



5 Star Variance Business Instructions



Pre-Inspection Instructions

Once you have completed your application for a 5 Star Variance Inspection, you will want to prepare. To help you receive your certification as quickly as possible, we ask that you take the checklist on Pages 2-4 of this document and make sure your business complies with everything applicable on it.

Not all categories will apply to every business. Some businesses will not have elevators or stairs so you can skip those steps. Others may not have chairs that can move (like rolling office chairs), and some may not have break rooms. You will notice that the first three sections apply only to specific industry sectors (Gyms and Fitness Centers, Restaurants, and Personal Services like Hair Styling, Massage, Tattoo, etc.)

Page 5 of this document pertains to the cleaning supplies you use. You will find instructions on page 5 on how to find the EPA Registration numbers on your cleaning supplies and check them against the EPA's List N of chemicals confirmed to kill COVID 19. We have also created [this video](#) to help you find your EPA Registration numbers. You will want to print page 6 and complete it as part of your Inspection preparation.

The final page of this document includes links for resources including any signs you might need, entry screening requirements, and more.

Once you have completed the Pre-Inspection Checklist and gathered the EPA Registration numbers for your cleaning supplies, you will need to complete the [Inspection Ready Form](#). You will be prompted to upload an image of your EPA Registration list on this form, make sure to include the Business ID that you received after completing your application.

Day of Inspection Instructions

On the day of your Inspection please have ready for the Inspector the following items:

- All of your cleaning supplies that are certified by the EPA List N to kill COVID-19
- Any previous documentation or plans you may have had in place to handle outbreaks, contact tracing, etc.
- A printed copy of this checklist

The total time of your Inspection could be as much as 2 hours. Your Inspector will go through several questions with you, as well as look through your facility to make sure you comply with everything on the checklist. After they have been through the facility, they may have further questions.

Once the Inspection is completed, your Inspector will upload their results into our online system. You will receive an email with your results within 24 hours. If you scored high enough to be certified, you will be able to pick up your certification packet from the county. If you did not score high enough, you will receive an Action Plan showing the areas you need to improve in. Once you have completed the action plan and are ready for another Inspection, you will need to complete the [Inspection Ready Form](#) again.

Pre-Inspection Preparation Checklist

To prepare for your Inspection and increase the likelihood of receiving your 5 Star Certification, you should complete the tasks in this checklist. This list covers everything that could be Inspected. Not all items will apply to every facility. Once you are ready for the Inspection you will fill out the [Inspection Ready Form](#).

GYMS & FITNESS

- All employees are trained to use approved disinfectants, & clean equipment before use.
- Require the facility to have a system to manage capacity to ensure social distancing.
- Make options to have workouts outside when weather permits *if possible*.
- Make sure machines are 6ft apart (RECOMMENDED) & people are practicing social distancing when not at a machine.
- Have signs with cleaning instructions next to all machines.

RESTAURANTS

- Make sure the tables are at least 3 feet apart. Six foot spacing is still recommended.
- Have a log of what tables customers occupied. (At least one contact per party)
- Make sure people waiting to be seated inside stay 6 feet apart, put down stickers on the floor for spacing. Encourage people to wait outside if possible.
- Have a system in place that requires all people entering the building to make reservations first, if possible. (RECOMMENDED)
- Train staff & post signs that masks are only removed for eating & drinking indoors; while talking to servers/hosts, waiting to order or for food, or talking to others at the table while not actively eating, masks must be replaced. [PLACE SIGNS ON TABLES](#).

PERSONAL SERVICES

- Require all non-employees entering the building to make reservations first.
- Train employees to let customers know they need to keep their mask on except when removal is required for the service being performed.
- Put up social distance signs throughout the facility where people can easily see. These signs should say "Persons from different households must remain 6 feet apart".

Requirements for All Businesses

ELECTRONICS

- Have a 70% alcohol/30% water solution to clean electronics that are sensitive to residues. This cleaner should be used on all electronics like TVs, Point of Sale Systems, Computers, etc. For proper use it should be applied with a disposable cloth. You can also use commercially available wipes that have at least a 70% alcohol solution. All electronics should be cleaned after each use.

BATHROOMS

- If bathroom stalls/urinals are closer than 6 feet to each other, close every other stall/urinal. RECOMMENDED
- [Put up signs to Wash Hands in the bathrooms.](#)

Inspection Preparation Checklist

Requirements for All Businesses

COMPLIANCE

- If possible, have a time for at risk populations to use the facility.
- Have written instructions & plans to combat COVID. A printed copy of this document is acceptable
- In the event of an outbreak or exposure, have the ability to contact 100% of people who enter the premise, including employees and non-employees. Get contact tracing information from at least 1 person in each party.
- Make sure you have zero prior violations from Public Health for COVID-19.
- Compile all previous COVID-19 precautions & procedures into one location.

CUSTODIAL

- Make sure you have enough hand sanitizer on hand for staff.
- Make sure your disinfectants for COVID-19 are EPA approved. Check the [EPA Registration Number page](#) for instructions.
- Train employees how to clean with each disinfectant used.

DOORWAYS & ENTRANCES

- Make sure there is Hand sanitizer by each elevator you have.
- Hand sanitizer dispenser by every doorway where multiple people use that room (entry, break rooms, conference rooms, etc.).
- Have Hand sanitizer dispensers in all communal areas.
- [At all entry doorways, put up a sign to wear a mask to enter.](#)
- [Put up signs throughout the facility to wear masks at all times except when eating.](#)
- [Put up signs for social distancing at entry and throughout the facility.](#)
- [At all entry doorways, put up a sign to sanitize Hands.](#)
- [Have signs up at entrance informing people not to enter if they have symptoms of COVID 19 or have been exposed to someone who has symptoms.](#)

Inspection Preparation Checklist

Requirements for All Businesses

BREAK ROOM

- Train all non-janitorial staff on how to disinfect the refrigerator, microwave, cabinets, toaster, coffee pot, etc. Have instructions posted on how and when these items are to be cleaned.

