

OFFICE-BASED BUSINESSES



Open with restrictions: May 4

50% in-office occupancy, with strict precautions and telecommuting maximized

WORKSPACES	PRACTICES AND EMPLOYEES	TO PROTECT CUSTOMERS (IF APPLICABLE)
<ul style="list-style-type: none"> ● Ensure a minimum of 6 feet of space between all desks/workspaces ● Modify flow of people traffic to minimize contacts (e.g. doors for entry or exit only) ● Conduct office cleaning with increased frequency and supplement with high-frequency sanitization of high-touch areas (e.g. doors, stairwell handles, books, light switches, elevator switches and buttons, etc.) (Additional Guidance) ● Ensure proper ventilation ● Provide employees with sanitization products and guidance on daily workspace cleaning routines ● Post signage for employees and customers on good hygiene and new office practices, and make regular announcements to remind employees and/or customers to follow distancing guidelines ● Encourage the use of digital files rather than paper formats (e.g., documentation, invoices, inspections, forms, agendas) ● Ensure clear planning, preparedness and organization in the workplace. This includes assigning a COVID coordinator to facilitate planning and communication, developing a plan for resources like cleaning supplies and internal regular (daily or weekly) communication, planning for employees to be out of the office for quarantine or caring for others, and considering how new precautions will impact workflow, etc. 	<ul style="list-style-type: none"> ● Maintain in-office occupancy at no more than 50% of total at one time by maximizing use of telecommuting and developing in-office rotation ● Allow for flexible work schedules, where possible, to lessen the need to be in the office during normal business hours. This could include allowing employees to work evenings or weekends when the office is traditionally less crowded or closed schedules. ● Conduct daily temperature checks and monitor symptoms in employees, for businesses with 25 employees or greater. Smaller businesses ask employees to do self-temperature and symptom check at home daily before coming in to work. Refer symptomatic employees to the CDPHE Symptom Tracker. (Additional Guidance) ● Minimize the number of in-person meetings and maintain adequate 6-foot distancing in those meetings. Use online conferencing, email, or the phone instead of in-person meetings, even when people are in the same building, whenever possible ● Provide flexible or remote scheduling for employees who need to continue to observe Stay-at-Home, who may have child or elder care obligations, or who live with a person who still needs to observe Stay-at-Home due to underlying condition, age, or other factors ● Provide guidance and encouragement on maintaining 6 foot distancing and taking breaks to wash hands ● Require gloves and face coverings or masks for any interactions with other individuals (e.g. customers, co-workers, vendors) (Additional Guidance) 	<ul style="list-style-type: none"> ● Implement 6-foot distancing measures (e.g., marked space in checkout lines) ● Strongly encourage or require use of face coverings or masks. ● Provide hand sanitizer at entrances and other high-traffic locations ● Implement hours where service is only provided to people at higher risk of severe illness from COVID-19, if possible. Enhance precautions during these hours. <hr style="border: 0.5px solid #ccc;"/> <p style="color: #e67e22; font-weight: bold;">This section includes but is not limited to:</p> <ul style="list-style-type: none"> ● Accountants and accounting firms ● Architecture, engineering and land surveying businesses/firms ● Landscape architect businesses/firms ● Land surveyor businesses/firms ● Private investigator businesses ● Fantasy contest operator businesses ● Non-transplant tissue banks ● Appraisal management companies ● Real estate offices ● Other corporate offices and private firms