

Open FOR BUSINESS



TAKING PRECAUTIONS

This business has followed Jefferson County
Public Health's guidance for reopening.
For more information, visit:
jeffco.us/safer-at-home

#JEFFCOSTRONG





SAFER-AT-HOME

Guidance for ALL Businesses

The following guidance has been prepared to help businesses safely transition to the Safer-at-Home level of our community's COVID-19 response. We greatly appreciate your partnership as we work together to keep our community healthy and safe.

PROTECTING WORKSITES

- Deputize workplace coordinator(s) charged with addressing COVID-19 issues.
- Maintain six-foot distancing when possible and discourage shared spaces.
- Frequently sanitize all high-touch areas.
- Post signage for employees and customers on good hygiene.
- Ensure proper ventilation. (Refer to [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.
- Eliminate or regularly sanitize any items in common spaces (e.g., break rooms) that are shared between individuals (e.g., condiments, coffee makers, vending machines).
- Provide appropriate protective gear like gloves, non-medical masks and face coverings and encourage appropriate use.

PROTECTING EMPLOYEES

- Require employees showing any symptoms or signs of sickness, or who have 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 an 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, non-medical masks and face coverings and encourage appropriate use.
- Refer to [additional guidance from CDPHE](#) to keep employees and customers safe.

PROTECTING CUSTOMERS

- Create special hours for people at higher risk of severe illness from COVID-19.
- Encourage and facilitate six-foot distancing inside of the business for all patrons.
- Encourage use of protection like gloves, and non-medical 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.
- Refer to [additional guidance from CDPHE](#) to keep employees and customers safe.



SAFER-AT-HOME

Guidance for Office Based Businesses

The following guidance has been prepared to help office based businesses safely transition to the Safer-at-Home level of our community's COVID-19 response.

We greatly appreciate your partnership as we work together to keep our community healthy and safe.

PROTECTING WORKSPACES

- Ensure a minimum of six-feet of space between all desks/workspaces.
- Modify flow of people traffic to minimize contacts (e.g., doors for entry or exit only).
- 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.).
- Ensure proper ventilation.
- Provide employees with sanitization products and guidance on daily workspace cleaning routines.
- 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.
- Encourage the use of digital files rather than paper formats (e.g., documentation, invoices, inspections, forms, agendas).
- Ensure clear planning, preparedness and organization in the workplace. This includes assigning a COVID-19 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.

PROTECTING EMPLOYEES

- Maintain in-office occupancy at no more than 50% of total at one time by maximizing use of telecommuting and developing in-office rotation.
- 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.
- Conduct [daily temperature checks and monitor symptoms](#) in employees, for businesses with 25 employees or greater. Smaller businesses should ask employees to do a self-temperature and symptom check at home daily before coming in to work. Refer symptomatic employees to the [CDPHE Symptom Tracker](#).
- Minimize the number of in-person meetings and maintain adequate six-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.
- 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 an underlying condition, age or other factors.
- Provide guidance and encouragement on maintaining six-foot distancing and taking breaks to wash hands.
- Require gloves and non-medical face coverings or masks for any interactions with other individuals (e.g. customers, co-workers, vendors).

PROTECTING CUSTOMERS (If Applicable)

- Implement six-foot distancing measures.
- Strongly encourage or require use of non-medical face coverings or masks.
- Provide hand sanitizer at entrances and other high-traffic locations.
- 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.



SAFER-AT-HOME

Guidance for Personal Services

Personal services are now permitted to open with strict precautions. Personal services include but are not limited to professional beauty services, body art professionals, massage therapists in non-healthcare settings, personal training for fewer than four people, pet groomers, pet trainers, and tailors and dry cleaners.

The following guidance has been prepared to providers of personal services safely transition to the Safer-at-Home level of our community's COVID-19 response. We greatly appreciate your partnership as we work together to keep our community healthy and safe.

PROTECTING WORKSPACES

- Employ strict hygiene guidelines and frequent sanitization procedures for all contact surfaces and tools.
- Ensure a minimum of six-feet of separation between clients/customers when not directly performing service.
- Do not permit more than 10 people in a facility at one time, at a maximum of 50% occupancy.
- Post signage for employees and customers outlining good hygiene and safety measures being taken.
- Sanitize all financial transaction equipment after each use.
- Minimize in-home services by using remote alternatives (e.g., drive-through, virtual meetings, etc.).
- Sanitize all service equipment (e.g., tanning beds, salon chairs, etc.) after each use.
- Ensure a minimum of six-feet of separation between work stations in pet-grooming facilities.
- Minimize contact and maintain physical distancing requirements with customers for mobile pet grooming services. Avoid entering homes when possible.

