses with less than 25 employees should ask their employees to do self-checks at home before coming into work. Field-based employees should self-check and report to management daily (See CDPHE Symptom Screening Guidance [here](#))
- Appropriate protective gear like disposable gloves and cloth masks are provided to and used by all employees in close contact with other employees and/or the general public (See CDPHE Guidance for Wearing Masks [here](#))
- Everyone who can carry out their work duties from home has been directed to do so
- Flexible and/or remote scheduling is provided for vulnerable employees that must continue to stay at home, who may have child or elder care obligations, or who live with a person who needs to observe Stay-at-Home due to an underlying condition, age, or other factor.
- All desks, individual work stations or work areas are separated by at least six feet and/or schedules are staggered to ensure six-foot distancing
- Employees are discouraged from using shared spaces (break rooms, meeting rooms, waiting areas, etc.). If use of shared space is necessary, consider the size of the room to maintain 6-foot distancing and no more than 10 people are permitted
- Disinfectant and related supplies are available to all employees and guidance on daily workspace cleaning has been provided (See CDPHE Cleaning Guidance [here](#))
- Running water, hand soap and paper towels and/or hand sanitizer is available to all employees throughout the workday and employees are encouraged to take breaks to wash hands
- The facility has proper ventilation (See OSHA Ventilation Guidance [here](#))
- Employee breaks are staggered to reduce employee density
- Shields are installed between customers and employees where possible
- Copies of the COVID-19 Plan have been distributed to all employees
- Optional—Describe other measures: \_\_\_\_\_



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### Measures to Keep Employees and Customers/Clients at Least Six Feet Apart:

- 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
- 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
- Barriers have been placed to increase space between the public and employees (e.g. cones to ensure customers remain 6-feet away when making payment at the register)
- Stagger work stations or customer seating when a customer may be seated to receive a service.
- Consider providing special hours of operation for vulnerable populations.
- Optional—Describe other measures: \_\_\_\_\_

### Measures to Prevent Unnecessary Contact:

- Contactless solutions are implemented whenever possible (contactless payment, no touch trash cans, propped doors where safe to do so, etc.). If not feasible, regular sanitation procedures are in place
- Curb-side drop-off/pick-up is used to the greatest extent possible
- The flow of people traffic has been modified where possible (doors for entry or exit only, one-way aisles, etc.), while still maintaining safety such as emergency exits due to fire or other emergencies
- The use of digital files rather than paper is encouraged (invoices, agendas, forms, etc.)
- Online conferencing, email, or the phone are used instead of in-person meetings, even when people are in the same building, whenever possible
- Optional—Describe other measures: \_\_\_\_\_



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## Measures to Increase Sanitization:

- Disinfecting wipes that are effective against COVID-19 are available near shopping carts and shopping baskets and/or employee assigned to disinfect carts and baskets regularly
- Hand sanitizer is available at entrances and high-traffic locations for use by employees and customers
- All payment portals, pens, and styluses are sanitized after each use
- All high-contact surfaces and shared items (coffee makers, vending machines, printers, light switches, elevator buttons, doors, tables/counters, etc.) are regularly sanitized
- Bathrooms and other high-touch areas are disinfected frequently, on a regular schedule (See CDPHE Cleaning Guidance [here](#))
- Optional—Describe other measures: \_\_\_\_\_

## Measures to Prevent Crowds from Gathering:

- Provide services by appointment only (no walk-in or waiting)
- Limit the number of customers in the store at any one time to make 6-foot distancing between customers attainable. Ensure there is not crowding of patrons waiting outside the store for their turn to enter.
- Post an employee at the door to ensure that the maximum number of customers is not exceeded. If necessary designate employee monitors outside the store as well to assist and prevent crowds
- Placing per-person limits on goods that are selling out quickly to reduce crowds and lines
- Optional—Describe other measures: \_\_\_\_\_

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Employee(s) responsible for implementing the Plan:

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