



SAN MIGUEL COUNTY
COVID-19 BUSINESS SAFETY PLAN CHECKLIST

Business name:
Facility Address:
Contact Person (who can answer questions about plan):
Phone: _____ Email: _____

This form *does not* need to be submitted to San Miguel County. Businesses shall implement all measures listed below, and be prepared to explain why any measure that is not implemented does not apply to the business.

Signage

Signage at each public entrance of the office areas or common areas accessible by all guests and/or staff shall be posted and include the following information:

Sign options [available here](#) under Posters tab.

- Do not enter the facility if you have a cough or fever,
 - Maintain a minimum six-foot distance from one another;
 - Face coverings recommended before entering OR face coverings required before entering (where jurisdiction have a local order),
 - Copy of business safety plan available upon request.
-

Measures To Protect Employee Health

All employees are instructed not to come to work if sick or experiencing any of the following symptoms:

- | | |
|--|--|
| <ul style="list-style-type: none">● headache,● sore throat,● fever,● cough, dry or other● recent inability to taste and smell, | <ul style="list-style-type: none">● shortness of breath,● body aches,● diarrhea,● fatigue,● chills,● vomiting and/or abdominal pain |
|--|--|

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.

Everyone who can carry out their work duties from home has been instructed to do so.

Appropriate personal protective equipment (PPE) shall be worn by employees as outlined by [CDPHE Best Practices and Guidance by Sector](#) and as required by local jurisdictions.

Symptom surveillance, including a temperature check, shall be conducted before employees enter the work space. If no thermometer is available, the business safety plan shall include how and when one will be obtained by the business and alternative means for temperature checks. (fillable section)

Documentation of daily symptom checks shall be recorded on [this template](#).

If an employee comes to work with symptoms or develops symptoms while at work, the employee is immediately sent home.

Optional—Describe other measures the business is taking to ensure employee health and safety:

Measures To Promote Clean Hands

Soap and water for handwashing are available at the following location(s):

Restrooms

Employee break areas

Other, please describe:

Employees have been instructed to wash their hands frequently, including after using the bathroom, coughing, sneezing, or blowing their nose; before and after eating, smoking, vaping, or using tobacco (i.e. before and after touching their face, nose, and mouth); at any point if their hands become visibly dirty.

Businesses without hand sinks inside their facility shall include in the plan how they intend to provide handwashing for employees.

Measures To Prevent Unnecessary Contact

Contactless payment systems have been provided or, if not feasible, payment systems are sanitized regularly.

Curbside 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.).

Measures To Reduce Exposures in Employee Transportation

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.

Passengers will wear a non-medical, cloth face-covering when in a vehicle containing more than 1 person.

Windows will remain open and ventilation is increased.

All high-contact surfaces of the vehicle are disinfected at the end of each day.