



SAFER AT HOME Checklist for Grocery and Food Service

This checklist is intended to help businesses comply with the Colorado Safer at Home Order and other applicable orders.

- Compliance with all public health orders is mandatory.
- Use of this checklist is voluntary.
- Completion of this checklist does not assure compliance but may be asked for as supporting documentation in cases of compliance investigations.
- Businesses are encouraged to share the completed version of this checklist with employees and post it for the public.

As Orders evolve, be sure to visit www.COVID19.Colorado.gov and www.boco.org/COVID-19 for the most current information.

The Colorado Department of Public Health and Environment issued [Public Health Order 20-22](#) to close bars, restaurants, gyms, theaters, and casinos to slow the spread of COVID-19 on March 17, 2020. Facilities may continue to serve carry out, window service, and delivery. Public Health Order 20-22 does not apply to grocery stores, markets, or convenience stores (see grocery specific guidance below). Key points of 20-22 and accompanying state guidance include:

- ☐ Establishments may continue to offer food and beverage using delivery service, window service, walk-up service, drive-through service, or drive-up service, and must use precautions in doing so to mitigate the potential transmission of COVID-19, including social distancing.
- ☐ Establishments may allow up to five members of the public at one time on the premises for the purpose of picking up their food or beverage orders, so long as those individuals are at least six feet apart from one another.
- ☐ Establishments with a drive thru shall close walk-up service for patrons arriving by vehicle, place signage on the door indicating the dining area is closed and guide patrons arriving by vehicle through the drive thru.
- ☐ Where practicable, establishments without a drive thru shall provide signage on doors and elsewhere that prevents walk-up service for patrons arriving by vehicle and have wait staff take orders from and deliver food to vehicles.
- ☐ Establishments redirect staff to the provision of a delivery service.
- ☐ For establishments that one of the options above cannot be implemented for patrons arriving by vehicle, and for pedestrians or bicyclists the establishment must put into place processes that ensure no more than 5 patrons are in the establishment at one time and that six-foot distance is maintained between patrons. This can include:
 - ☐ Having staff outside during peak hours ushering in new patrons as others leave.
 - ☐ Limiting access to one door, have the door monitored and have indications on the floors, both inside and out indicating locations to stand that maintain the six-foot required distancing.
 - ☐ Close down all indoor and outdoor seating except a few designated areas for the five or fewer patrons that can be in the establishment, only during pick-up or walk-up service.



Suggested Best Practices for Food Service

- ☐ Heightened hygienic practices including peer observation (watch and coach teammates) and supervisor oversight (attention to techniques and frequency) to ensure staff are washing hands frequently and correctly.
- ☐ Use signage to notify visitors, vendors: Place signage at the main entrances warning visitors not to enter if they are sick or not feeling well, have recently traveled outside of the US, or may have come into contact with someone with COVID-19.
- ☐ Constant interaction (before each shift, during the shift and at shifts end) with staff on their health status and the health of anyone with whom they may be in close contact (family members, roommates, etc.).
- ☐ Immediately exclude any staff members indicating symptoms or that have been diagnosed with COVID-19 or have been in contact with someone diagnosed COVID-19 and contact your local public health agency and CDPHE immediately.
- ☐ During routine business hours, frequently and thoroughly clean and disinfect all frequently touched objects within the dining and customer areas (door knobs, cabinet handles, handrails, light switches, kitchen counters, dining room tables). Regular cleaning and disinfection products can be used. For an additional list of recommended disinfection products visit: www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2
- ☐ Deep clean and disinfect the entire facility during non-operational hours at least 2 times per week. Regular cleaning and disinfection products can be used. For an additional list of recommended disinfection products visit: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
- ☐ Staff should wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after cleaning and disinfecting is completed. Ensure that staff properly wash their hands immediately after gloves are removed.
- ☐ Continue to clean and sanitize food preparation surfaces in the kitchen and other food storage areas.
- ☐ Have staff dispense food from buffets or discontinue buffet services to prevent customer reuse of service utensils.
- ☐ Discontinue services that allow customers to fill their own beverage cups such as coffee cups or growlers.
- ☐ Guide staff to cough or sneeze into their sleeved arm or cover their nose and mouth with a tissue. Throw away the tissue after they use it and wash hands.
- ☐ Ensure staff do NOT share cups and eating utensils with others.
- ☐ Ensure that staff avoid touching their eyes, nose, or mouth.
- ☐ For further information please see the CDC guidance under the “How to clean and disinfect” section at: <https://www.cdc.gov/coronavirus/2019-ncov/community/home/cleaning-disinfection.html>
- ☐ Station hand wipes or alcohol-based hand sanitizer in common assembly areas, such as waiting areas, game rooms, or lobbies. If available, consider putting a bottle of hand sanitizer on all the dining room tables. At your main entrance, provide a cleaning station with alcohol-based hand sanitizer, tissues, and a trash can for visitors.



Suggested Best Practices for Grocery Stores

Everyone

- ☐ Maintain adequate spacing (6 feet) between customers and staff inside/outside the store.
- ☐ In areas of high-volume traffic, consider spacing tools, such as tape markers on the floor, to keep customers and employees adequately spaced.
- ☐ Consider physical barriers such as sign stands, ropes and sneeze guards.
- ☐ Consider assigning staff to help monitor and enforce social distancing.
- ☐ Prominently display signs that communicate with customers/ staff the steps taken to minimize risk. Including physical distancing, good hygiene and sanitation practices.
- ☐ Place alcohol-based (at least 60% alcohol) hand sanitizers for employees and customers at convenient and accessible locations, such as near entrances and self-check-out screens.
- ☐ Make sanitizing wipes easily accessible to customers, or have an employee sanitize between each customer use.
- ☐ Appoint a designated sanitation worker at all times to continuously clean and sanitize commonly touched surfaces, including shopping carts, basket handles, door handles, counter tops, and cash machine keypads. (Additional Guidance).
- ☐ Require employees to stay at home when showing any symptoms or signs of sickness.

Employees

- ☐ Employer provides masks and gloves.
- ☐ Conduct daily temperature checks and monitor symptoms in employees, logging all results. Refer symptomatic employees to the CDPHE Symptom Tracker. Maintain employee confidentiality at all times.
- ☐ Stagger/ alter shifts to reduce the number of employees in the store at once.
- ☐ Limit exposure for employees at higher-risk. Consider assigning these employees to shifts that limit exposure to the public.

Customers

- ☐ Provide dedicated in-store visit hours for high-risk populations.
- ☐ Encourage order-ahead, curbside, online shopping, and delivery options.
- ☐ Prohibit self-serve foods, including hot bars, cold bars and buffets.
- ☐ Prohibit product sampling.

Additional Resources

- ☐ [Face Coverings](#)
- ☐ [Symptom Screening](#)
- ☐ [FAQs](#)
- ☐ [Paid Leave and Unemployment FAQs](#)
- ☐ Cleaning and disinfection

