## Best practices for all businesses, essential and non-essential

### WORKSITES
- Deputize workplace coordinator(s) charged with addressing COVID-19 issues
- Maintain 6-foot distancing when possible; discourage shared spaces
- Frequently disinfect 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)
  - Best practice is to implement a temperature check station at the entrance to the business. If this is not feasible, employee will check for symptoms at home and report symptoms either electronically or on paper per the system created by the business
- Eliminate or regularly disinfect any items in common spaces (i.e., break rooms) that are shared between individuals, e.g., condiments, coffee makers, vending machines) (Additional Guidance)
- Provide appropriate protective gear like gloves, masks, and face coverings and encourage appropriate use (Additional Guidance)

### 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 (Additional Guidance)
  - (Guidance to keep employees & customers safe)

### 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
- (Guidance to keep employees and customers safe)
**OFFICE-BASED BUSINESSES**  
Open with restrictions: May 4  
50% in-office occupancy, with strict precautions and telecommuting maximized

<table>
<thead>
<tr>
<th>WORKSPACES</th>
<th>PRACTICES AND EMPLOYEES</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Ensure a minimum of 6 feet of space between all desks/workspaces</td>
<td>● Maintain in-office occupancy at no more than 50% of total at one time by maximizing use of telecommuting and developing in-office rotation</td>
</tr>
<tr>
<td>● Modify flow of people traffic to minimize contacts (e.g. doors for entry or exit only)</td>
<td>● Allow for flexible work schedules, where possible, to lessen the need to be in the office during normal business hours. This could include allowing employees to work evenings or weekends when the office is traditionally less crowded or closed schedules.</td>
</tr>
<tr>
<td>● Conduct office cleaning with increased frequency and supplement with high-frequency sanitization of high-touch areas (e.g. doors, stairwell handles, books, light switches, elevator switches and buttons, etc.)  (Additional Guidance)</td>
<td>● Conduct daily temperature checks and monitor symptoms in employees. Refer symptomatic employees to the CDPHE Symptom Tracker. (Additional Guidance)</td>
</tr>
<tr>
<td>● Ensure proper ventilation</td>
<td>○ Best practice is to implement a temperature check station at the entrance to the business. If this is not feasible, employee will check for symptoms at home and report symptoms either electronically or on paper per the system created by the business</td>
</tr>
<tr>
<td>● Provide employees with sanitization products and guidance on daily workspace cleaning routines</td>
<td>● 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</td>
</tr>
<tr>
<td>● Post signage for employees and customers on good hygiene and new office practices, and make regular announcements to remind employees and/or customers to follow distancing guidelines</td>
<td>● 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</td>
</tr>
<tr>
<td>● Encourage the use of digital files rather than paper formats (e.g., documentation, invoices, inspections, forms, agendas)</td>
<td>● Provide guidance and encouragement on maintaining 6 foot distancing and taking breaks to wash hands</td>
</tr>
<tr>
<td>● Ensure clear planning, preparedness and organization in the workplace. This includes assigning a COVID coordinator to facilitate planning and communication, developing a plan for resources like cleaning supplies and internal regular (daily or weekly) communication, planning for employees to be out of the office for quarantine or caring for others, and considering how new precautions will impact workflow, etc.</td>
<td>● Require gloves and face coverings or masks for any interactions with other individuals (e.g. customers, co-workers, vendors) (Additional Guidance)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TO PROTECT CUSTOMERS (IF APPLICABLE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Implement 6-foot distancing measures (e.g., marked space in checkout lines)</td>
</tr>
<tr>
<td>● Strongly encourage or require use of face coverings or masks.</td>
</tr>
<tr>
<td>● Provide hand sanitizer at entrances and other high-traffic locations.</td>
</tr>
<tr>
<td>● Implement hours where service is only provided to people at higher risk of severe illness from COVID-19, if possible. Enhance precautions during these hours.</td>
</tr>
</tbody>
</table>

This section includes but is not limited to:

- Accountants and accounting firms  
- Architecture, engineering and land surveying businesses/firms  
- Landscape architect businesses/firms  
- Land surveyor businesses/firms  
- Private investigator businesses  
- Fantasy contest operator businesses  
- Non-transplant tissue banks  
- Appraisal management companies  
- Real estate offices  
- Other corporate offices and private firms
## CHILD CARE FACILITIES

