



SAN MIGUEL COUNTY PUBLIC HEALTH ORDER # 2020-05

APPENDIX C: NON-CRITICAL OFFICE-BASED BUSINESSES

I. Effective May 4, 2020, **Non-Critical Office-based Businesses** may resume at fifty percent (50%) of their in-office occupancy if the business can demonstrate compliance with the requirements of this Order, including Section III.J, and all of the following:

- A. Employers must implement the following measures within the workplace to minimize disease transmission:
 - 1. ensure a minimum of 6 feet of space between all desks and workspaces;
 - 2. modify the flow of people traffic to minimize contacts, such as identifying doors for entry or exit only;
 - 3. conduct standard office cleaning with increased frequency and supplement with sanitization of high touch areas, in accord with [CDPHE guidelines](#);
 - 4. provide employees with cleaning and disinfecting products and guidance on daily workspace cleaning routines; and
 - 5. post signage for employees and customers on good hygiene and new office practices.
- B. Employers must implement the following measures regarding employees to minimize disease transmission:
 - 1. maintain in-office occupancy at no more than 50% of total by maximizing use of telecommuting and developing in-office rotation schedules;
 - 2. minimize the number of in-person meetings and maintain 6 foot distancing in those meetings;
 - 3. provide guidance and encouragement on maintaining 6 foot distancing and taking breaks to wash hands;
 - 4. require gloves and masks for any customer interactions; and
 - 5. allow telecommuting to the greatest extent possible.
- C. Employers must implement the following measures regarding customers to minimize disease transmission:
 - 1. require 6 foot distancing measures wherever possible, such as marked space in check-out lines;
 - 2. encourage customers to use facial coverings when on the business premises;
 - 3. provide hand sanitizer at entrances and other high-traffic locations; and
 - 4. implement hours where service is only provided to **Vulnerable Individuals** if possible.

For further guidance, go to <https://covid19.colorado.gov/safer-at-home>