WORK HARD. WORK SMART. WORK SAFE.

PLAYBOOK FOR REOPENING YOUR BUSINESS IN THE AGE OF COVID-19

SOURCE: COVID19.COLORADO.GOV/SAFER-AT-HOME

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PHASED IMPLEMENTATION OF SAFER AT HOME

**APRIL 27**
- Retail: Curbside pickup can begin
- Real Estate: showings can resume
- Non-emergency procedures can resume

**MAY 1**
- If implementing best practices:
  - Retail
  - Some personal Services

**MAY 4**
- If implementing best practices:
  - Office work at reduced density

**Vulnerable populations and older adults must stay at home except when absolutely necessary**

**Retail businesses open for curbside delivery and phased-in public opening with strict precautions**

**No group gatherings over 10 people**

**Restaurants and bars remain closed except for takeout/delivery. Work towards phased reopening.**

**Critical businesses remain open with strict precautions**

**Wear non-medical cloth face coverings**

**#DoingMyPartCO**

- **Nightclubs, gyms and spas remain closed**
- **Elective medical and dental procedures begin, with strict precautions**
- **Personal services (salons, dog grooming, personal training, etc) will open with strict precautions**
- **Normal in-person instruction at P-12 schools is suspended through the end of the regular 2019-2020 school year**
- **Telecommuting continues for offices. Starting May 4, up to 50% of staff can work in person (with social distancing in place)**
- **Limited post-secondary instruction may resume, including technical and vocational programs**

SOURCE: COVID19.COLORADO.GOV/SAFER-AT-HOME
**Requirements for Retail: How to Protect the Workplace**

- Initially utilize curbside pick-up/delivery
- Continue curbside pick-up/delivery when available
- Elevate and increase frequency of cleaning practices, including sanitization of high touch areas
- Restrict return policy to items that can be properly sanitized prior to re-selling
- Conduct daily temperature checks and monitor symptoms in employees. Refer symptomatic employees to the CDPHE Symptom Tracker
- Post signage for employees and customers on good hygiene and other sanitation practices

**Requirements for Retail: How to Protect Employees**

- Require employees to stay home when showing any symptoms or signs of sickness
- Maintain 6 ft distancing between employees whenever possible
- Encourage breaks to wash hands or use hand sanitizer
- Require gloves and face coverings during work activities

**Requirements for Retail: How to Protect Customers**

- Observe 6 ft distancing measures (i.e., marked space in check-out lines)
- Encourage use of cloth face coverings
- Provide hand sanitizer at entrances and other high-traffic locations
- Implement special hours for vulnerable populations

*Source: COVID19.COLORADO.GOV/SAFER-AT-HOME*
### Timeline for Additional Decision Making

The Governor shared the timeline for deciding if we can further relax restrictions on our economy and society.

The state takes into consideration a number of factors in this decision-making process, including:

- What level of suppression of the virus have we been able to achieve?
- What is our ability to do testing and containment?
- Will this decision put vulnerable populations at significantly greater risk?
- Does our health care system have the capacity to handle a surge?
- What’s the level of risk vs. societal / economic / psychological reward?
- Is the policy sustainable?

And finally, we need the ability to continue to monitor and evaluate what’s working and what’s not.

To be clear -- the dates above are not potential opening days. These are the days when we believe we will have enough data to make a decision. We simply need more time to collect data on how Coloradans are behaving during the Safer-at-Home phase.

After the decision is made if there is a safe way to partially loosen the restrictions, the Governor will announce when the following activities could take effect.

**SKIING:** On May 25, we will decide whether ski resorts can be open for Spring skiing at the end of May, only of course if the host county wants them open.

**RESTAURANTS:** On May 25, we will decide if we can begin phasing in restaurants and at what level. We are working hard with stakeholders to explore how to keep both employees and customers as safe as possible.

**SUMMER RESIDENCY / DAY CAMPS:** On May 25, we will also decide whether we can open summer residential and day camps in June, and if so, under what conditions. We know kids and parents are eagerly awaiting a decision on that.

After June 1, we will modify the Safer at Home order further to phase in other things like summer activities and public spaces like libraries. We will make these decisions on a rolling basis, based on the latest data and evidence, but just like we tried to give an accurate picture for May towards the end of April, we will try to give an accurate picture for what June looks like by the end of May so people can plan accordingly.

None of us can know in advance what the actual decisions will be, because that will depend on what the data is telling us about how people are behaving. If we are doing a good job keeping our distance, staying at home, wearing masks or facial coverings when we go out, then it will show up in the data, and we will have more flexibility to remove additional restrictions on our economy. On the flipside, if folks aren’t following the Safer at Home order, it will show up in the data, the rate of spread and hospitalizations will begin to tick up, and we may need to hold off or go in the opposite direction.

Let’s continue to take this seriously.