SEATING(NON RESTAURANT)

- Assign seats where possible. If more than one person will be sitting in that chair, clean between uses.
- Put up signs for seat locations for mobile chairs, this can be just tape on the floor.
- Put up signs for who can sit where.
- Put up signs to not move chairs next to or on movable chairs.
- Make sure chairs are socially distanced (6ft) & do not move them, remove chairs as needed to accomplish this.

STAIRS

- Clean Handrails on stairs daily.
- Put up signs for walking on the right side of the stairs if stairs are 6 ft wide or wider.

THROUGHOUT THE FACILITY

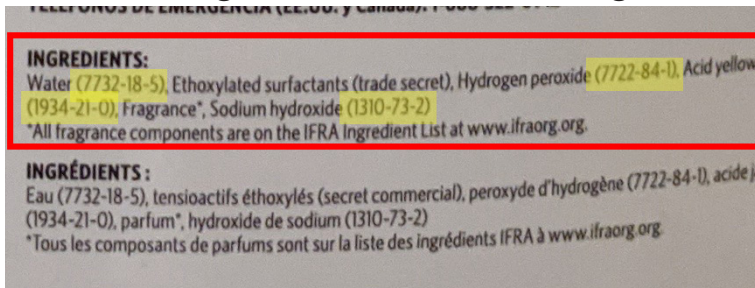
- Put hand sanitizer where non-employees will enter or be.
- No Open Food For Guests, I.E., Pretzels Unless Individually Packaged.
- Social distance policy of 6 foot separation. Plexiglass does not reduce the 6 ft social distance rule.
- Put Up Signs On How To Disinfect Surfaces.
- Remove porous objects where possible, ex. foam erasers, sponges, sand, board games, etc.
- Remove the drinking aspect of water fountains, bottle fillers are okay.
- Put up "Do Not Use" signs on Drinking Fountains.
- Put up signs for washing/sanitizing hands throughout facility.

How Do I Find the EPA Registration Numbers on My Cleaning Supplies?

Choosing the right chemicals for cleaning surfaces in your facility can be challenging, and the research and guidance from the EPA changes frequently. The EPA has provided a “[tool](#)” on their website that can help, but first, you need to know how to read your cleaning supplies.

Before you can use the tool, you will need to find the EPA Registration Number(s) on your cleaning supplies. These are unfortunately not all in the same place.

Look for the Ingredients Panel, usually this will be on the back or side of the container. You will be looking for code after each ingredient.



These are the codes you will use to look up the chemicals using the EPA tool. Not all chemicals listed in the ingredients list will be on the EPA list of acceptable chemicals (example: Water (7732-18) is an ingredient in many cleaning supplies, but is not effective at killing COVID-19).

You may have to look up several numbers to determine if your cleaning supplies are EPA Approved for killing COVID-19.

Some commonly used household cleaning supplies will not have the EPA Registration number listed on them, in that case, it is recommended that you visit the manufacturer’s website or visit [SmartLabel](#) to find the EPA Registration number.

You can also look up cleaning supplies in the tool using the Product Name or the Chemical Name.



TIP

You may use some cleaning chemicals that are not effective at killing COVID-19 for purposes other than disinfecting, Stainless Steel Cleaner and Glass Cleaner are great examples of this.

You will want to use a disinfectant on these surfaces first and then use these to put on the “final touches.”

Useful Links

EPA’s List N Tool

<https://cfpub.epa.gov/giwiz/disinfectants/index.cfm>

SmartLabel

<http://www.smartlabel.org/>

[Our video detailing how to find your registration numbers](#)

Business Name

EPA Registration Numbers

Cleaning Supply Inventory

Using the instructions and [video](#) provided, identify the EPA Registration Numbers on your cleaning supplies and verify they are on the list of cleaning chemicals that are proven to kill COVID-19. Put the registration numbers for those supplies in the spaces provided. Once complete, take a photo or scan this page and upload it when you are prompted to in the [Inspection Ready Form](#).

PRODUCT NAME

EPA REGISTRATION NUMBER

Links

Signage Links

[Sanitize Hands](#)
[Sanitize Hands Option 2](#)
[Social Distance](#)
[Social Distance Option 2](#)
[Masks](#)
[Masks Option 2](#)
[Clean Before Use](#)
[Stop The Spread Of Germs](#)
[CDPHE Complaint Reporting Instructions](#)
[State Provided Signage](#)
[CDC Provided Signage](#)

Resources

[What To Do For Isolation](#)
[What To Do To Quarantine](#)
[CDC Updates Page](#)
[Colorado Updates Page](#)
[Denver COVID Home Page](#)
[CDC COVID Home Page](#)
[Colorado COVID Home Page](#)
[How To Report An Outbreak To Public Health](#)
[Paid Leave And Unemployment FAQ](#)
[Local Public Health Get Help](#)

Entry Form Requirements

The entry form your facility uses, whether printed or digital, must contain the following questions:

- Do They Or Anyone In Their Household Have Any COVID Symptoms?
- Are There Any Non COVID Reasons For The Symptoms? (Allergies, etc.)
- Temperature Check, Above 100.3?
- Were They Exposed To Anyone With A Positive Case Of COVID-19 Recently?