



DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT

1555 North 17th Avenue
Greeley, CO 80631
www.weldhealth.org



SAFER AT WORK COVID-19: BEST PRACTICES GUIDELINES CHECKLIST

Business Name: _____

Facility Address: _____

Approx. gross square footage of space open to the public: _____

Businesses should implement all applicable measures listed below.

SIGNAGE

Signs have been placed at each public entrance of the facility or work site to inform all employees and customers that they should:

- Avoid entering the facility or location if they have a cough or fever
- Maintain a minimum six-foot distance from one another
- Sneeze and cough into a cloth or tissue, or, if not available, into one's elbow
- Don't shake hands or engage in any unnecessary physical contact
- Consider placing a copy of social distancing protocol at each public entrance to the work site

MEASURES TO PROTECT EMPLOYEE HEALTH

(CHECK ALL THAT APPLY TO THE FACILITY OR WORK SITE)

- Consider allowing those who can work from home to do so
- Individual discussions have taken place with employees about the fact that older adults and those with chronic medical conditions may be at higher risk for serious illness.
- Options have been explained to high-risk employees, including ways to minimize face-to-face interactions, maintaining six feet of distance from other people, remote work if possible, and leave policies for employees who choose not to come to work
- All employees 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, earaches, body aches, diarrhea, fatigue, vomiting and abdominal pain)
- Symptom checks are being conducted before employees may enter the work site
- Copies of these guidelines have been distributed to all employees

-cont.-

MEASURES TO PREVENT UNNECESSARY CONTACT

(CHECK ALL THAT APPLY TO THE FACILITY OR WORK SITE)

- Contactless payment systems have been provided or, if not feasible, payment systems are sanitized regularly
- Curb-side drop-off/pick-up of products is available
- People are prevented from self-serving any items that are food-related (including bulk food, plates, cups, lids, etc.)
- Consider other measures, such as providing senior-only hours

MEASURES TO REDUCE EXPOSURES IN EMPLOYEE TRANSPORTATION

(CHECK ALL THAT APPLY TO THE FACILITY OR WORK SITE)

- Hand sanitizer is used by each passenger after entering the vehicle
- The number of passengers has been reduced by 50% of the vehicle's occupancy, and passengers sit in locations to maximize the distance between one another
- Passengers will wear non-medical, cloth face-covering when in a vehicle containing more than one person
- Window should remain open and ventilation is increased
- All high-contact surfaces of the vehicle are disinfected at the end of each day

Updated April 24, 2020