



Rio Blanco County

Phase One Reopening Department Checklist

Please complete this form at the end of each week and email to alice.harvey@rbc.us. This form will serve as documentation for the county that each department is taking all necessary precautions to safely re-open after the required state shut down. Please refer to policy/procedure for additional details.

1. Social Distancing:

All employees are maximizing physical distancing from others and adhering to physical distancing of at least 6 feet between individuals while in the office.

All departments are avoiding gatherings of more than 10 people at a time when physical distancing is not appropriate.

Telework is being encouraged and utilized whenever possible.

2. Temperature checks and wellness screenings:

Screenings are taking place at the beginning of each employee's shift including a temperature check (or report of subjective fever if no thermometer available), travel status, health status, and contact with positive cases.

Symptomatic employees are not allowed to physically return to work until cleared by medical provider.

Employees with positive screening answers are referred to public health for additional evaluation as outlined on screening evaluation form.

3. Sanitation:

A clean work environment is maintained by using approved products to clean work stations, restrooms and kitchen areas.

4. Use and disinfection of common and high-traffic areas:

Traffic in common areas such as break rooms, waiting rooms, and copy rooms is restricted as much as possible, including limiting the number of people in the areas at any given time to maintain social distancing.

Use of common areas are limited to no more than 10 people at any given time.

High touch areas such as countertops, doorknobs, door handles, light switches, armrests on chairs, telephones and copy machines are cleaned following each use with provided cleaning products.

5. Business travel:

Non-essential travel is minimized by all employees and CDC quarantine recommendations are followed for anyone returning from travel to high risk areas, as recommended by public health.

6. Face coverings:

All employees are using face coverings when in high traffic or public areas where social distancing is difficult to maintain.

7. Vulnerable populations:

All vulnerable individuals, either personnel with high risk medical conditions or those living with household members of this population continue to shelter in place (work from home) on a voluntary basis. Employees are not required to divulge personal medical information unless they choose to do so.

8. Hand Hygiene:

All employees are adhering to best hand hygiene practices, including frequent hand washing and using of hand sanitizer, especially after touching frequently used items or surfaces.

Date Completed:

Department Name: