



SAFETY & TRAINING GUIDANCE FOR MULTI UNIT RESIDENTIAL AND MIXED-USE BUILDINGS, HOMEOWNER ASSOCIATIONS AND MANAGEMENT COMPANIES

As we look forward to welcoming back visitors from outside San Miguel County, residential or mixed-use buildings should consider instituting the following steps to mitigate risk among full time residents and visitors. We cannot eliminate the all risks of transmission of COVID-19, but the following steps will help substantially reduce it.

1. **COMMUNICATE WITH OWNERS:**
 - a. about steps you are taking to mitigate risk.
 - b. about the current County and State public health orders
 - c. promptly relay information provided by towns or county for your owners.
 - d. List of units in the building/complex that are approved to offer short term rental
2. **STAFF EDUCATION AND TRAINING:** Ensure that cleaning and maintenance staff have understanding of COVID-19 appropriate procedures through training and policies. Provide additional signs and education in staff areas.
3. **COMMUNICATE WITH STAFF AND VENDORS:** Ensure that all persons working in the building or complex are familiar with the requirements for Field Service workers as contained in the applicable Public Health Orders.
4. **COSTS:** Budget for increased housekeeping time in common areas and increased cleaning/sanitizing supplies.
5. **STAFF FACE COVERINGS:** Require all cleaning and maintenance staff to properly wear masks and gloves when cleaning or working in the common areas of the building to protect themselves and protect them from unknowingly spreading COVID-19 while cleaning. Provide a sufficient supply of clean face coverings.
6. **RESIDENT FACE COVERINGS:** Request that building users use face coverings in common areas when entering or exiting buildings. Post signage to that effect or post the County's signage: <https://www.sanmiguelcountyco.gov/590/Coronavirus> (see "Posters for Public Use")
7. **CLEANING:** Enhance and increase frequency of cleaning and sanitizing where cleaning is removing dirt and sanitizing is killing germs/viruses.
 - a. Using appropriate sanitizing products, frequently sanitize all regularly used common area touch points including door knobs, elevator panels, stair or other railings, access code panels.
 - b. Proper disposal of cleaning materials in tied off plastic bags
 - c. Mopping floors several times a week with soap and water.
 - d. Consult the Colorado Department of Health cleaning guidance: <https://covid19.colorado.gov/cleaning-guidance>
8. **HAND SANITIZER:** As available, provide hand sanitizer dispensers at all regularly used entries to your building or complex or desks, and keep them stocked. Post appropriate signage above sanitizer dispensers.

9. **VENTILATION:** While maintaining fire safety, promote air circulation through common spaces by leaving windows open to help dilute air.
10. **SIGNAGE:**
 - a. Consider mounting signage fixtures where signage can easily be changed. Provided only as an example: [Acrylic Wall Sign Holder 8.5x11 Vertical, Clear Plastic Ads Frame for Paper](#)
 - b. Mount signage regarding face coverings and current county public health orders at key places including entrances, hallways, elevators where people are likely to see them. Refer to the link to signage above.
 - c. When county signage changes, update your signage

EXAMPLES OF SIGNAGE AND SANITATION

