

**APPENDIX A
MITIGATION PROTOCOL**

Business name: _____

Facility Address: _____

Category of Business allowing business to be open: _____

Approximate gross square footage of space open to the public: _____

Approximate gross square footage of space total: _____

Businesses must implement all applicable measures listed below OR indicate why any measure that is not implemented is inapplicable to the business.

Signage:

____ Signage has been posted at each entrance of the facility or location to inform all employees and customers that they must:

- 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;
- not shake hands or engage in any unnecessary physical contact; and
- cover their nose and mouth with a non-medical, cloth face-covering.

____ Signage has been posted with a copy of the Mitigation Protocol at each entrance to the facility or location.

Measures To Protect Employee Health:

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

____ 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).

____ Employee(s) shall self-screen for COVID-19 symptoms each day, including measuring the employee's temperature. The employee is asked to sign a record that the symptom check was completed. Any employee that exhibits COVID-19 symptoms must be excluded from work.

____ All desks, individual work stations or work areas are separated by at least six feet.

____ Break rooms, bathrooms, and other common areas, and other high-touch surfaces are being disinfected frequently, on the following schedule:

Break rooms:

Bathrooms:

Other:

___ Disinfectant and related supplies are available to all employees at their workstations and the following location(s):

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

___ There are no employees that travel in and out of Routt County to perform work.

___ There are employees that travel in and out of Routt County to perform work, and the following measures have been implemented in order to reduce that travel and therefore reduce the potential spread of COVID-19:

___ Copies of this Protocol have been distributed to all employees.

Additional Measures:

Measures To Prevent Crowds From Gathering:

___ Limit the number of customers in the facility at any one time to ___ which allows for customers and employees to easily maintain at least six-foot distance from one another at all practicable times.

___ Post an employee at the door to ensure that the maximum number of customers in the facility set forth above is not exceeded.

___ Placing per-person limits on goods that are selling out quickly to reduce crowds and lines.

Explain:

Additional Measures:

Measures To Keep People At Least Six Feet Apart:

___ 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.

Separate order areas from delivery areas to prevent customers from gathering.

All employees have been instructed to maintain at least six feet distance from customers and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.

Additional Measures:

Measures To Prevent Unnecessary Contact:

Preventing people from self-serving any items that are food-related.

Lids for cups and food-bar type items are provided by staff; not for customers to grab.

Bulk-item food bins are not available for customer self-service use.

Contactless payment systems have been provided or, if not feasible, sanitizing payment systems regularly. Describe:

Providing curb-side drop-off/pick-up of products.

Measures To Increase Sanitization:

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 facility or immediately outside where people have direct interactions.

Disinfecting all payment portals, pens, and styluses after each use. Disinfecting all high-contact surfaces frequently.

Additional Measures:

Measures To Reduce Exposures in Employee Shared Transportation:

Employee(s) are screened for COVID-19 symptoms each day and excluded if symptomatic.

Hand sanitizer is used by each employee prior to 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.

Employees wear a non-medical, cloth face-covering when in vehicle containing more than one person.

___ Windows will remain open or ventilation is increased.

___ Disinfecting all high-contact surfaces of the vehicle will be done at the end of each day.

Additional measures:

Supervisor/Employee to contact with any questions or comments about this protocol:

Name: _____

Phone number: _____