**Open with restrictions**

*This allows additional facilities to open or expand as increased workforce returns.*

### WORKSPACES

- Prioritize care for children of essential workers / parents returning to work / job seekers
- No more than 10 children should be in one group in a child care facility. This does not include staff
- Keep groups of children together with same staff when possible
- Conduct daily temperature checks and monitor symptoms in employees and students and any person entering the building. Refer symptomatic employees to the CDPHE Symptom Tracker. ([Additional Guidance](#))
- Require handwashing upon arrival and enable handwashing throughout the day
- Limit the number of child-staff and child-child interaction in common spaces as much as possible (e.g. playground equipment, hallways, etc.)
- Encourage 6-foot distancing and, where possible, implement distancing systems while learning
- Stagger meal times (if normally done in a large group) and encourage individual meals (no family-style dining)
- Disinfect all high-touch areas at start and end of the day and, when possible, throughout the day ([Additional Guidance](#))
- Limit the toys in use to those that are easily cleanable, non-porous, with smooth surfaces and eliminate soft, fabric toys, dress-up clothing, sensory tables and water play
- Establish clear plan / protocol to isolate staff and children who have symptoms
- Determine plan for substitute staff members to cover for ill or quarantined staff

### EMPLOYEES

- Require use of face coverings or masks (preferred medical grade if available, otherwise cloth) ([Additional Guidance](#))
- Provide guidance and encouragement on maintaining 6-foot distancing
- Provide guidance and encouragement on frequent handwashing
- Provide training to all staff specific to all issues in the public health order
- Require staff to stay home when showing any symptoms or signs of sickness
- Provide all staff with support and referrals for their mental health needs

### TO PROTECT CHILDREN/ PARENTS

- Consider implementing curbside pick-up and drop-off
- Implement alternative child check-in and check-out procedures that minimize parent touching of shared items (pens, paper, etc.)
- Require parents to keep children home when showing any symptoms or signs of sickness
- Encourage parents to take their children’s temperature prior to bringing them to child care
- Provide face coverings or masks for children age 3+ per current CDPHE guidance, no face coverings or masks for children 0-3
- Remove face coverings or masks from children during naps and place nap mats 6 feet apart
- Provide frequent communication with all families of enrolled children specific to all issues in the public health order

#### This section includes:

- Licensed and license-exempt child care centers
- Licensed and license-exempt In-home child care

#### This section does not include:

- Summer camps
- Public preschool on public school campuses
- Children’s resident camps

### Additional resources and guidelines:

- [Face Covering Guidance for Child Care Operations during COVID-19 Response](#)
**EDUCATION P-12**

Remote learning for the rest of the school year, with very limited exceptions

Buildings can be used for providing services to students, educators, and families. P-12 schools and school districts intending to provide these services, which may include in-person small group instruction; staff professional development; food service; access to internet, devices, or instructional materials and equipment; special education services; or mental health supports, must work in coordination with their local public health agency and must observe Social Distancing Requirements as required by applicable public health orders.

<table>
<thead>
<tr>
<th>WORKSPACE</th>
<th>EMPLOYEES</th>
<th>TO PROTECT STUDENTS/PARENTS</th>
</tr>
</thead>
</table>
| ● Ensure 6-foot distancing at all times, where possible  
● Conduct daily temperature checks and monitor symptoms in employees and students and any person entering the building. Refer symptomatic employees to the CDPHE Symptom Tracker.  (Additional Guidance)  
● Designate rooms to quarantine individuals until health officials are contacted / individual can safety return home or to a health facility, making sure to deep clean after use  
● Regularly clean high-touch surface areas (e.g., door handles, light switches, common tools)  (Additional Guidance)  
● Regularly disinfect education tools (e.g. books, whiteboard, computers)  
● No meetings, instruction, or gatherings over 10 people  
● No athletic or in-person co-curricular or extracurricular activities  
● Ensure ventilation per OSHA guidance | ● Ensure educators and other school staff wear face coverings or masks whenever possible, including during any in-person instruction  (Additional Guidance)  
● Remain home if child or family member is experiencing symptoms  
● Training on specific protocols for staff  
● Wash hands frequently for 20 seconds | ● Consider cloth face coverings or masks for students age 3 and older (student-by-student basis)  
● Establish clear guidance for parents on temperature checks, home hygiene, and attendance/reporting procedure  
● Remain home if child or family member is experiencing symptoms  
● Keep children with underlying health conditions home if possible and avoid coming to school buildings  
● Implement curbside pick-up and drop-off only |

