



## SUMMIT COUNTY PUBLIC HEALTH

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Frisco, CO 80443

### Summit County Business Physical Distancing Protocol

*Must be completed for each facility or work site. Updated: 8/18/20*

Business Name:

Facility Address:

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

**Businesses must implement all applicable measures listed below, and be prepared to explain why any measure that is not implemented is not applicable to the business. For businesses that are subject to more specific regulatory rules established by another agency (DORA, CDPHE, etc.), those must also be followed.**

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#### **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; and not shake hands or engage in any unnecessary physical contact.  
*[sign template attached]*
- ☐ A copy of this Physical Distancing Protocol has been placed at each public entrance to the work site.

#### **Measures To Protect Employee Health** *(check all that apply to the facility or work site)*

- ☐ Provide work accommodations for people who are [at risk](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html) of severe illness from COVID-19. <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html>
- ☐ All employees have been told not to come to work if experiencing symptoms that indicate possible COVID-19 infection including: fever (>100.4°F) or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or

smell, sore throat, congestion or runny nose, nausea, vomiting or diarrhea. *This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.*

If an employee has any of these symptoms AND no alternative more likely diagnosis, they will be directed to get [tested](#) for COVID-19 infection, call their medical provider and isolate [as may be required](#). <https://www.summitcountyco.gov/1312/Guidance-for-Sick-Individuals>

- ☐ Symptom checks are being conducted before employees may enter the work site. See [template here](#) or below.
- ☐ Based on organizational needs and work duties, employees who can, will fluctuate between working in office and remotely to reduce staffing level.
- ☐ Copies of this Protocol have been distributed to all employees.
- ☐ All employees working in any indoor space open to the public and in settings not open to the public where six feet of separation cannot be maintained must wear face coverings. Customers must also wear face covers when entering the business unless otherwise exempt per the [Summit County Public Health Order](#).
- ☐ Optional — Describe other measures:

**Measures To Keep People At Least Six Feet Apart** *(You must comply with all items below that are applicable to your location. Please check each box to confirm you have reviewed the requirement.)*

- ☐ All employees have been instructed to maintain at least six feet of distance from customers and each other (employees may momentarily come closer when needed to accept payment, deliver goods or services, or when otherwise unavoidable).
- ☐ All desks, individual work stations, or work areas are separating staff by at least six feet.
- ☐ Tape or other markings have been placed 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.
- ☐ Order areas are separated from delivery areas to prevent customers from gathering.
- ☐ For retail businesses: Retailers are to add directional indicators for each aisle to encourage customers to go one way down each aisle.
- ☐ Optional — Describe other measures:

**Measures To Prevent Crowds From Gathering:** (check all that apply to the facility or work site)

- ☐ Many businesses and activities have guidelines that mandate how many persons can be in a venue at a time. Where such specific guidelines are available, businesses and activities must follow those protocols. For businesses/activities that do not have specific guidelines, the following formula must be used. (*Gross square footage of public space - square footage of shelving, equipment, displays, etc. / 100 sq ft per person*).

*For example, if you have a 5000 sq ft customer area and 20% (1000 sqft) is shelving, etc.  $(5000\text{sqft} - 1000\text{sqft}) / 100\text{sqft per person} = 40 \text{ persons}$ .*

This formula directs business/facility managers to a maximum number of persons that may occupy a business or venue while maintaining 6-feet of physical distance to others.

Maximum number of persons allowed in this venue:

- ☐ An employee is monitoring the entrance to ensure that the maximum number of customers in the facility set forth above is not exceeded.
- ☐ Optional—Describe other measures:

**Measures To Increase Sanitization** (check all that apply to the facility or work site)

- ☐ Hand sanitizer, soap and water, or effective disinfectant is available to the public and employees at or near the entrance of the facility or work site, at checkout counters, workstations, and anywhere else where people have direct interactions. Location(s) include:

- ☐ Disinfecting wipes or spray that is effective against COVID-19 are available near workstations and all high-contact surfaces (including payment portals, carts, baskets, pens, shared tools, heavy equipment, etc.). Location(s) include:

- ☐ Employee(s) have been assigned to [clean/disinfect](#) all high-contact surfaces frequently.

- ☐ Break rooms, bathrooms, and other common areas are being disinfected on the following schedule:

- ☐ Break Rooms  
☐ Bathrooms  
☐ Other

- ☐ Optional — Describe other measures:

**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. Describe:

- ☐ 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.).

