

Do's and Do Not's: A Practical Guide to Reopening Your Agency or Business During the COVID-19 Pandemic

The purpose of this guide is to offer general strategies and practical guidelines necessary to help prevent the uncontrolled spread of COVID-19 in staff and the general population. Every business and agency is unique and therefore no 'one-size-fits-all' roadmap to success exists. However, by applying basic infection control principles to each situation, the risk of disease spread can be diminished. This guidance is provided by El Paso County Public Health and is subject to change based upon Colorado Public Health Orders and Executive Orders.

General Strategies:

- Perform a risk assessment to determine where staff and public interact and focus efforts there.
- Keep ill staff and customers at home.
- The safest place for your staff and the public to complete their tasks is at home.
- Clean and disinfect everything as often as possible, with the focus on public or shared spaces.
- Use [EPA-registered disinfectants](#) to clean. As with any EPA-registered product, carefully read the label and only use the product as described in its directions.
- Physical barriers and physical distancing are your best weapons.
- Be aware: every physical interaction is a risk, so limit physical contact to the greatest extent possible.
- Identify the risk for each worker based on their duties and protect them accordingly.

Do's:

- **DO** encourage and provide the necessary hygiene stations for customer and staff hand cleaning prior to entering the business/agency.
- **DO** encourage the public to use face coverings when entering your business/agency.
- **DO** provide face coverings for on-site employees if they will interact with other staff or the public.
- **DO** encourage employees to wear face coverings over the mouth AND nose when around other staff or the public.
- **DO** limit the number of people in shared spaces to allow for six feet of physical distancing.
- **DO** encourage all employees who come into contact with customers or goods to wear gloves, if gloves are provided by their employer. Employees in food and child care industries shall minimally utilize disposable gloves as normally required by their governing regulations.

- **DO** encourage employees to remove gloves properly and immediately wash hands, every time.
- **DO** stagger shifts, breaks, or lunch hours to maximize production and spacing but minimize staff social interaction.
- **DO** perform health assessments of each worker prior to the start of the workday. Ask employees:
 - Do you have a fever, cough or cold symptoms?
 - Have you been in close contact with anyone with those symptoms in the last 10 days?
 - Consider temperature checks if available.

Do Not's:

- **DO NOT** mistake masks and gloves as a replacement for safe distancing or staying home while ill.
- **DO NOT** touch your face while gloved or fail to remove contaminated gloves before touching shared spaces.
- **DO NOT** forget to wash your hands after removing gloves.
- **DO NOT** allow staff to use shared spaces or equipment (e.g., phones, computers, touch technology) without cleaning and disinfecting between users.