This section includes:

- Private schools
- Public schools, including public charter schools
- Public preschools on public school campuses
- Summer school
- Before and after school programs

This section does not include (additional guidance forthcoming):

- Summer camps

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Additional resources and guidelines:

- Colorado Department of Education COVID-19 Resources for Schools
EDUCATION - HIGHER EDUCATION
Maximize remote learning with very limited exceptions

Exceptions to remote learning only for specific learning opportunities that are not conducive to remote instruction, including certain clinical, occupational, and career and technical programs, to be determined by the Colorado Department of Higher Education (CDHE). Institutions wishing to conduct in-person learning in the above categories must inform the Department of Higher Education. Institutions should consider recommendations below.

<table>
<thead>
<tr>
<th>WORKSPACES</th>
<th>EMPLOYEES/FACULTY</th>
<th>TO PROTECT STUDENTS/VISITORS</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Ensure 6-foot distance between all students, faculty, and staff wherever possible</td>
<td>● Conduct daily temperature checks and monitor symptoms in employees and refer symptomatic employees to the CDPHE Symptom Tracker (Additional Guidance)</td>
<td>● Restrict all non-essential visitors</td>
</tr>
<tr>
<td>● Limit, wherever possible, the sharing of equipment and other resources</td>
<td>○ Best practice is to implement a temperature check station at the entrance. If this is not feasible, employee will check for symptoms at home and report symptoms either electronically or on paper per the system created by the business</td>
<td>● Conduct symptom checks for any essential visitors who will interact with students</td>
</tr>
<tr>
<td>● Ensure classes allow for appropriate physical distancing</td>
<td>● Require use of face coverings or masks whenever possible; extend separation to 12 feet if lecturing without a mask (Additional Guidance)</td>
<td>● Provide clear communications on COVID-19 symptoms and implement social contracts with students to acknowledge that they are symptom-free if on campus</td>
</tr>
<tr>
<td>● Restrict group gatherings outside of classes, social or otherwise, unless pre-approved</td>
<td>● Require frequent handwashing upon arrival, departure and throughout the day, and have hand sanitizer available in public areas</td>
<td>● Update student Codes of Conduct to influence responsible on- and off-campus behavior</td>
</tr>
<tr>
<td>● Conduct increased cleaning of campus spaces in accordance with CDPHE guidance (Additional Guidance)</td>
<td>● Require faculty and staff to stay home if showing any symptoms or signs of sickness</td>
<td>● Leverage all student communication channels to educate and reinforce responsible behaviors</td>
</tr>
<tr>
<td>● Ensure ventilation of classroom and office spaces meets OSHA guidance</td>
<td>● Encourage all employees not critical to in-person operations or not classified as essential employees to continue working from home / remotely</td>
<td>● Require students showing symptoms to report symptoms to campus health for instruction on next steps</td>
</tr>
<tr>
<td>● Post signage for staff and students on hygiene and safety measures</td>
<td>● Limit non-essential travel for faculty and staff and implement 14-day self-quarantine measures when travel does occur</td>
<td>● Require students and visitors to wear face coverings or masks</td>
</tr>
<tr>
<td>● Develop heightened procedures to maintain cleanliness of any on-campus housing and to stagger access to shared areas (consider leveraging existing RA programs)</td>
<td>● Campus recreational services including gyms remain closed</td>
<td>● For students who require on-campus housing, limit to one student per room, if possible</td>
</tr>
<tr>
<td>● Increase capacity of campus health facilities and personal protective equipment</td>
<td>● Ancillary student services including bookstores, other retail and food, maintenance, etc. to follow relevant industry guidelines</td>
<td>● Restrict all study-abroad programs and limit non-essential travel during scheduled breaks</td>
</tr>
<tr>
<td>● Develop protocols for how to treat symptomatic students including guidance on how to self-isolate and self-quarantine, whether to leave campus to return home, depending on travel requirements, etc.</td>
<td></td>
<td>● Monitor student self-quarantine after essential travel or potential exposure</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● Ensure physical distancing in student lounges and common areas</td>
</tr>
</tbody>
</table>