- ☐ Optional—Describe other measures (e.g. providing senior-only hours, shields):

**Measures To Reduce Exposures in Employee Transportation** (check all that apply to the facility or work site)

When passengers from separate households share a vehicle (carpool) the following criteria is promoted/expected:

- ☐ Hand sanitizer is used by each passenger when 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.
- ☐ All passengers will wear a non-medical, cloth face-covering.
- ☐ Windows will remain open and ventilation is increased.
- ☐ All high-contact surfaces of the vehicle will be disinfected at the end of each day.
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*Any additional measures not included here should be listed on separate pages, which the business may attach to this document.*

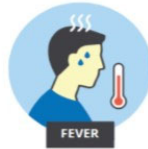
Employees, customers and other interested parties may contact the following person with any questions or comments about this protocol:

**Name:**

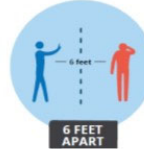
**Phone number:**

# This business is complying with Colorado and Summit County Public Health Orders

Please observe the following rules:



Avoid this area if you have a cough or fever or are otherwise experiencing symptoms of the virus



Maintain a minimum six-foot distance between you and others



Sneeze or cough into a tissue, or into your elbow; place used tissue in the trash



Do not shake hands or engage in unnecessary physical contact with others

Thank you for respecting these rules to protect everyone's health.

En este negocio todos los empleados Y clients deben usar cubrebocas de tela o solo tapabocas.



Cloth face covers or masks must be worn by all workers AND customers in this business.

# Este negocio cumple con las órdenes de Salud Pública de Colorado y del condado de Summit.

Por favor observe las siguientes reglas:



Evite esta área si tiene tos o fiebre o si experimenta síntomas del virus.



Mantenga una distancia mínima de seis pies entre usted y otras personas.



Estornude o tosa. en un pañuelo de papel o en el codo; coloque los pañuelos usados en la basura



No dé la mano a otros ni participe en contacto físico innecesario con otras personas

Gracias por respetar estas reglas para proteger la salud de todos.



<http://www.summitcountyco.gov/1306/Coronavirus>  
[COVIDQUESTIONS@summitcountyco.gov](mailto:COVIDQUESTIONS@summitcountyco.gov)

970-668-9730

## Daily Symptom Check-In

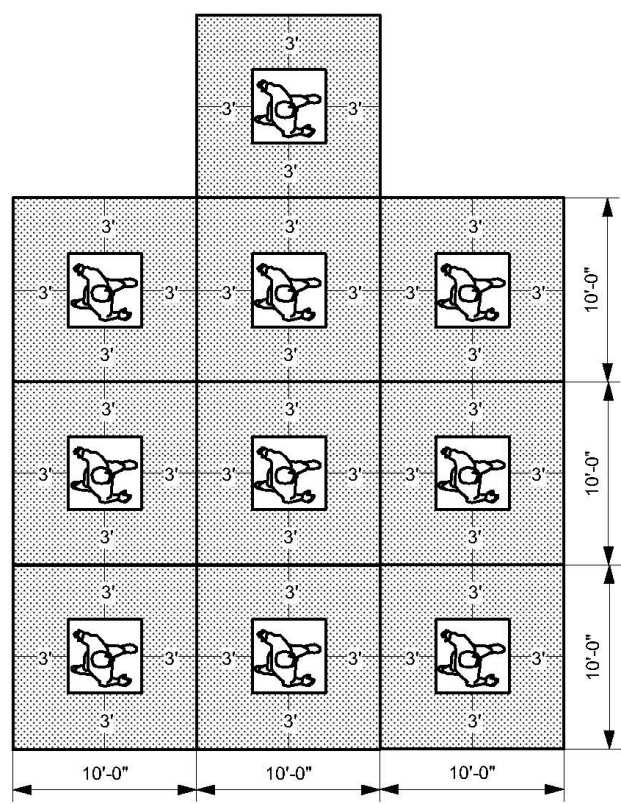
\*\*\* If an employee has any of these symptoms AND no alternate more likely diagnosis, they will be directed to get [tested](#) for COVID-19 infection, call their medical provider and isolate [as may be required](#).\*\*\*

Employer Name: \_\_\_\_\_

Date: \_\_\_\_\_

[illegible]

SOCIAL DISTANCING MODEL  
 BASED ON 6 FEET SPACING  
 AT A MAXIMUM OF 10 PEOPLE  
 IN ONE SPACE  
 (MAXIMUM DENSITY ALLOWANCE)



A Minimum of  
 100 Square Feet Per Person or 1,000 Square Feet of Open Floor Space for Ten People



Note: Personal Space Allocation

P. Siegel  
 1/8" = 1'