



SAFER AT HOME Checklist for Field Services

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.

Field Services means a service that is being provided in the field rather than on business property, including third party private properties, such as a third-party household.

Field Services include but are not limited to:

- Real estate, including marketing services
- Lawn care and landscaping
- House cleaning, including carpet cleaning and window cleaning
- Electricians and plumbers
- Handyman services
- General contractors, tile setters, carpenters, construction
- Home inspectors
- Appraisers
- Land surveyors
- Architects
- Engineers
- Private investigators
- Landscape architects
- Transportation network companies, limo services and call and demand transportation (e.g. taxis)



Workplace Requirements

- ☐ Modify flow of people traffic to minimize contacts (e.g. doors for entry or exit only)
- ☐ Conduct office cleaning with increased frequency and supplement with high-frequency sanitization of high-touch areas (e.g. doors, stairwell handles, books, light switches, elevator switches and buttons, etc.) See [additional guidance](#).
- ☐ Ensure proper ventilation
- ☐ Provide employees with sanitization products and guidance on daily workspace cleaning routines
- ☐ Post signage for employees and customers on good hygiene and new office practices and make regular announcements to remind employees and/or customers to follow distancing guidelines. [additional resources](#).
- ☐ Encourage the use of digital files rather than paper formats (e.g., documentation, invoices, inspections, forms, agendas)
- ☐ Ensure clear planning, preparedness and organization in the workplace. This includes assigning a COVID coordinator to facilitate planning and communication, developing a plan for resources like cleaning supplies and internal regular (daily or weekly) communication, planning for employees to be out of the office for quarantine or caring for others, and considering how new precautions will impact workflow, etc.

Suggested Best Practices

- ☐ Separate desk areas to prevent crowding. For example, at 50% capacity, every other cubicle in an open office setting should be utilized so that employees are not working directly next to each other
- ☐ Allow for flexible work schedules, where possible, to lessen the need to be in the office during normal business hours. This could include allowing employees to work evenings or weekends when the office is traditionally less crowded or closed, or implement in-office rotation schedules

Employee Requirements

- ☐ Adhere to all general rules or guidance on social gathering limitations when working in the field, including in someone's business or personal home
- ☐ No meetings, showings, appraisals, consultations or gatherings of more than 10 people; these should be conducted remotely
- ☐ Implement procedures for field-based employees to monitor for symptoms and report to management daily on health status. Refer symptomatic employees to the [CDPHE Symptom Tracker](#). See [additional guidance](#).
- ☐ Maintain 6-foot distancing from other employees and customers
- ☐ Require gloves and face coverings or masks for any in-person interactions or work being done in third-party homes or office spaces. See [additional guidance](#).
- ☐ Change gloves between customers
- ☐ Inquire whether third-party homes have symptomatic individuals or individuals who have contact with known positive cases and, if they do, cease any in-person interaction and limit any in-home activities to only those which are critical and can be done without risk to service provider
- ☐ Maintain detailed log of customer interactions to enable contact tracing (if ever needed)
- ☐ Prioritize remote work and/or personal protective equipment for people at higher risk of severe



illness from COVID-19

- ☐ Sanitize high- touch surfaces and tools or equipment after each customer visit. See [additional guidance](#).
- ☐ Provide guidance and encouragement on personal sanitation including frequently washing hands. This guidance should include all of the following:
 - ☐ frequently and thoroughly wash your hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer with at least 60% alcohol;
 - ☐ cover coughs and sneezes with a tissue, then throw the tissue in the trash, or use your inner elbow or sleeve;
 - ☐ avoid touching your eyes, nose, and mouth with unwashed hands;
 - ☐ stay home if you're sick, and keep your children home if they are sick; and
 - ☐ clean high touch surfaces in your home, and personal items such as cell phones, using regular household products.
- ☐ Require service providers to stay home if showing any symptoms or signs of sickness or if they have had contact with a known positive case
- ☐ For real estate: no open houses and no food or beverage offered during showings

Suggested Best Practices

- ☐ Reduce the size of work crew to minimize the number of people on the site and encourage staggering work crews into multiple shifts.
- ☐ Keep in-person meetings as short as possible, limit the number of workers in attendance to 10, and use social distancing practices.
- ☐ Provide hand washing stations with soap, disposable paper towels and provide hand sanitizer on the jobsite.
- ☐ Clean and disinfect portable jobsite toilets regularly. Hand sanitizer dispensers should be filled regularly. Frequently-touched items (i.e., door pulls and toilet seats) should be disinfected.
- ☐ Minimize the use of equipment that has the potential to spread COVID-19 and other airborne particulates, such as leaf blowers.
- ☐ In addition, follow your Industries DORA, OSHA, &/or Professional Guidelines for additional COVID19 protocols.