This section includes:

- 2- and 4-year institutions, both public and private
- Private religious institutions authorized by the CDHE
- Private occupational schools
- Career and technical education programs

Additional resources and guidelines:

- Colorado Department of Higher Education COVID-19 Resources
**FIELD SERVICES AND REAL ESTATE**

Open with restrictions: April 27

*Many of these services were deemed essential. This allows additional services to open or expand as increased workforce returns.*

<table>
<thead>
<tr>
<th>EMPLOYEES</th>
<th>TO PROTECT CUSTOMERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Adhere to all general rules or guidance on social gathering limitations when working in the field, including in someone's business or personal home</td>
<td>● Provide estimates, invoices, and other documentation electronically (no paper)</td>
</tr>
<tr>
<td>● No meetings, showings, appraisals, consultations or gatherings of more than 10 people; these should be conducted remotely</td>
<td>● Seek contactless payment options (whenever possible)</td>
</tr>
<tr>
<td>● Implement procedures for field-based employees to monitor for symptoms and report to management daily on health status. Refer symptomatic employees to the CDPHE Symptom Tracker. (Additional Guidance)</td>
<td>● Maintain 6-foot distancing</td>
</tr>
<tr>
<td>● Maintain 6 foot distancing from other employees and customers</td>
<td>● Use face coverings or masks</td>
</tr>
<tr>
<td>● Require gloves and face coverings or masks for any in-person interactions or work being done in third-party homes or office spaces (Additional Guidance)</td>
<td>● For transportation network companies, limo services and call-and-demand transportation riders, only request for necessary travel and wash hands before and after ride</td>
</tr>
<tr>
<td>● Change gloves between customers</td>
<td></td>
</tr>
<tr>
<td>● Inquire whether third-party homes have symptomatic individuals or individuals who have contact with known positive cases and, if they do, cease any in-person interaction and limit any in-home activities to only those which are critical and can be done without risk to service provider</td>
<td></td>
</tr>
<tr>
<td>● Maintain detailed log of customer interactions to enable contact tracing (if ever needed)</td>
<td></td>
</tr>
<tr>
<td>● Prioritize remote work and/or personal protective equipment for people at higher risk of severe illness from COVID-19</td>
<td></td>
</tr>
<tr>
<td>● Disinfect high-touch surfaces and tools or equipment after each customer visit (Additional Guidance)</td>
<td></td>
</tr>
<tr>
<td>● Provide guidance and encouragement on personal sanitation including frequently washing hands</td>
<td></td>
</tr>
<tr>
<td>● Require service providers to stay home if showing any symptoms or signs of sickness or if they have had contact with a known positive case</td>
<td></td>
</tr>
<tr>
<td>● For real estate: no open houses and no food or beverage offered during showings</td>
<td></td>
</tr>
</tbody>
</table>

This section includes but is not limited to:

- Real estate, including marketing services
- Lawncare and landscaping
- House cleaning, including carpet cleaning and window cleaning
- Electricians and plumbers
- Handyman services
- General contractors, tile setters, carpenters, construction
- Home inspectors

- Appraisers
- Land surveyors
- Architects
- Engineers
- Private investigators
- Landscape architects
- Transportation network companies, limo services and call and demand transportation (e.g. taxis)
### LIMITED HEALTH CARE SETTINGS
**Open with restrictions April 27**

