

GETTING YOUR BUSINESS CERTIFIED

A SAFE PLACE TO BE 5 STAR CERTIFICATION PROGRAM



STEP 1: SUBMIT AN APPLICATION

Interested businesses submit an application, including a written implementation & compliance plan.

OPTION 1:

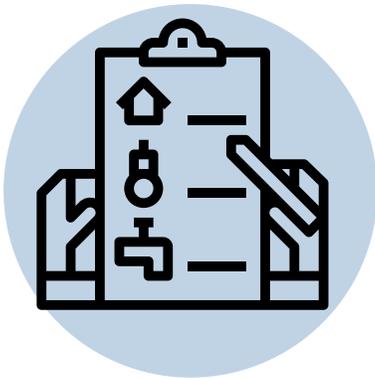
Complete plan by fully completing each section of the online application

OPTION 2:

Send plan as a separate document to your City to add to your application

STEP 2: PRELIMINARY REVIEW

Compliance representatives from the Administrative Committee and your City will review your application materials and ensure plans are in place to meet each standard identified as required as part of your implementation & compliance plan.



STEP 3: INSPECTION

Your city will coordinate your inspections. An onsite inspection is required, however in most instances, a virtual pre-inspection will be conducted first to go through your plans in greater depth.

STEP 4: CERTIFICATION

Once the inspection process is fully complete, including the required on-site inspection, and the Administrative Committee has approved all parts of your application, you will receive your certification.





A Safe Place to Be
5-Star Certification Program
For the Cities of Greeley, Evans & Windsor
Presented in collaboration with the Greeley Area
Chamber of Commerce

A Safe Place to Be 5 Star Certification Program - Written Implementation & Compliance Plan Guidance for Businesses

This plan is how your business shares with the Administrative Committee how it intends to meet the program requirements applicable to your business. These are the requirements outlined in the checklists of mitigation strategies available at www.asafeplacetobe.com. This plan is one of the checklist requirements, calling for a business-specific written implementation & compliance plan filed with the Administrative Committee.

Submitting your written implementation and compliance plan is a key step to the approval process. This can be done as part of the online application found at www.asafeplacetobe.com by **fully** completing each section of the application correlating to the relevant sections of the plan, or a business's plan can be submitted as a separate document for review. Representatives from your City will review the plans and notify you as the applicant of any missing information prior to inspections being scheduled.

This is not intended to be a burdensome process for businesses, but full information in your written plan is essential. In most cases, this will require more than a single sentence in response to each plan section. Additional information about specific details to be addressed in your plan is provided below to assist in preparing your plan for submission. You can also reach out to our City's compliance team for further assistance if necessary:

- For Greeley and Evans, email greeley5star@greeleygov.com or call 970-350-9740.
- For Windsor, email townclerksoffice@windsorgov.com or call 970-674-2400.

Applications submitted without a full plan will be held as incomplete until this written plan is complete. In most cases, an initial virtual inspection will then be scheduled to review the plan elements. This will require a smart phone or other device able to connect via a meeting platform like Zoom or Microsoft Teams (no account is required for the business) and to display images from the business. Your inspector will work with you if this is an issue. After a successful initial inspection, the Administrative Committee will review the application for approval. When a business is ready to receive its certification, a final site visit will be conducted, with the certification granted at the visit's successful conclusion.

General Mitigation Strategies

Elements & specific questions to be addressed in every business's written plan:

1. MASKS ARE MANDATORY AND ENFORCED

How will the requirements that all people entering the facility wear a mask be communicated?

People age 2 and older should wear masks in public settings and when around people who don't live in their household. Masks offer some protection to you, but are also meant to protect those around you, in case you are unknowingly infected with the virus that causes COVID-19. Masks should still be worn in addition to staying at least 6 feet apart and are a key layer in the levels of protection a business can provide to its employees and its customers.

What methods will be used to ensure compliance with requirements that all customers wear masks while inside the facility?

A multi-level approach is effective at enforcing this message. Often people forget or be unaware they need to wear a mask. The use of signs, visual images of mask requirements, and messaging before they reach the door helps to set the expectation that all patrons must be wearing masks to enter. Websites should be updated to communicate the requirements, and signs placed prior to the front door are effective reminders.