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.
**SAFER AT HOME - PHASE 2**

- Critical businesses will remain open with strict precautions (social distancing, masks for all employees, frequent cleanings)
- Retail businesses may open for curbside delivery and phased-in public opening with strict precautions.
- Elective medical and dental procedures begin, with strict precautions to ensure adequate personal protective equipment and the ability to meet critical care needs.
- Personal services (salons, dog grooming, limited personal training, etc.) will open with strict precautions. (starting May 1st)
- Telecommuting continues for offices.
- Starting on May 4, up to 50% of staff can work in person (with social distancing in place).
- Nightclubs, gyms and spas will remain closed.
- No group gatherings of more than 10 people.
- K-12 schools remain online only for the 2019-2020 school year.
- Vulnerable populations and older adults must stay home unless absolutely necessary.
- On May 12, Camping can resume.
- Determine next steps for Restaurants, Summer Camps and Spring Skiing (May 25th)
- Decision on Next steps for Safer at Home (June 1st)

**Reopening Tips**

- Observe 6-foot distancing measures (i.e., marked space in check-out lines)
- Encourage use of protection like gloves, masks, and face coverings to customers & employees
- Provide hand sanitizer at entrances and other high-traffic locations
- Implement special hours for vulnerable populations
- Perform routine cleaning and disinfecting of frequently touched surfaces
- Require employees showing any symptoms or signs of sickness, or who have been in contact with known positive cases to stay home
- Post Good Hygiene signage for employees and customers
- No more than 10 people in a facility at one time, at a maximum of 50% occupancy

**SOURCE:** COVID19.COLORADO.GOV/SAFER-AT-HOME

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Disclaimer: This document is to be used as a starting point/guideline to reopening your business. Please review the Colorado.gov website for updates/changes as they pertain to your business specifically prior to opening your business.
Best Practices for all Businesses

Worksites

- 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.
- Ensure proper ventilation. (OSHA guidance)
- 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).
- Provide appropriate protective gear like gloves, masks, and face coverings and encourage appropriate use.

Employees

- 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.

To protect 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 contactless payment solutions, no touch trash cans, etc. whenever possible.
YOUR HEALTH IS OUR #1 PRIORITY

If you’re worried about Coronavirus (COVID-19), please be reassured that we are following the health and safety guidance as prescribed by the Centers for Disease Control and Prevention (CDC), as well as the Tri County Health Department.

Here are the actions we are taking

Keeping People Safe

Securing a Healthy Environment

Creating a Flexible Workplace

If you have any questions or concerns, please ask for the manager or contact us at:

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Here are the actions we are taking

Keeping People Safe

- We train our employees on health and safety standards.
- We screen the health of our suppliers, employees, products, and customers.
- We actively encourage sick employees to stay home.

Securing a Healthy Environment

- We are deep cleaning and disinfecting our business including high-touch surfaces.
- We are opening windows or adjusting our heating/cooling to maximize ventilation.
- We are taking measures to avoid crowding and encouraging people to use online services.

Creating a Flexible Workplace

- We are assessing the risks of business travel.
- We are using videoconferencing for meetings and events where possible.
- We are accommodating employees who become sick or have a sick family member.

If you have any questions or concerns, please ask a staff member or contact us at: 303.688.4597

Thank You For Your Support! Together We Are #CRCStrong

Please contact Melissa@castlerock.org for additional printed resources/materials requests.
Enforcement of Public Health Orders

COLORADANS AND LOCAL BUSINESSES DID A FANTASTIC JOB OF OBEYING THE STAY-AT-HOME ORDER. WIDESPREAD COMPLIANCE WITH THE STAY-AT-HOME ORDER ALLOWED US TO SUPPRESS THE SPREAD OF THE VIRUS, BUILD HEALTH CARE CAPACITY, OBTAIN MORE PERSONAL PROTECTIVE EQUIPMENT, AND SCALE UP TESTING FOR CORONAVIRUS.

ULTIMATELY, BECAUSE OF THIS COMPLIANCE, WE WERE ABLE TO LIFT THE STAY-AT-HOME ORDER AND ENTER INTO THE SAFER-AT-HOME PHASE.

WE NEED TO KEEP UP THE GOOD WORK AND ADHERE TO THE SAFER-AT-HOME PHASE IN ORDER TO SAVE LIVES AND HOPEFULLY RELAX ADDITIONAL RESTRICTIONS SOONER RATHER THAN LATER -- BUT ONLY IF THE DATA TELLS US THAT IT’S SAFE.

WE ALL NEED TO DO OUR PART -- CONTINUING TO STAY HOME, WEAR MASKS, AND PRACTICE DISTANCING -- IF WE’RE GOING TO BEAT THIS VIRUS.

View Specific Guidance by each sector at CastleRock.org/Reopening_Playbook

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