



## SAFER AT HOME Checklist for Personal Services

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](http://www.COVID19.Colorado.gov) and [www.boco.org/COVID-19](http://www.boco.org/COVID-19) for the most current information.

### **This checklist is for personal services, including but not limited to:**

- Professional beauty services including Hair salons, Barber shops, Nail salons, Esthetician services, Cosmetologist services
- Body art professionals
- Massage therapists in non-healthcare settings
- Personal training services for fewer than 4 people
- Pastoral services
- Pet-groomers and pet-grooming facilities
- Pet-handlers and pet-transporters
- Pet-training services
- Tailors and dry cleaners
- Sun-tanning services

This checklist includes requirements specific to personal services. Personal services must also follow all requirements listed in the General Business checklist.



## [Colorado Safer at Home Guidance for Personal Services](#)

### Requirements for Services with Close Personal Contact

- Wear a face covering and gloves at all times, or, if wearing gloves is not feasible or appropriate, meticulous hand washing;
- Change gloves and wash hands between every individual or pet served;
- Clean and disinfect all shared equipment and tools between every individual or pet served; and
- Maintain a detailed log of customer interactions to enable contact tracing if it becomes necessary. The log should include name, date, details of services performed, and location of contact, as well as the contact's phone number and/or email address.

### Requirements for Services with Low Personal Contact

- Maintain a minimum of 6 feet of separation between customers and adhere to social gathering limits of no more than 10 people;
- Require face coverings and, if feasible, gloves for any customer
- interactions; and
- provide guidance on strict hygiene precautions to employees.

### Requirements for All Personal Services

#### Workplace Requirements

- Employ strict hygiene guidelines and frequent sanitization procedures for all contact surfaces and tools. See [additional resources](#).
- Ensure a minimum of 6 feet of separation between clients/customers, including services for pets, when not directly performing service
- No more than 10 people in a facility at one time, at a maximum of 50% occupancy, including both employees and customers.
- Post signage for employees and customers outlining good hygiene and safety measures being taken. See [additional resources](#).
- Sanitize all financial transaction equipment after each use. See [additional guidance](#).
- Minimize in-home and in-facility services by using remote alternatives (i.e. drive-through, virtual meetings, etc.)
- Sanitize all service equipment (tanning beds, salon chairs, etc) after each use
- Ensure a minimum of 6 feet of separation between work stations in pet-grooming facilities
- Minimize contact and maintain physical distancing requirements with customers for mobile pet grooming services. Avoid entering homes when possible

#### Suggested Best Practices

- Use verbal announcements to remind employees and customers to maintain social distancing requirements.
- Stagger appointments to allow for throughout cleaning between customer/clients
- Have a separate In/Out doors, if possible and direct traffic through throughout facility where applicable
- Establish a curbside location for deliveries and/or retail pick-ups
- Hold staff meetings virtually, outside/in car, to maintain social distancing



### Employee Requirements

- Conduct symptom and temperature checks and refer symptomatic employees or families to the [CDPHE Symptom Tracker](#). See [additional Guidance](#).
- Wear mask or face covering at all times. See [additional guidance](#).
- Wear gloves (meticulous and frequent hand-washing if gloves not feasible or appropriate)
- Wash hands and change gloves between customers and pets in all pet-grooming facilities

### Customer Protection Requirements

- Provide service by appointment only (no walk-ins or waiting lines)
- Require customers to wear cloth face coverings or masks, and only perform services that can be done without a customer removing their mask.
- Conduct symptom checks for customers seeking or receiving high-contact services. See [additional guidance](#).
- Provide contactless payment options (whenever possible)
- Communal gathering spaces, such as locker rooms or waiting rooms, are strictly prohibited
- Maintain physical distancing requirements for drop-off and pick-up of pets in pet-grooming facilities
- Maintain physical distancing requirements, with no more than 10 people present at once for pet-training classes
- Maintain physical distancing requirements for customers picking-up pets from pet-transporters
- Allow no more than 10 customers to congregate at a time when picking-up pets from pet-transporters or at pet adoption events
- Close customer seating areas; instead call or text clients/customers when you are ready for them

### Additional Resources and Guidelines

- Please review the [full curbside guidance](#)
- Follow your Industries DORA, OSHA, &/or Professional Guidelines
- [Information for Veterinary Practices](#)
- [Guidelines for Public Transportation Providers](#)
- [Multi-Industry Construction Guidance](#)
- [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](#)