Having masks available for people who forget, and offering car or curb side service to those who attempt to enter the building can diffuse tensions around mask wearing and set the tone that the requirements are being strictly enforced, but accommodations will be made.

2. 6-FOOT DISTANCING

What methods are used to increase the social distancing of customers or clients in the facility?

**When providing information about your plan to address this question using the online application, please make sure to also include industry specific information as outlined in subsequent sections for restaurants and gym/fitness facilities.*

COVID-19 spreads mainly among people who are in close contact (within about 6 feet) for a prolonged period. Spread happens when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose are launched into the air and land in the mouths or noses of people nearby. The droplets can also be inhaled into the lungs.

Recent studies indicate that people who are infected but do not have symptoms likely also play a role in the spread of COVID-19. Since people can spread the virus before they know they are sick, it is important to stay at least 6 feet away from others when possible, even if you—or they—do not have any symptoms. Social distancing is especially important for [people who are at higher risk](#) for severe illness from COVID-19.

Masks also help when used in conjunction with social distancing because the risk of droplets becoming airborne when someone is wearing a mask is reduced.

Examples: Use of floor markings or decals at check-out areas or entry doors to crowding among different groups, limiting numbers of people in the facility at one time, signs or floor stands in aisles or high traffic areas as reminders.

3. REGULAR SANITATION AND CLEANING OF HIGH-TOUCH SURFACES

Describe your cleaning practices and protocols.

Review this [cleaning guidance from CDPHE](#) for more details on best practices to consider in your plans for this area.

4. DAILY EMPLOYEE SYMPTON AND EXPOSURE CHECKS

How are daily symptom checks and screening for employees completed?

Screening of employees is a way to prevent the transmission of the virus in the workplace. Keeping employees safe and healthy is critical to preventing interruptions in operations of a business. Daily employee screenings may be done in-person or virtually. Here is [guidance on conducting symptom screening](#).

You can use this [example employee screening form](#) or create your form. Temperature checks are required for employee symptom and exposure checks and your procedures around this should be in your written plan.

5. SCREEN FOR SYMPTOMS, AND RECORD CUSTOMER NAMES AND CONTACT INFO TO SUPPORT TRACING

How will customers be screened for symptoms and have contact tracing information collected?

The best practice for a symptom and screening check is to use the CDPHE screening [form](#) to ask if a patron has any symptoms, or was recently exposed to somebody known to have COVID-19. It is recommended that a temperature is taken as part of this process, but it is acceptable to verbally ask if the person has a temperature if necessary.

Contact tracing information is a valuable tool in the ability to track, identify, and prevent the spread of COVID-19. Collected information can be used with positive case data to determine areas where transmission is occurring and focus increased prevention strategies. A reservation system can be used to collect sufficient contact tracing information for each patron or party. Some level of collecting customer information for contract tracing purposes is a requirement of the program.

6. BUSINESS SPECIFIC PLANS FOR OUTBREAK DETECTION, REPORTING, AND RESPONSE

Is your business familiar with what is needed for these plans and have you spent time considering how you would implement these requirements if necessary?

These outbreak plans do not need to be submitted to the Administrative Committee, but should be something you have considered and planned for. Please describe the planning you have done.

[Find information on what should be included in outbreak plans.](#)

7. SUFFICIENT QUALITY VENTILATION

How is quality ventilation being provided?

Improving ventilation can aid in reducing the transmission of COVID-19 by filtering out the virus particles or lowering the concentration of indoor air contaminants by increasing natural ventilation and outside air into the space.

If there is an HVAC system it should be:

- Equipped with the highest-rated filter available for the system.
- Set to run continuously when people are present (DCV disabled).
- Operated at the highest optimized settings for the space.
- Serviced by an HVAC technician at least twice per year.

