

ATTACHMENT A

KIT CARSON COUNTY BUSINESS SOCIAL DISTANCING PROTOCOL

(To be completed by individual business)

Business Name: _____

Business Address: _____

Approximate square footage of space open to the public: _____

It is requested and advised that businesses located in Kit Carson County implement the measures listed below to mitigate the spread of the COVID-19 virus. If the business is unable to implement one of the measures, please comment regarding why that would not be done.

Signage

- Signs have been placed at each public entrance of the business to inform all employees and customers that they should: Avoid entering the business if they have a cough or fever; maintain a minimum six-foot distance from one another; sneeze and cough into a cloth or tissue, if those are not available, into one's elbow; and not shake hands or engage in any unnecessary physical contact.
- A copy of this Social Distancing Protocol is available for clients/customers to view when entering the business.

Measures to Protect Employee Health

- Employees who could work from home have been given an opportunity 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 directed not to come to work if they are sick (including 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 may enter the business.
- Copies of this Protocol have been distributed to all employees

Measures to Keep People at Least Six Feet Apart

- All employees have been instructed to maintain at least six feet of distance from customers/clients and each other (employees may need to 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 a retail store to maintain distance.
- Order areas are separated from delivery areas to prevent customers from gathering.

Measures to Prevent Crowds from Gathering

- The number of customers in the store at any one time is limited to 10, which allows for customers and employees to easily maintain at least six-foot distance from one another at all practicable times.
- An employee is monitoring the door to ensure that the maximum number of customers in the business set forth above is not exceeded.

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 business, at checkout counters, workstations, and anywhere else where people have direct interactions.
- 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.).
- Employee(s) have been assigned to disinfect all high-contact surfaces frequently.
- Break rooms, bathrooms, and other common areas are being disinfected on the following schedule:
 - Break Rooms _____
 - Bathrooms _____
 - Other _____

Measures to Prevent Unnecessary Contact

- Contactless payment systems have been provided, or, if not feasible, payment systems are sanitized regularly.
- Curb-side drop-off/pick-up of goods/products is available.
- People are prevented from self-serving any items that are food-related (including bulk food, plates, cups, lids, etc.)

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 wear a non-medical, cloth face-covering when in a vehicle containing more than 1 person.
- Windows are cracked open to increase ventilation
- All-high-contact surfaces of the vehicle are disinfected at the end of each day.

I have read the above Protocol and agree with assisting with stopping the spread of COVID-19 by implementing the strategies listed as indicated by those that have been marked.

Signature of Business Owner

Date

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

Name: _____ Phone Number: _____