



Guide to Help Business Ensure Physical Distancing

Business Name:

Facility Address:

Approx. gross square footage of space open to the public:

Businesses should use this list as a resource for ideas and best practices to help as you implement physical distancing safeguards and welcome a limited number of customers.

If you have questions or would like a Mesa County Public Health representative to come to your facility to provide further guidance or recommendations please email healthinfo@mesacounty.us or call 970-683-2300.

Signage

- Consider posting a sign at each public entrance of the facility or worksite to inform all employees and customers that they should 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; and not shake hands or engage in any unnecessary physical contact. [*sign template [here](#)*]
- Consider placing a copy of this guide for Physical Distancing at each public entrance to the worksite so employees can be informed on the measures you are taking to protect them and others.

Measures To Protect Employee Health

- Everyone who can carry out their work duties from home has been directed to do so.
- Individual discussions have taken place with employees about the fact that older adults and those with chronic medical conditions may be at higher risk for serious illness. Options have been explained to high-risk employees, including ways to minimize face-to-face interactions, maintaining six feet of distance from other people, remote work if possible, and leave policies for employees who choose not to come to work.
- 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).

- Symptom checks are being conducted before employees enter the worksite. [[template attached](#)]
- Copies of this Protocol have been distributed to all employees.
- Optional — Describe other measures:

Measures To Keep People At Least Six Feet Apart

- All employees have been instructed to maintain at least six feet of distance from customers and each other (employees may momentarily come closer when needed to accept payment, deliver goods or services, or when otherwise unavoidable).
- All desks, individual work stations, or work areas are separated by at least six feet.
- Tape or other markings have been placed 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.
- Order areas are separated from delivery areas to prevent customers from gathering.
- Optional — Describe other measures:

Measures To Prevent Crowds From Gathering

- This facility has determined number of customers in the store at any one time is limited to , which allows for customers and employees to easily maintain at least six-foot distance from one another at all practicable times.
- Consider assigning an employee to monitor the door to ensure that the maximum number of customers in the facility is not exceeded.
- Optional—Describe other measures:

Measures To Increase Sanitization

→ Hand sanitizer, soap and water, or effective disinfectant is available to the public and employees at or near the entrance of the facility or worksite, at checkout counters, workstations, and anywhere else where people have direct interactions. Location(s) include:

→ Disinfecting wipes or spray that is effective against COVID-19 are available near workstations and all high-contact surfaces (including payment portals, carts, baskets, pens, shared tools, heavy equipment, etc.). Location(s) include:

→ Employee(s) have been assigned to disinfect all high-contact surfaces frequently.

→ Consider a cleaning schedule to ensure break rooms, bathrooms, and other common areas are being disinfected on a regular schedule.

- Break Rooms

- Bathrooms

- Other

→ Optional — Describe other measures:

Measures To Prevent Unnecessary Contact

→ Contactless payment systems have been provided or, if not feasible, payment systems are sanitized regularly. Describe:

→ Curb-side drop-off/pick-up of products is available.

→ People are prevented from self-serving any items that are food-related (including bulk food, plates, cups, lids, etc.).

→ Optional—Describe other measures (e.g. providing senior-only hours):

Measures To Reduce Exposures in Employee Transportation

- Hand sanitizer is used by each passenger when 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.
- Passengers will wear a non-medical, cloth face-covering when in a vehicle containing more than 1 person.
- Windows will remain open and ventilation is increased.
- All high-contact surfaces of the vehicle are disinfected at the end of each day.

Any additional measures not included here can be listed on separate pages, which the business may attach to this document. This is not a required document.

You may contact the following person with any questions or comments:

Name:

**Phone
number:**