If there is no commercial HVAC system, or an HVAC system that does not meet above requirements, then ventilation must be improved by:

- Incorporating portable air purifiers (preferably with HEPA filters) appropriate for space size, and/or
- Increasing natural ventilation through opening doors and windows to allow cross-ventilation and installing fans that operate to increase airflow in a unidirectional (non-recirculating) manner.

All businesses are encouraged to consult the [Ventilation and COVID-19 Guide](#) for a more thorough reference of tips and suggestions for ensuring sufficient ventilation.

8. EXPOSURE NOTIFICATION AND SERVICE PROMOTION AND OUTREACH TO EMPLOYEES AND CUSTOMERS

What method will be used to promote use of the exposure notification service to employees and customers?

The exposure notification service is Colorado's official state COVID-19 exposure alert system. Built in partnership with Apple and Google, this service will quickly notify you if you've likely been exposed to COVID-19, allowing you to reduce the risk for your loved ones, seek timely medical advice, and slow the spread in your community. Promotional materials used to support the use of the service can be found [here](#).

9. PUBLICLY DISPLAYED INSTRUCTIONS FOR A CUSTOMER TO LODGE COMPLIANCE COMPLAINTS TO CDPHE

Within your business, signs need to be posted sharing this information. The basic messaging is simply:

Want to file a compliance complaint? Visit covid19.colorado.gov/certified-compliance

10. EXTRA EFFORT TO CREATE SPECIAL HOURS OR ACCOMODATIONS FOR AT RISK POPULATIONS

Have steps been taken to create special hours or accommodations for at risk populations?

Using dedicated hours or special services for at risk populations allows those who may be most impacted by COVID-19 an opportunity to continue to utilize the businesses in our community. Other options may be to dedicate rooms at gyms or fitness studios, or provide special reservation times to at-risk individuals at salons or other personal services.

11. NO PRIOR CITATIONS OF NONCOMPLIANCE WITH PUBLIC HEALTH ORDERS

Have you been previously cited for non-compliance?

Businesses that have been previously cited for non-compliance are not eligible for certification unless reviewed and accepted by the Administrative Committee. A citation of non-compliance is either a state or local citation for a business that despite warnings and educational efforts, willfully violated the public health orders. If your business has received a prior citation, please note that in your application. The Administrative Committee will be looking to see in your implementation and compliance plan a clear path for avoiding any issues that may have existed previously leading to a citation.

INDUSTRY SPECIFIC REQUIREMENTS

Elements to be addressed in written plans for these specific business types:

RESTAURANTS/BARS/BREWERIES

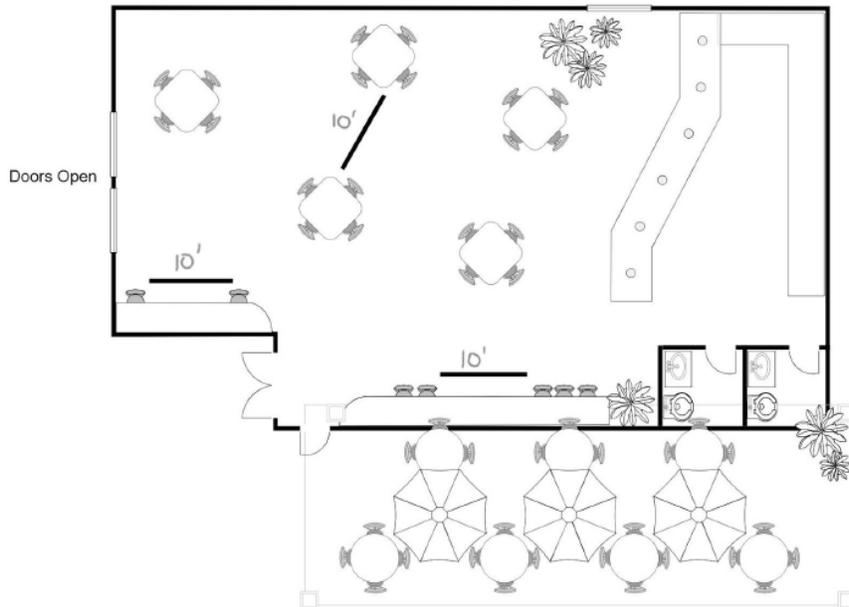
- 1. Tables are spaced a minimum of 10 feet table to table while in Level Red, or otherwise in a way that ensures guest are at least 6 feet apart**

At any point our community may be in Level Red, all tables must be spaced a minimum of 10 feet apart. Increasing this table to table distance to 10 feet ensures that **guests** seated at the tables are adequately spaced.