PROTECTING EMPLOYEES

- Conduct [symptom and temperature](#) checks and refer symptomatic employees or families to the [CDPHE Symptom Tracker](#).
- Wear a non-medical face covering or mask at all times.
- Wear gloves (meticulous and frequent hand-washing if gloves not feasible or appropriate).
- Wash hands and change gloves between customers.
- Change gloves between pets in all pet-grooming facilities.

PROTECTING CUSTOMERS

- Provide service by appointment only (no walk-ins or waiting lines).
- Require customers to wear non-medical face coverings or masks, and only perform services that can be done without a customer removing their face covering.
- Conduct symptom checks for customers seeking or receiving high-contact services.
- Provide contactless payment options (whenever possible).
- Communal gathering spaces, such as locker rooms or waiting rooms, are strictly prohibited.
- Maintain physical distancing requirements for drop-off and pick-up of pets in pet-grooming facilities.
- Maintain physical distancing requirements, with no more than 10 people present at once for pet-training classes.
- Maintain physical distancing requirements for customers picking-up pets from pet-transporters.
- Allow no more than 10 customers to congregate at a time when picking-up pets from pet-transporters or at pet adoption events.



SAFER-AT-HOME

Guidance for Retail Businesses

The following guidance has been prepared to help retail businesses safely transition to the Safer-at-Home level of our community's COVID-19 response. We greatly appreciate your partnership as we work together to keep our community healthy and safe.

This guidance applies to large retail, department, discount or outlets stores (provided that the entrance/exit opens to the outdoors and not an indoor common hallway); customer-facing financial institutions; appliance stores; craft stores; sporting goods retailers; boutiques; vape and cigar shops; marijuana dispensaries; liquor stores and similar businesses.

Indoor malls must not open to the public for entry. Specifically, retailers operating in indoor malls that have their own exterior entrance from the outside may operate following the Retail guidance below. Retailers and service providers operating in an indoor mall that do not have their own exterior entrance from the outside must remain closed; however, they may establish delivery service, including curbside delivery.

PROTECTING WORKSPACES

- Open at 50% capacity and/or at a capacity that enables the retailer to:
 - maintain six-foot distancing between customers and employees
 - effectively symptom monitor employees
 - provide non-medical face coverings or masks and gloves to employees
 - ensure ability to adequately clean and sanitize both back-room and retail spaces
- If unable to meet the requirements above, 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, if possible.
- 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](#).
- Increase the availability of hand sanitizer, wipes and cleaning of frequently touched surfaces (including baskets/carts) for both employees and customers.
- Disallow sampling and customer 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.

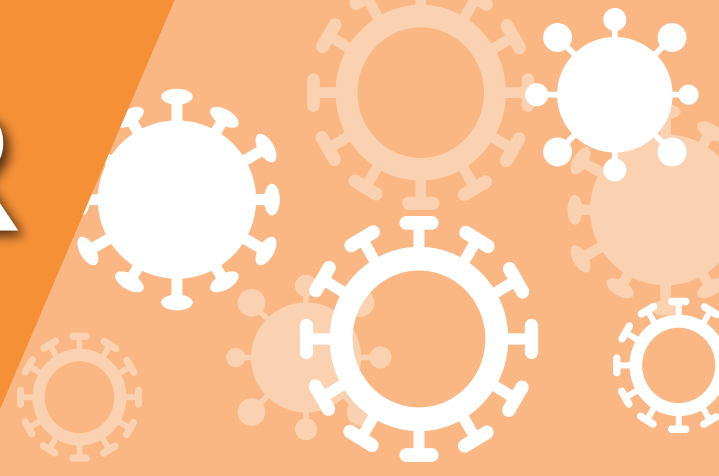
PROTECTING EMPLOYEES

- Provide guidance and encouragement on maintaining six-foot distancing between employees.
- Wear gloves and non-medical 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.

PROTECTING CUSTOMERS

- Implement six-foot distancing measures (i.e., marked space in check-out lines) and use signage to encourage distancing while in the store.
- Create signage encouraging people at higher risk of severe illness from COVID-19 to refrain from shopping outside of dedicated hours set aside for those who are at higher risk of severe illness from COVID-19.
- Create signage to encourage the use of non-medical face coverings or masks and gloves.
- Make supplies available for customers to participate in sanitizing surfaces and touched objects.

GUIDANCE FOR ENTERING



05/05/2020

This business is complying with the Jefferson County Public Health Safer-at-Home Public Health Order to protect our community from COVID-19.

