



Colorado's "Safer at Home" Order: 20 Steps Employers Must Take When Employees Are in the Workplace

by Pat Miller

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1. Deputize a workplace coordinator(s) charged with addressing COVID-19 issues.
2. Maintain 6' separation between employees and discourage shared spaces.
3. Clean and disinfect all high-touch areas.
4. Post signage on good hygiene for employees and customers.
5. Ensure proper ventilation.
6. Avoid gatherings of more than 10 people.
7. Implement symptom monitoring protocols (including workplace temperature monitoring), conduct daily temperature checks, and monitor symptoms in employees.
8. If an employee reports symptoms:
 - Send the employee home.
 - Refer the symptomatic employee to the CDPHE System Tracker.
 - Increase cleaning in your facility and require social distancing of staff at least 6'.
 - Exclude employee until they are fever-free, without medication, for 72 hours and seven days have passed since their first symptom.
 - If multiple employees have these symptoms, contact your local health department.
9. Eliminate or regularly clean and disinfect any items in common spaces that are shared.
10. Require employees to stay home when showing any symptoms or signs of sickness, and connect employees to company or state benefits providers.
11. Provide work accommodations for Vulnerable Individuals who remain subject to Stay at Home Orders.
12. Prioritize telecommuting.
13. Provide to the greatest extent possible flexible or remote scheduling for employees who may have childcare or eldercare obligations, or who live with a person who needs to observe Stay at Home Orders.
14. Encourage and enable remote work whenever possible.
15. Encourage breaks to wash hands or use hand sanitizer.
16. Phase shifts and breaks to reduce density.
17. Provide appropriate protective gear like gloves, masks, and face coverings.
18. For employers who are open to the public, take steps to reduce the possibility of transmission to customers (examples are encouraging the use of masks and gloves, encouraging social distancing, providing hand sanitizer, using touchless payment methods, and considering special hours for Vulnerable Individuals).
19. When there are more than 50 employees in one location, take extra steps:
 - Set up temperature-taking and symptom-screening stations.
 - Close common areas.
 - Mandate social distancing.
 - Institute mandatory cleaning and disinfecting protocols.
20. Refer to [Public Health Order 20-28](#) for any further industry-specific requirements.