



# SAFER-AT-HOME

## Guidance for Office Based Businesses

The following guidance has been prepared to help office based businesses safely transition to the Safer-at-Home level of our community's COVID-19 response.

We greatly appreciate your partnership as we work together to keep our community healthy and safe.

### PROTECTING WORKSPACES

- Ensure a minimum of six-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.).
- 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-19 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.

### PROTECTING EMPLOYEES

- 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.
- Conduct [daily temperature checks and monitor symptoms](#) in employees, for businesses with 25 employees or greater. Smaller businesses should ask employees to do a self-temperature and symptom check at home daily before coming in to work. Refer symptomatic employees to the [CDPHE Symptom Tracker](#).
- Minimize the number of in-person meetings and maintain adequate six-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 an underlying condition, age or other factors.
- Provide guidance and encouragement on maintaining six-foot distancing and taking breaks to wash hands.
- Require gloves and non-medical face coverings or masks for any interactions with other individuals (e.g. customers, co-workers, vendors).

### PROTECTING CUSTOMERS (If Applicable)

- Implement six-foot distancing measures.
- Strongly encourage or require use of non-medical 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.



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## RESOURCES FOR BUSINESSES FROM JEFFERSON COUNTY PUBLIC HEALTH

- [Stop the Spread of Germs Poster \(English\)](#)
- [Stop the Spread of Germs Poster \(Español\)](#)
- [Three Simple Steps for Cleaning & Disinfecting Signage](#)
- [How to Safely Use a Face Covering Poster](#)
- [Caring for Your Mental Health During COVID-19 \(English\)](#)
- [Caring for Your Mental Health During COVID-19 \(Español\)](#)
- [Signage for Business Storefronts/Entrances](#)

**For additional information about COVID-19, visit [www.jeffco.us/safer-at-home](http://www.jeffco.us/safer-at-home), or CDPHE's website at [covid19.colorado.gov/safer-at-home](http://covid19.colorado.gov/safer-at-home).**

Do you pledge to follow public health guidelines to protect your worksite, employees and customers from COVID-19? Let the community know by displaying this decal at your location, on your website or on social media!

[Click here to download the decal and other communications tools.](#)

