

**Larimer County**  
**Checklist for Business/Facility Re-Opening**  
(updated 4/23/2020 -- subject to change per State orders)

**Business name:**

**Facility address:**

Businesses must implement all applicable measures listed below. An explanation of why any measure that is not implemented is inapplicable to the business must be provided. Enforcement will be handled on a complaint basis. You do not need to submit this form to the Larimer County Health Department unless asked to do so. If an inspector enters your facility, you will need to show how the measures included in this checklist are being complied with.

**Signage:**

- [Using templates provided by the Larimer County Health Department](#) at each public entrance of the facility or location to inform all employees and customers;
- If not using existing templates, signage posted at each public entrance of the facility or location to inform all employees and customers must include:
  - To avoid entering the facility or location if they have a cough or fever.
  - Physical Distancing Protocol of maintaining a minimum six-foot distance from one another.
  - Less than 10 people in the facility at any given time.

**Measures To Protect Employee Health (check all that apply to the facility):**

- Everyone who can carry out their work duties from home has been directed to do so.
- At least 50% of the workforce is working remotely, or shifts have been staggered so no more than 50% of the typical workforce is on-site at any one time.
- All employees have been told not to come to work if sick (including any of the following- headache, sore throat, fever, dry cough, recent inability to taste and smell, shortness of breath, ear aches, body aches, diarrhea, fatigue, vomiting and abdominal pain).
- Symptom checks are being conducted before employees may enter the workspace.
- All desks, individual work stations or work areas are separated by at least six feet.
- Break rooms, bathrooms, and other common areas are being disinfected frequently, on the following schedule;
  - Break rooms:
  - Bathrooms:
  - Other \_\_\_\_\_
  - Disinfectant and related supplies are available to all employees at either their workstations or the following location(s):  
\_\_\_\_\_

- Hand sanitizer effective against COVID-19 is available to all employees at either their workstations or the following location(s):  

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- Copies of this Protocol have been distributed to all employees.
- Optional—Describe other measures:

**Measures To Promote Physical Distancing (check all that apply to the facility):**

- Limit the number of customers and employees in facilities/business areas to 10 or less to allow for customers and employees to easily maintain at least six-foot distance from one another at all times.
- If possible, an employee will monitor the door to ensure that the maximum number of customers in the facility set forth above is not exceeded.
- Placing tape or other markings 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.
- Optional—Describe other measures used to reduce the number of employees and customers/clients to 10 or less:

**Measures To Prevent Unnecessary Contact (check all that apply to the facility):**

- Preventing people from self-serving any items that are food-related.
- Lids for cups and food-bar type items are provided by staff; not to customers to grab.
- Bulk-item food bins are not available for customer self-service use.
- Providing for contactless payment systems or, if not feasible, sanitizing payment systems regularly.
- Providing curb-side drop-off/pick-up of products.
- Optional - Describe other measures (e.g. providing senior-only hours):

**Measures To Increase Sanitization (check all that apply to the facility):**

- Disinfecting wipes that are effective against COVID-19 are available near shopping carts and shopping baskets.
- Employee(s) assigned to disinfect carts and baskets regularly.
- Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility, at checkout counters, and anywhere else inside the store or immediately outside where people have direct interactions.
- Disinfecting all payment portals, pens, and styluses after each use.
- Disinfecting all high-contact surfaces frequently.
- Optional—Describe other measures:

**Measures To Reduce Exposures in Employee Transportation**

- Employee(s) are screened for COVID-19 symptoms each day and excluded from operations if symptomatic.
- Hand sanitizer is used by each employee when entering the vehicle and periodically during the shift.
- The number of passengers has been reduced by 50% of the vehicle occupancy and passengers sit in locations to maximize the distance between one another.
- Employees 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.
- Disinfecting all high-contact surfaces of the vehicle will be done at the end of each day.

\* Any additional measures not included here should be listed on separate pages, which the business should attach to this document.

**You may contact the following employee with any questions or comments about this protocol:**

**Name:**

**Phone:**

**Number:**