

Business Prevention Plan Guidelines

To qualify for the Las Animas County 5 Star Certification Program, a business must submit a written plan describing how they are:

- Implementing or exceeding state prevention guidelines
- Implementing or exceeding local prevention
- Providing a clear compliance and enforcement plan

The following are REQUIRED Plan Components, based on state guidelines, that MUST be present in submitted Safety Plan:

RESPONSIBILITIES OF MANAGERS AND SUPERVISORS

- Have provisions in place to send employees who experience COVID-19 symptoms (dry cough, shortness of breath, difficulty breathing, fever, fatigue, or a recent loss of taste or smell) home, and to prevent employees complaining of symptoms from coming into work
- There is a system in place to monitor employee and volunteer symptoms and exposures
 - Sample employee screening form:
<https://covid19.colorado.gov/symptom-screening>
 - CDPHE's symptom support tool:
<https://symptomsupport.covid19.colorado.gov/>
- There is a system in place to notify employees and customers of potential exposure, and it is promoted within the facility

RESPONSIBILITIES OF EMPLOYEES

- Wear a mask over nose, mouth and chin, in compliance with state guidelines, at all times

- Masks are only removed for eating and drinking indoors; while talking to servers/hosts, waiting to order, or talking to others at table while not actively eating, masks must be replaced
- Enforce correct mask-wearing amongst staff and customers
- Complete a daily symptom check/screening via the CDPHE symptom tracker tool or other approved protocol
- If experiencing symptoms of COVID-19 (dry cough, shortness of breath, difficulty breathing, fever, fatigue, or a recent loss of taste or smell), stay home or inform manager/supervisor to activate provisions to send home
- Ensure the name and contact information of customers is recorded for contact tracing purposes

CLEANING AND DISINFECTION

- High-touch surfaces will be cleaned frequently
 - Guidance: <https://covid19.colorado.gov/cleaning-guidance>

WORKSITE PROTECTIVE MEASURES

- Masks are required for everyone entering the facility
 - Employees are enforcing correct mask-wearing (over nose, mouth and chin) for everyone in the facility
 - There are alternative options for those who refuse or are unable to wear a mask (special hours, seating assistance, curbside delivery)
- Everyone entering is monitored by an employee who ensures correct mask-wearing, screens customers for symptoms, and records names and contact information for contract tracing purposes

- Capacity is limited to one level above the current community color level (ie if County is at Level Orange, certified businesses can operate at Yellow capacity levels), and procedures are in place to ensure these limitations
- There is sufficient quality ventilation
 - Guide: <https://drive.google.com/file/d/1oNUhQx2CCwSsMrbSkIOreAN1Yjp62sYd/view>
- Signs, decals and staff all ensure people from different households remain at least 6 feet apart
- Instructions on how a customer can lodge a complaint with CDPHE will be publicly displayed

EXPOSURE PLAN

When a single employee has a confirmed or probable case of COVID-19

- Send any sick employee home immediately for isolation; encourage them to get tested and consult a health care provider if needed. Sick employees will not be allowed or encouraged to return to work until they are fully recovered as noted above
- Inform those who may have come into contact with the individual of possible exposure
- Maintain sick employee's confidentiality as required by law
 - If it has been fewer than 7 days since the sick employee was in the workplace, close off areas the sick person used.
 - Wait 24 hours since the sick person used the area before cleaning and disinfecting. Doing so minimizes the potential for cleaning crews to be exposed to respiratory droplets.
 - During the waiting period, open outside doors and windows to increase air circulation.
 - If it has been 7 days or more since the sick employee used the facility, additional cleaning and disinfection is unnecessary.
 - Follow the CDC cleaning and disinfection recommendations.

When employee(s) have been exposed to a person with confirmed or probable COVID-19 (at work or elsewhere):

- Non-critical workers with recent exposure to a person with COVID-19 should be quarantined at home for 14 days after exposure and self-monitor for symptoms and follow any other instructions provided by public health.
 - If they develop symptoms of COVID-19, they should get tested and begin isolation.
 - If they want to get tested but don't have symptoms, they should wait at least 7 days since they were last with a person with COVID-19.

If two or more cases are confirmed within 14 days among employees, the business will temporarily close. Managers will report the suspected outbreak to the Las Animas-Huerfano Health Department

SECTOR SPECIFIC GUIDELINES

In addition to the above, the following is also required for businesses that fall under the following sectors.

For Restaurants

- Restaurant reservations are recommended
 - If not using reservations, you must document how you will ensure parties remain 6 feet apart and do not congregate while waiting, and keep a lot of what table a customer occupied
- If Community Color is RED
 - Table distancing must allow for at least 10 feet between parties seated at different tables
 - Only people from the same household may sit together at the same table
- If Community Color is GREEN through ORANGE
 - Table distancing must allow for at least 6 feet between parties seated at different tables
- Ventilation must be improved by
 - HVAC improvements, or

- HEPA filters appropriate for space size, or
- Opening windows or doors during business hours to maximize airflow

For Gyms

- Reservations are required for gyms
- Ventilation must be improved by
 - HVAC improvements, or
 - HEPA filters appropriate for space size, or
 - Permanently open windows
- Extra effort to provide outdoor fitness options

For Personal Services

- Reservations are required
- Ventilation must be improved by
 - HVAC improvements, or
 - HEPA filters appropriate for space size, or
 - Opening windows or doors during business hours to maximize airflow

For Indoor Events

- 6 foot distancing is mandatory and enforced, and a plan for guest entry, exit, and movement with clear signage is provided
- Implementation and Compliance Plans for the event, including room diagrams, filed with the Las Animas County 5 Star Committee
- Ventilation must be improved by
 - HVAC improvements, or
 - HEPA filters appropriate for space size, orOpening windows or doors during business hours to maximize airflow