<table>
<thead>
<tr>
<th>WORKSITES</th>
<th>EMPLOYEES</th>
<th>TO PROTECT PATIENTS</th>
</tr>
</thead>
</table>
| ● Employ strict hygiene guidelines and sanitation procedures for all contact surfaces and tools | ● Conduct symptom and temperature checks and refer symptomatic employees to the CDPHE Symptom Tracker. ([Additional Guidance](#))  
   ○ Best practice is to implement a temperature check station at the entrance to the business. If this is not feasible, employee will check for symptoms at home and report symptoms either electronically or on paper per the system created by the business | ● Continue to conduct telehealth appointments whenever possible |
| ● Ensure a minimum of 6 feet of separation between clients/customers when not directly performing service | ● Wear medical grade mask and gloves | ● Provide service by appointment only (no walk-ins or waiting) |
| ● Post signage for employees and customers on good hygiene and safety measures being taken | ● Change gloves between customers and wash hands | ● Require patients to wear face coverings or masks |
| ● Disinfect all financial transaction equipment after each use ([Additional Guidance](#)) | ● Clean and disinfect work space between each appointment | ● Conduct symptoms check for customers of high contact services before they enter for their appointment and do not serve symptomatic clients |
| ● Minimize in-home services with remote alternatives where possible (e.g. drive-by, virtual meetings) | | ● Provide contactless payment options whenever possible |

### This section includes the services of the following, provided they are being offered in a healthcare setting and capacity (not for personal services):
- ● Acupuncture (not related to personal services)
- ● Athletic training (not related to personal services)
- ● Audiology services
- ● Services by hearing aid providers
- ● Chiropractic care
- ● Massage therapy (not related to personal services)
- ● Naturopathic care
- ● Occupational therapy services
- ● Optometry services
- ● Podiatry services
- ● Physical therapy
- ● Speech language pathology services

### This section does not include:
- ● Medical, dental, and veterinary services

### Additional resources and guidelines:
- ● [Tips for Home Health and Personal Care Providers](#)
- ● [Tips for People Who Use Personal Care Assistants or Caregivers](#)
## NON-CRITICAL MANUFACTURING

Open with restrictions and strong precautionary measures

*NOTE: Manufactured foods industry please consult current CDPHE guidance.*

*Manufacturing may resume that can be done with 10 or fewer people in a room at a time with at least 6 feet between workers.*

<table>
<thead>
<tr>
<th>WORKSITES</th>
<th>EMPLOYEES</th>
<th>CUSTOMERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Require sick workers to stay home.</td>
<td>● Provide guidance about how to comply with 6 foot distancing.</td>
<td>● Restrict all non-essential external visitors.</td>
</tr>
<tr>
<td>● Establish a system for employees to alert their supervisors if they are experiencing symptoms.</td>
<td>● Designate workers to monitor and facilitate distancing on processing floor lines.</td>
<td>● Conduct symptom checks for any essential visitors who will interact with employees.</td>
</tr>
<tr>
<td>● Conduct daily temperature checks and monitor symptoms in employees, refer symptomatic employees to the <a href="https://www.cdphe.gov">CDPHE Symptom Tracker</a> while at work.</td>
<td>● Require use of masks or face coverings whenever possible</td>
<td>● Require essential visitors to wear masks.</td>
</tr>
<tr>
<td>○ Best practice is to implement a temperature and symptom check station at the entrance to the business. If this is not feasible, employee will check for symptoms at home and report symptoms either electronically or on paper per the system created by the business.</td>
<td>● Require frequent handwashing upon arrival, departure, and throughout shifts.</td>
<td>● Encourage 6 foot distancing and implement procedures to limit person-to-person interaction in inbound/outbound shipping areas</td>
</tr>
<tr>
<td>● Implement policies to limit group interactions including staggering of shift changes, breaks, lunches, etc.</td>
<td>● Disinfect work stations between shifts and/or at the end of the workday.</td>
<td>● Make handwashing or hand sanitizing available to customers as much as possible.</td>
</tr>
<tr>
<td>● Implement procedures to ensure 6 feet distance between employees wherever possible.</td>
<td>● Require employees to stay home if sick or exhibiting symptoms</td>
<td></td>
</tr>
<tr>
<td>● Arrange “one-way” flow of work and people; avoid having people face each other.</td>
<td>● Group employees into teams or shifts that stick together (e.g., avoid mixing an10 workers who work in different areas).</td>
<td></td>
</tr>
<tr>
<td>● Use impermeable barriers between workers whenever possible.</td>
<td>● Stagger lunch and break times</td>
<td></td>
</tr>
<tr>
<td>● Limit the sharing of tools, equipment, or other resources to the greatest extent possible. If not feasible, implement thorough and frequent cleaning protocols for all shared items.</td>
<td>● Encourage all employees not critical to in-person operations to continue working from home / remotely.</td>
<td></td>
</tr>
<tr>
<td>● Conduct daily disinfection and full cleaning in-between shifts in accordance with CDPHE guidance</td>
<td>● Wear masks or cloth face coverings during carpooling or other public transportation.</td>
<td></td>
</tr>
<tr>
<td>● Establish protocols and provide supplies to increase the frequency of cleaning in work and common spaces, and in accordance with OSHA requirements and CDPHE guidance.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>● Require hand hygiene upon arrival and departure, establish set hand hygiene time frames throughout shifts, and provide additional hand-washing stations if possible.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>● Promote use of contactless entry, payments etc. as applicable and possible (e.g. eliminate fingerprint entry).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>● Reduce use of shared papers (e.g. estimates, invoices, and other documentation) and encourage shift to paperless, electronic alternatives</td>
<td></td>
<td></td>
</tr>
<tr>
<td>● Ensure ventilation of work and break areas is in line with OSHA</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**This section includes**