Regardless of Level, arranging seating to maintain a minimum of 6 feet of distance between guests is important in limiting transmission in a restaurant, bar, or brewery, especially since guests will not be wearing masks while eating and drinking. Your plan should address how you will keep guests a minimum of 6 feet apart from each other at all times, including for any guests inside the business for takeout orders or as delivery drivers as well.

You can submit a floor plan of your facility (hand drawn is ok) showing how tables will be spaced if that helps in explaining your plans.

Example:



2. Signage or other measures are taken to inform customers that seating is limited to a single household while the community is in Level Red.

Limiting the number of people you are in close contact with outside of your own household is critical to reducing the spread of the virus. This is particularly important in indoor settings, and in settings where people are not wearing masks.

3. Reservations are used. Alternative methods to keep separate household groups greater than 6 feet apart may be used. Contact tracing data includes seating location in the establishment.

Reservations help to alleviate crowds arriving at the same time, especially in levels where seating capacities are limited, as well as can provide a sufficient level of contact tracing for diners. If reservations are not used other systems must be used to prevent crowding into waiting areas, entries, or bar areas. Having customers wait for a text or notification when a table is ready, and placing signage where individual parties should stand should be used to prevent crowding.

GYM & FITNESS

1. Reservation systems are used to aid in reducing the number of patrons in the facility at any one time.

Reservation systems must be used to prevent overcrowding of the facility and to maintain correct capacities for each room that has been designated within the facility.

2. Diagrams submitted to show room layouts and capacities planned for each room.

A room is a separate area of an establishment where people in one space do not interact with occupants of another, or move among the separate spaces.

- Rooms do not need separate entrances/exits or restrooms, but having these is preferred.

- Examples:

- A rec center with a lap pool and a gym can treat these as two separate 'rooms' if people utilizing the lap pool and the gym do not interact or switch areas.

- A facility (gym, church) with seating/activities on multiple floors where the two do not interact.

PERSONAL SERVICES

1. Reservation systems are used to aid in reducing the number of patrons in the facility at any one time.

Reservation systems must be used to prevent overcrowding of the facility and to maintain correct capacities for each room that has been designated within the facility.

2. Diagrams submitted to show room layouts and capacities planned for each room.

Each area designated as a room within the facility must be separated from others and not require guests to move between rooms or interact.

INDOOR EVENTS

1. Measures are taken to inform customers that seating is limited to a single household.

Limiting the number of people you are in close contact with outside of your own household is critical to reducing the spread of the virus. This is particularly important in indoor settings, and in settings where people are not wearing masks.

2. Diagrams submitted to show room layouts and capacities planned for each room.

A room is a separate area of an establishment where people in one space do not interact with occupants of another, or move among the separate spaces.

- Rooms do not need separate entrances/exits or restrooms, but having these is preferred.
- Examples:
 - A facility (gym, church) with seating/activities on multiple floors where the two do not interact.
 - An event center with two separate venue sites or rooms where guests of one venue do not interact with occupants of the other venue.

IF A FULL PLAN WAS NOT PROVIDED WITH YOUR ONLINE APPLICATION, SUBMIT YOUR REQUIRED WRITTEN IMPLEMENTATION AND COMPLIANCE PLAN TO THE ADMINISTRATIVE COMMITTEE BY EMAILING IT TO GREELEY5STAR@GREELEYGOV.COM FOR BUSINESSES IN GREELEY OR EVANS OR TOWNCLERKSOFFICE@WINDSORGOV.COM FOR BUSINESSES IN WINDSOR.

YOU CAN ALSO EMAIL OR CALL 970-350-9740 FOR FURTHER ASSISTANCE IN COMPLETING YOUR PLAN.