



SAFER AT HOME Checklist for Manufacturing

This checklist is intended to help businesses comply with the Colorado Safer at Home Order and other applicable orders.

- Compliance with all public health orders is mandatory.
- Use of this checklist is voluntary.
- Completion of this checklist does not assure compliance but may be asked for as supporting documentation in cases of compliance investigations.
- Businesses are encouraged to share the completed version of this checklist with employees and post it for the public.

As Orders evolve, be sure to visit www.COVID19.Colorado.gov and www.boco.org/COVID-19 for the most current information.

Non-Critical Manufacturing

Worksite Requirements

- No more than 10 employees on-site.
- Require sick workers to stay home.
- Establish a system for employees to alert their supervisors if they are experiencing symptoms.
- Conduct daily temperature checks and monitor symptoms in employees, refer symptomatic employees to the CDPHE Symptom Tracker while at work.
- Best practice is to implement a temperature and symptom check station at the entrance to the business. If this is not feasible, employee will check for symptoms at home and report symptoms either electronically or on paper per the system created by the business.
- Implement policies to limit group interactions including staggering of shift changes, breaks, lunches, etc.
- Implement procedures to ensure 6 feet distance between employees wherever possible.
- Arrange “one-way” flow of work and people; avoid having people face each other.
- Use impermeable barriers between workers whenever possible.
- Limit the sharing of tools, equipment, or other resources to the greatest extent possible. If not feasible, implement thorough and frequent cleaning protocols for all shared items.
- Conduct daily disinfection and full cleaning in-between shifts in accordance with CDPHE guidance
- Establish protocols and provide supplies to increase the frequency of cleaning in work and common spaces, and in accordance with OSHA requirements and CDPHE guidance.
- Require hand hygiene upon arrival and departure, establish set hand hygiene time frames throughout shifts, and provide additional hand-washing stations if possible.
- Promote use of contactless entry, payments etc. as applicable and possible (e.g. eliminate fingerprint entry).
- Reduce use of shared papers (e.g. estimates, invoices, and other documentation) and encourage shift to paperless, electronic alternatives
- Ensure ventilation of work and break areas is in line with OSHA guidance.
- Support transportation arrangements that discourage carpooling.
- Develop a Preparedness and Response plan (OSHA guidance).
- Take breaks and lunch in shifts to reduce the size of the group in the lunch area at any one time



- to fewer than 10 people, and encourage employees to take lunch individually.
- Prohibit large gatherings (currently no more than 10 people) on the job site, such as all-hands meeting and all-hands lunches.

Employee-Related Requirements

- Provide guidance about how to comply with 6 foot distancing.
- Designate workers to monitor and facilitate distancing on processing floor lines.
- Require use of masks or face coverings whenever possible
- Require frequent handwashing upon arrival, departure, and throughout shifts.
- Disinfect work stations between shifts and/or at the end of the workday.
- Require employees to stay home if sick or exhibiting symptoms
- Group employees into teams or shifts that stick together (e.g., avoid mixing 10 workers who work in different areas).
- Stagger lunch and break times
- Encourage all employees not critical to in-person operations to continue working from home / remotely.
- Wear masks or cloth face coverings during carpooling or other public transportation.

Customer-Related Requirements

- Restrict all non-essential external visitors.
- Conduct symptom checks for any essential visitors who will interact with employees.
- Require essential visitors to wear masks.
- Encourage 6 foot distancing and implement procedures to limit person-to-person interaction in inbound/outbound shipping areas
- Make handwashing or hand sanitizing available to customers as much as possible.

Additional Resources

- [COVID-19 Guidance for the Manufacturing Industry Workforce Management for Manufacturing Operations: Immediate Best Practices CDC Presentation Summary](#)
- [Guidance for Meat and Poultry Processing Workers and Employer](#)
- [COVID-19 GUIDANCE: Retail Food/ Food Manufacturing – Procedures for Sanitization and Diagnosed Employees](#)
- [COVID-19 Manufacturer and Business Association](#)



General Business Requirements

Workplace Requirements

- Deputize workplace coordinator(s) charged with addressing COVID-19 issues
- Maintain 6-foot distancing when possible, and discourage shared spaces
- Frequently sanitize all high-touch areas. See [additional guidance](#).
- Post signage for employees and customers on good hygiene. See [additional resources](#).
- Ensure proper ventilation. See [OSHA guidance](#).
 - Higher than normal ventilation levels are encouraged
- Avoid gatherings (meetings, waiting rooms, etc.) of more than 10 people
- Implement symptom monitoring protocols (including workplace temperature monitoring and symptom screening questions) where possible. See [additional guidance](#).
- Eliminate or regularly sanitize any items in common spaces (i.e., break rooms) that are shared between individuals (i.e., condiments, coffee makers, vending machines). See [additional guidance](#).
- Provide appropriate protective gear like gloves, masks, and face coverings and encourage appropriate use. See [additional guidance](#).

Employee Requirements

- Require employees showing any symptoms or signs of sickness, or who have been in contact with known positive cases to stay home. Connect employees to company or state benefits providers
- Provide flexible or remote scheduling for employees who need to continue to observe Stay-at-Home, who may have child or elder care obligations, or who live with a person who still needs to observe Stay-at-Home due to underlying condition, age, or other factors
- Encourage and enable remote work whenever possible
- Minimize all in-person meetings
- Provide hand washing facilities/stations and hand sanitizer
- Encourage breaks to wash hands or use hand sanitizer
- Phase shifts and breaks to reduce employee density
- Wear appropriate protective gear like gloves, masks, and face coverings and encourage appropriate use. See [additional guidance](#).
- [Additional guidance to keep employees & customers safe](#)

Customer Requirements

- Create special hours for people at higher risk of severe illness from COVID-19
- Encourage and facilitate 6-foot distancing inside of the business for all patrons
- Encourage use of protection like gloves, masks, and face coverings
- Provide hand sanitizer at entrance
- Install shields or barriers where possible between customers and employees
- Use contactless payment solutions, no touch trash cans, etc. whenever possible
- [Additional guidance to keep employees and customers safe](#)

Additional Resources and Guidelines

- [CDC Printable Signage Resources](#)
- [CDC Signage on How to Remove Gloves](#)
- [Commuting Solutions Telework Resource](#)

