



Grand County Public Health

Providing Public Health, Home Care, & Senior Nutrition Services

All Critical/Non-Critical Business and Government Functions

Quick Reference Reopening Task List

- File a [COVID-19 Compliance Verification Form](#) prior to opening, after you hit submit please read the submission page for guidance on obtaining the submission verification packet – unless operations had not ceased during stay-at-home (e.g. *restaurants or critical businesses*) contact Grand County Public Health for further guidance;
- Deputize a workplace coordinator(s) charged with addressing COVID-19 issues. This could be the business owner or a manager;
- Ensure your business is set up in a way that 6 feet can be maintained between employees, customers, and each other. Provide decals and demarcation for waiting area in lines that meet social distancing criteria;
- Modify the flow of people traffic to minimize contact, such as identifying doors for entry and exit only;
- [EPA approved cleaners and disinfectants](#). See [CDC Guidance on cleaning](#);
- Hygiene signage for both customers and employees. Signs can be found [here](#), [here](#), [here](#), and [here](#);
- Ensure your business has proper ventilation;
- Make sure you have a thermometer(s);
- Conduct daily temperature checks and monitor symptoms for employees. A sample form can be found [here](#);
- Provide work accommodations for vulnerable individuals by prioritizing telecommuting and providing to the greatest extent possible flexible or remote scheduling for employees who may have child or elder care obligations, or who live with a vulnerable individual;
- Provide set hours or accommodations for vulnerable or at-risk individuals (*if at all possible*);
- Handwashing soap and hand sanitizer;
- Prepare to provide gloves and face coverings for all employees;
- Contactless payment solutions, trash cans, provide receipts electronically (*if at all possible*);
- Require that all tools, utensils, pens, or equipment be sanitized after each customer visit;
- (*For Field Services*) Either the employer or an employee must inquire whether third-party homes have individuals symptomatic for COVID-19 or have been in contact with known positive cases, and exercise caution when inside a home and limit interactions with anyone in the home;
- (*For Field Services and Personal Services*) Maintain a detailed log of customer interactions to enable contact tracing if it becomes necessary. The log should include name, date, and location of contact, as well as the contact's phone number and/or email address;
- (*For Personal Services*) Require customers to wear face coverings; if a customer does not have a face covering, a disposable mask or washable cloth face covering needs to be provided; conduct symptom checks for all customers of services with close personal contact and decline to provide services to anyone who has symptoms. A sample form can be found [here](#); services shall be provided by appointment only;
- See specific guidance for: [All Businesses](#), [Critical and Non-Critical Retail](#), [Non-Critical Office-Based Businesses](#), [Field Services](#), [Personal Services](#), and [Limited Healthcare Settings](#).