- Manufacturers not currently defined as a Critical Manufacturer in Appendix F of PHO 20-28

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**Additional resources and guidelines**

[covid19.colorado.gov/guidance-resources](https://covid19.colorado.gov/guidance-resources)

- Manufactured Foods COVID-19 Implementation of Public Health Order
- Manufactured Food Facility Workplace Precautions
guidance.

- Support transportation arrangements that discourage carpooling.
- Develop a Preparedness and Response plan ([OSHA guidance](#)).
- Take breaks and lunch in shifts to reduce the size of the group in the lunch area at any one time to fewer than 10 people, and encourage employees to take lunch individually.
- Prohibit large gatherings (currently no more than 10 people) on the job site, such as all-hands meeting and all-hands lunches.
### NURSING HOMES AND CONGREGATE CARE FACILITIES

#### WORKSITES
- Restrict visitation of non-essential individuals
  - Facilities shall post signage clearly summarizing the essential individual visitor policy, such as vendors providing necessary supplies or services for the facility or residents, and individuals necessary for the physical and/or mental well-being of the residents
- All facilities must develop an appropriate isolation plan and file with CDPHE no later than May 1, 2020

#### EMPLOYEES
- All employees, contractors, and essential individuals entering the premises must complete health screening prior to entering facility (Additional Guidance)
- Screening documentation must be maintained until further notice and made available upon request to CDPHE. After screening, if an essential visitor is allowed into the facility, they must:
  - Limit their movement within the facility to the resident’s room
  - Limit surfaces touched
  - Use appropriate personal protective equipment (PPE) – gown, gloves and mask
  - Limit physical contact with resident
- Only be two essential visitors per resident at a given time.

#### TO PROTECT RESIDENTS
- No communal dining
- Active health screen for all residents
- When visitation is necessary or allowable (e.g., in end-of-life scenarios), facilities should make efforts to allow for safe visitation for residents
- No congregating

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**Additional resources and guidelines:**
- covid19.colorado.gov/ltcf

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**This section includes:**
- Long-term care facilities
- Skilled nursing facilities
- Nursing facilities
- Assisted living facilities
- Intermediate care facilities
- Group homes
- Independent living facilities
### PERSONAL SERVICES