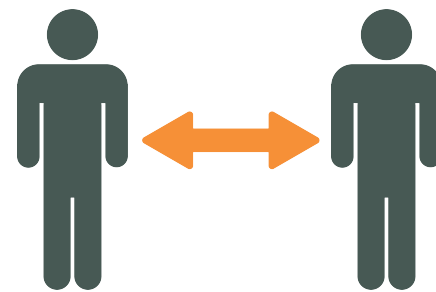
Please observe the following guidelines BEFORE entering:

Por favor vea las siguientes pautas ANTES de entrar:



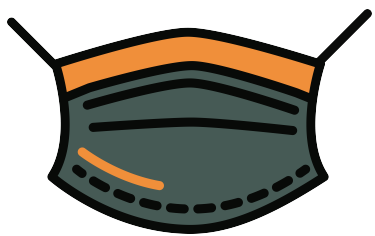
DO NOT enter if you have a cough or fever or are otherwise experiencing symptoms of the virus.

No entre si tiene tos o fiebre o si tiene algún síntoma del virus.



Maintain a minimum six-foot distance between you and others.

Mantenga una distancia de al menos seis pies entre usted y los demás.



Wear a mask or a face covering.

Use una máscara u otra cubierta facial.

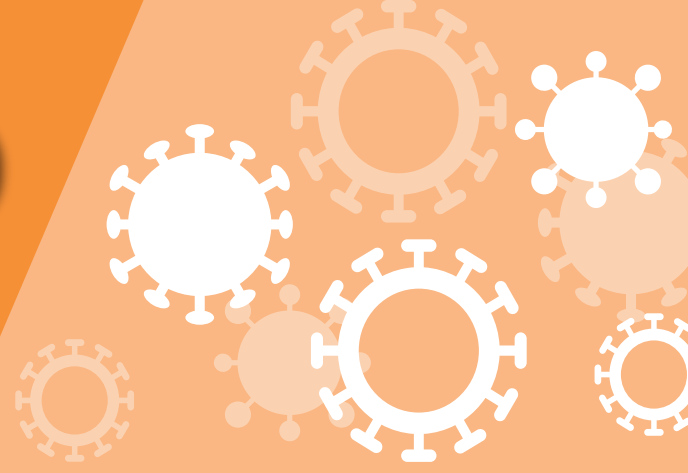


DO NOT shake hands or engage in unnecessary physical contact with others.

No dé la mano ni tenga contacto físico innecesario con otros.

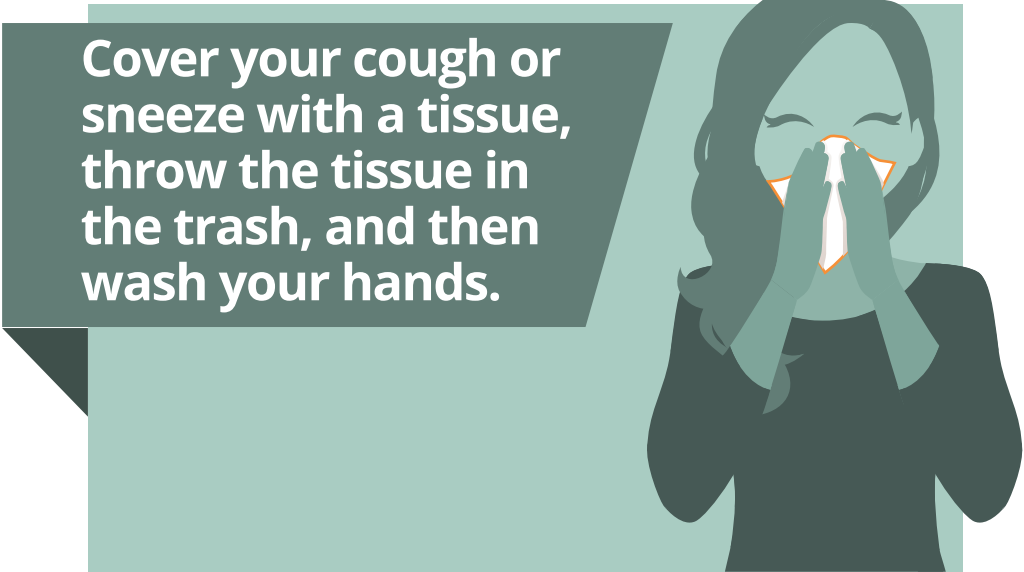
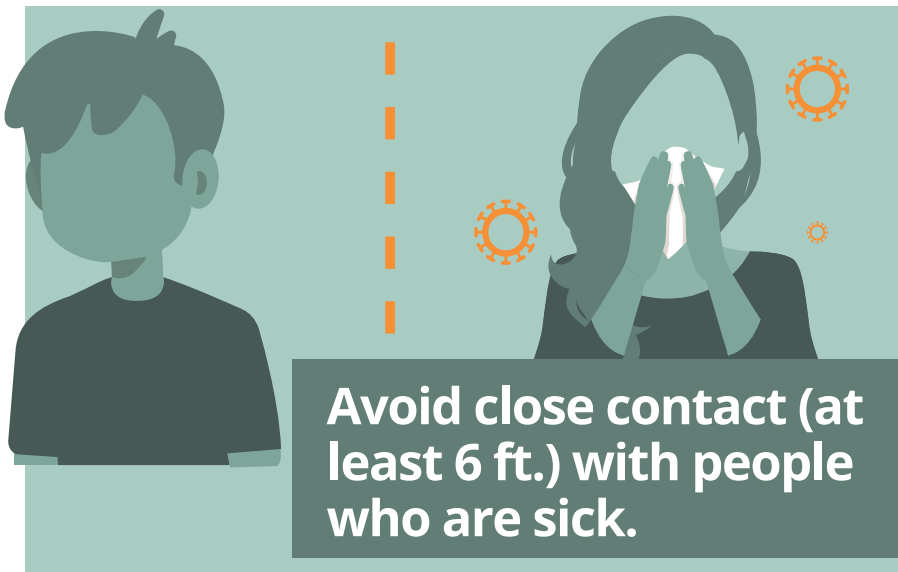
**THANK YOU FOR RESPECTING THESE GUIDELINES.
WE ARE IN THIS TOGETHER!**

