



SAFER AT HOME Checklist for Office-Based Businesses

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.

Office-Based Businesses include but are not limited to:

- Accountants and accounting firms
- Architecture, engineering and land surveying businesses/firms
- Landscape architect businesses/firms
- Land surveyor businesses/firms
- Private investigator businesses
- Fantasy contest operator businesses
- Non-transplant tissue banks
- Appraisal management companies
- Real estate offices
- Other corporate offices and private firms



[Colorado Safer at Home Office-Based Businesses Requirements](#)

Workplace Requirements

- Ensure a minimum of 6 feet of space between all desks and workspaces
- Modify flow of people traffic to minimize contacts (e.g. doors for entry or exit only)
- Conduct office cleaning with increased frequency and supplement with high-frequency sanitization of high-touch areas (e.g. doors, stairwell handles, books, light switches, elevator switches and buttons, etc.). See [additional guidance](#)
- Ensure proper ventilation
- Provide employees with sanitization products and guidance on daily workspace cleaning routines
- Post signage for employees and customers on good hygiene and new office practices, and make regular announcements to remind employees and/or customers to follow distancing guidelines. See [additional resources](#)
- Encourage the use of digital files rather than paper formats (e.g., documentation, invoices, inspections, forms, agendas)
- Ensure clear planning, preparedness and organization in the workplace. This includes assigning a COVID coordinator to facilitate planning and communication, developing a plan for resources like cleaning supplies and internal regular (daily or weekly) communication, planning for employees to be out of the office for quarantine or caring for others, and considering how new precautions will impact workflow, etc.

Employee-Related Requirements

- Maintain in-office occupancy at no more than 50% of total at one time by maximizing use of telecommuting and developing in-office rotation
- Allow for flexible work schedules, where possible, to lessen the need to be in the office during normal business hours. This could include allowing employees to work evenings or weekends when the office is traditionally less crowded or closed schedules.
- Conduct daily temperature checks and monitor symptoms in employees, for businesses with 25 employees or greater. Smaller businesses ask employees to do self-temperature and symptom check at home daily before coming in to work. Refer symptomatic employees to the [CDPHE Symptom Tracker](#). See [additional guidance](#)
- Minimize the number of in-person meetings and maintain adequate 6-foot distancing in those meetings. Use online conferencing, email, or the phone instead of in-person meetings, even when people are in the same building, whenever possible
- 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
- Provide guidance and encouragement on maintaining 6-foot distancing and taking breaks to wash hands
- Require gloves and face coverings or masks for any interactions with other individuals (e.g. customers, co-workers, vendors). See [additional guidance](#)



Suggested Best Practices

- Separate desk areas to prevent crowding. For example, at 50% capacity, every other cubicle in an open office setting should be utilized so that employees are not working directly next to each other
- Windows and doors should remain open and ventilation increased, weather dependent. Check with your maintenance or HVAC contractor to inquire about installing high efficiency air filters that filter viruses.
- Hold weekly or twice weekly check-in meetings to field questions or concerns from employees and/or other stakeholders

Additional Resources and Guidelines

- [Guidelines for Non-healthcare industries](#)
- [Employee Health Screening Form](#)
- [CDC Recommendations for businesses and employers](#)
- [CDPHE Cleaning Guide for COVID-19](#)



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](#)