Open with restrictions: May 1

<table>
<thead>
<tr>
<th>WORKSPACES</th>
<th>EMPLOYEES</th>
<th>TO PROTECT CUSTOMERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Employ strict hygiene guidelines and frequent sanitization procedures for all contact surfaces and tools</td>
<td>● Conduct symptom and temperature checks and refer symptomatic employees to the CDPHE Symptom Tracker (Additional Guidance)</td>
<td>● Provide service by appointment only (no walk-ins or waiting lines)</td>
</tr>
<tr>
<td>● Ensure a minimum of 6 feet of separation between clients/customers when not directly performing service</td>
<td>○ Best practice is to implement a temperature check station at the entrance to the business. If this is not feasible, employee will check for symptoms at home and report symptoms either electronically or on paper per the system created by the business</td>
<td>● Require customers to wear cloth face coverings or masks, and only perform services that can be done without a customer removing their mask.</td>
</tr>
<tr>
<td>● No more than 10 people in a facility at one time, at a maximum of 50% occupancy</td>
<td>● Wear mask or face covering at all times (Additional Guidance)</td>
<td>● Conduct symptom checks for customers seeking or receiving high-contact services (Additional Guidance)</td>
</tr>
<tr>
<td>● Post signage for employees and customers outlining good hygiene and safety measures being taken</td>
<td>● Wear gloves (meticulous and frequent hand-washing if gloves not feasible or appropriate)</td>
<td>● Provide contactless payment options (whenever possible)</td>
</tr>
<tr>
<td>● Disinfect all financial transaction equipment after each use (Additional Guidance)</td>
<td>● Wash hands and change gloves between customers</td>
<td>● Communal gathering spaces, such as locker rooms or waiting rooms, are strictly prohibited</td>
</tr>
<tr>
<td>● Minimize in-home services by using remote alternatives (i.e. drive-through, virtual meetings, etc.)</td>
<td>● Change gloves between pets in all pet-grooming facilities</td>
<td>● Maintain physical distancing requirements for drop-off and pick-up of pets in pet-grooming facilities</td>
</tr>
<tr>
<td>● Disinfect all service equipment (tanning beds, salon chairs, etc) after each use (Additional Guidance)</td>
<td></td>
<td>● Maintain physical distancing requirements with no more than 10 people present at once for pet-training classes</td>
</tr>
<tr>
<td>● Ensure a minimum of 6 feet of separation between work stations in pet-grooming facilities</td>
<td></td>
<td>● Maintain physical distancing requirements for customers picking-up pets from pet-transporters</td>
</tr>
<tr>
<td>● Minimize contact and maintain physical distancing requirements with customers for mobile pet grooming services. Avoid entering homes when possible.</td>
<td></td>
<td>● Allow no more than 10 customers to congregate at a time when picking-up pets from pet-transporters or at pet adoption events</td>
</tr>
</tbody>
</table>

**This section includes:**

- Professional beauty services:
  - Hair salons
  - Barber shops
  - Nail salons
  - Esthetician services
  - Cosmetologist services
- Body art professionals
- Personal training services for fewer than 4 people
- Pastoral services
- Pet-groomers and pet-grooming facilities
- Pet-handlers and pet-transporters
- Pet-training services
- Tailors and dry cleaners
- Sun-tanning services
- Massage therapists, non-healthcare settings

**Additional resources and guidelines:**

- Information for Veterinary Practices
- Guidelines for Public Transportation Providers
- Multi-Industry Construction Guidance
- Guidelines for non-healthcare industries
- Employee Health Screening Form
- CDC Recommendations for businesses and employers
- CDPHE Cleaning Guide for COVID-19
All indoor facilities are still CLOSED

RECREATOR

- Advise municipalities to close access to playgrounds and equipment
- No team sports
- Local and personal recreation outside OK when you can observe 6 feet of distance between participants and limit group sizes to 10 or fewer (walking, jogging)
- Outdoor recreation must be within one’s community and/or no further than 10 miles from residence

This section includes:

- Tennis courts and golf courses - as long as physical distancing and group limits are observed. Equipment (like golf carts) and equipment is properly disinfected and not shared.
- Local trails, bike paths and trailheads
- Local and municipal parks and greenspaces
- Wedding, elopements, and other small events – as long as physical distancing and group limits are observed. Event staff must wear facial coverings and protective equipment as needed and required by OSHA.
- Office functions-- as long as abiding by office-based business guidelines.

