

Form Name: Garfield County Business Social Distancing Plan  
Submission Time: May 4, 2020 11:52 am  
Browser: Chrome 80.0.3987.163 / OS X  
IP Address: 73.34.146.34  
Unique ID: 608245982  
Location:

**Business name** C.O.R.E. - Community Office for Resource Efficiency

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**Email** andrea@aspencore.org

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**Facility location** 320 3rd St  
Suite 14  
Cardondale, CO 81623

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**Approximate gross square footage of space open to the public:** 0 - 3rd St Center is closed to the general public

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**What level of risk do I consider the potential for the spread of COVID-19 at my business?** Low

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Signs have been placed at each public entrance of the facility or work site to inform all employees and customers that they should:

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A copy of the flyer on the confirmation page of the Social Distancing Plan has been placed at each public entrance to the work site. Submit the form, click the link, and print the flyer.

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**(check all that apply to the facility or work site)**

Everyone who can carry out their work duties from home has been directed to do so.

All employees dealing with the public must wear face coverings that cover the nose and mouth, except where doing so would inhibit that individual's health.

Individual discussions have taken place with employees about the fact that older adults and those with chronic medical conditions may be at higher risk for serious illness. Options have been explained to high risk employees, including ways to minimize face-to-face interactions, maintaining six feet of distance from other people, remote work if possible, and leave policies for employees who choose not to come to work.

All employees have been told not to come to work if sick (including any of the following: headache, sore throat, fever, dry cough, recent inability to taste and smell, shortness of breath, ear aches, body aches, diarrhea, fatigue, vomiting, and abdominal pain).

Copies of this protocol have been distributed to all employees.

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**(check all that apply to the facility or work site)**

All employees have been instructed to maintain at least six feet of distance from customers and each other (employees may momentarily come closer when needed to accept payment, deliver goods or services, or when otherwise unavoidable).

All desks, individual work stations, or work areas are separated by at least six feet.

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**The number of customers in the business at any one time is:**

0

**(check all that apply to the facility or work site)**

Hand sanitizer, soap and water, or effective disinfectant is available to the public and employees at or near the entrance of the facility or work site, at checkout counters, workstations, and anywhere else where people have direct interactions.

**Location(s) include:**

Conference room area

Disinfecting wipes or spray that is effective against COVID-19 are available near workstations and all high-contact surfaces (including payment portals, carts, baskets, pens, shared tools, heavy equipment, etc.).

**Location(s) include:**

Copier/printer area

Break rooms, bathrooms, and other common areas are being disinfected on the following schedule:

**Break rooms**

Completed by 3rd Street Center

**Bathrooms**

Completed by 3rd Street Center

**Other areas**

Completed by 3rd Street Center

**Name**

Andrea Hingley

**Title**

Administrative Coordinator

**Phone**

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