STOP THE SPREAD OF GERMS



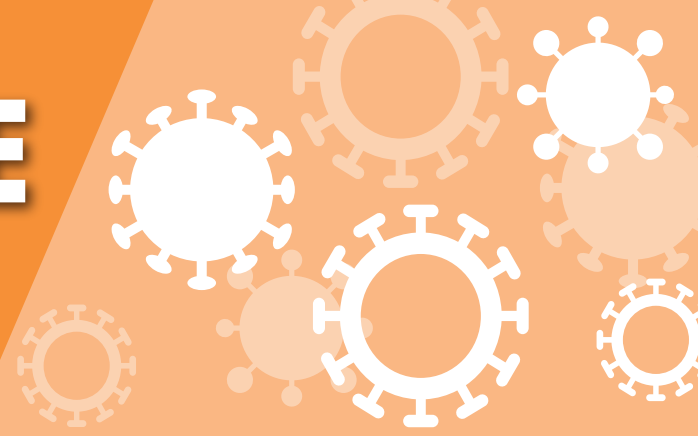
3/9/2020

Help prevent the spread of respiratory diseases like **COVID-19** 



HOW TO SAFELY USE A FACE COVERING

4/6/2020

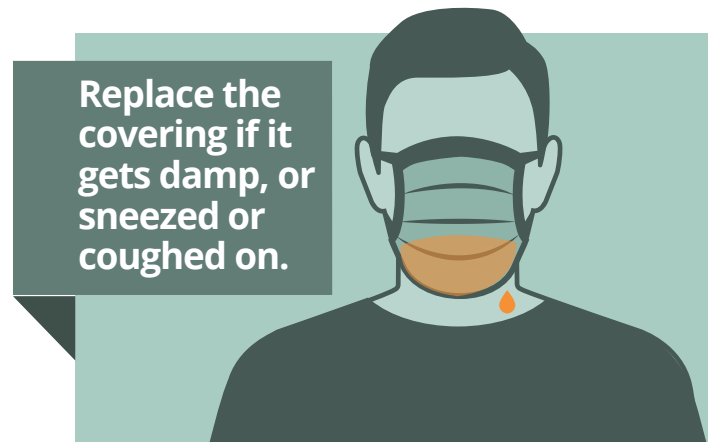


For the safety of yourself and those around you, cover your nose and mouth when in public using a bandana or homemade cotton face covering.

APPLICATION



USE



REMOVAL



You can make a simple cloth face covering without having to go out to get new supplies. Visit bit.ly/FaceCoveringInstructions for more information. Please remember that even while wearing a face covering, you should still follow all other social distancing practices.

**Adapted from San Juan Basin Public Health and CDC*

For more information:
www.jeffco.us/coronavirus