This section does not include:

- Ski lifts and gondolas
- Combative sports
- Playgrounds
- Gymnasiums and recreation facilities
- Indoor skating rinks
- Movie and performance theaters
- Hot springs
- Public, HOA/apartment, or gym pools
- Opera houses, concert halls, and music halls
**RETAIL**
Curbside pick-up and delivery: April 27; open with restrictions: May 1

<table>
<thead>
<tr>
<th>WORKSITES</th>
<th>EMPLOYEES</th>
<th>TO PROTECT CUSTOMERS</th>
</tr>
</thead>
</table>

**Curbside pick-up and delivery: April 27**
- Continue or begin operating with curbside pick-up/delivery only (e.g., bank tellers operate drive-thru service only)
- Elevate and increase frequency of cleaning practices, including sanitization of high touch areas (Additional Guidance)
- Restrict return policy to only items that can be properly sanitized prior to re-selling
- Conduct daily temperature checks and monitor symptoms in employees, logging all results. Refer symptomatic employees to the CDPHE Symptom Tracker (Additional Guidance)
  - Best practice is to implement a temperature check station at the entrance to the business. If this is not feasible, employee will check for symptoms at home and report symptoms either electronically or on paper per the system created by the business
- Contactless signatures for deliveries
- Post signage for employees and customers on good hygiene and other sanitation practices
- Provide a staging area outside for hands-free pick-up

**Open with restrictions: May 1**
- Open at 50% capacity and/or at a capacity that enables the retailer to:
  - Maintain 6-foot distancing between customers and employees,
  - Effectively symptom monitor employees,
  - Provide face coverings or masks to employees, and
  - Ensure ability to adequately clean and disinfect both back-room and retail spaces - if unable to meet this requirements, continue operating with curbside pick-up / delivery only
- Install protective plexiglass screens at checkout counters
- Provide dedicated in-store visit hours for people at higher risk of severe illness from COVID-19, as possible

**Curbside pick-up and delivery: April 27**
- Provide guidance and encouragement on maintaining 6-foot distancing between employees
- Wear gloves and face coverings or masks during customer interactions and whenever possible during other work activities (Additional Guidance)
- Encourage virtual payments and minimize exchanges of debit/credit and identification cards except as required by law
- Encourage frequent breaks to wash hands
- Require employees to stay home when showing any symptoms or signs of sickness
- Provide PPE for employees who are managing deliveries, returns, etc.

**Open with restrictions: May 1**
- Provide guidance and encouragement on maintaining 6-foot distancing between employees
- Wear gloves and face coverings or masks during all customer interactions and whenever possible during other work activities
- Continue to encourage virtual payments and minimize exchanges of debit/credit and identification cards except as required by law
- Encourage frequent breaks to wash hands
- Require employees to stay home when showing any symptoms or signs of sickness

**This section includes:**
- Appliance stores
- Customer-facing financial institutions
- Thrift shops
- Apothecaries
- Vape and cigar shops (for retail only, not on-site consumption)

**Open with restrictions: May 1**
- Implement 6-foot distancing measures (i.e., marked space in check-out lines)

**Additional resources and guidelines:**
- Guidelines for Grocery Stores
- Guidelines for non-healthcare Industries
- Guidance for Symptom Screening
- CDC Recommendations for Businesses and Employers
- CDPHE Cleaning Guide for COVID-19
- Post signs at entrances notifying customers to STOP if they are sick and ask them not to enter store
- Restrict return policy to only items that can be properly sanitized prior to re-selling
- Conduct daily temperature checks and monitor symptoms in employees, logging all results. Refer symptomatic employees to the CDPHE Symptom Tracker (Additional Guidance)
- Increase the availability of hand sanitizer, wipes and cleaning of frequently touched surfaces (including baskets/carts) for both employees and customers
- Disallow sampling and customers access to bulk-bin options
- Apply floor decals in cashier and queuing areas to establish safe waiting distance
- Close public seating areas
- Establish one-way traffic flow through aisles
- Continue contactless signatures for deliveries
- Post signage for employees and customers on good hygiene and other sanitation practices

- Craft stores
- Sporting goods retailers
- Boutiques
- Motor vehicle dealerships
- Liquor stores
- Marijuana dispensaries
- Large retail, department, discount, or outlets stores, provided that the entrance/exit opens to the outdoors and not an indoor common hallway

This section does not include:
- Indoor malls