Customer Protection Requirements

- ☐ Provide estimates, invoices, and other documentation electronically (no paper)
- ☐ Seek contactless payment options (whenever possible)
- ☐ Maintain 6-foot distancing
- ☐ Use face coverings or masks

For transportation network companies, limo services and call-and- demand transportation riders, use the COVID-19 [Guidelines for Public Transportation Providers](#) for best practices.



Boulder County Guidance

Real Estate Showings

- ☐ Appointment only (no open houses other than virtual)
- ☐ Should perform tasks remotely or virtually whenever possible this would include doing virtual open houses.
- ☐ Masks required for all participants
- ☐ Put on gloves before entering the property and remove them after leaving the property
- ☐ Number of in-person participants limited to the greatest extent possible
- ☐ Participation by children is strongly discouraged
- ☐ Social Distancing Requirements are met at all times
- ☐ From the Order: Social Distancing Requirements. To reduce the risk of disease transmission, individuals shall maintain at least a six-foot distance from other individuals, wash hands with soap and water for at least twenty seconds as frequently as possible or using hand sanitizer, cover coughs or sneezes (into the sleeve or elbow, not hands), regularly clean high-touch surfaces, and not shake hands.
- ☐ Must otherwise adhere to all guidance on social distancing
- ☐ Must maintain 6 feet of distance from customers when showing houses
- ☐ Must maintain a detailed log of customer interactions in case contact tracing becomes necessary. This log should include name, date, and location of contact, as well as the contact's phone number and/or email address.
- ☐ All agents must provide gloves and masks for any customer interactions or ensure that they have their own.
- ☐ In addition, follow your Industries DORA, OSHA, &/or Professional Guidelines for additional COVID19 protocols.
- ☐ Agents/realtors or home owners must [clean and disinfect](#) all high touch surfaces between each showing.

Additional Resources and Guidelines

- [Guidelines for Non-healthcare industries](#)
- [Employee Health Screening Form](#)
- [CDC Recommendations for businesses and employers](#)
- [CDPHE Cleaning Guide for COVID-19](#)
- [Associated Landscape Contractors COVID-19 Guidelines](#)
- [DORA Safer at Home: Field Services](#)
- [OSHA COVID-19 Construction Guidance](#)
- [DORA Multi Industry Construction Guidance](#)
- [DORA Division of Real Estate Guidance](#)
- [Colorado Division of Real Estate COVID-19 Guidance](#)
- [CDC Guidelines Cleaning Non-Emergency Transport Vehicles](#)
- [What Passenger Drivers Need to Know COVID-19](#)



General Business Requirements

Workplace Requirements

- ☐ Deputize workplace coordinator(s) charged with addressing COVID-19 issues
- ☐ Maintain 6-foot distancing when possible, and discourage shared spaces
- ☐ Frequently sanitize all high-touch areas. See [additional guidance](#).
- ☐ Post signage for employees and customers on good hygiene. See [additional resources](#).
- ☐ Ensure proper ventilation. See [OSHA guidance](#).
 - ☐ Higher than normal ventilation levels are encouraged
- ☐ Avoid gatherings (meetings, waiting rooms, etc.) of more than 10 people
- ☐ Implement symptom monitoring protocols (including workplace temperature monitoring and symptom screening questions) where possible. See [additional guidance](#).
- ☐ Eliminate or regularly sanitize any items in common spaces (i.e., break rooms) that are shared between individuals (i.e., condiments, coffee makers, vending machines). See [additional guidance](#).
- ☐ Provide appropriate protective gear like gloves, masks, and face coverings and encourage appropriate use. See [additional guidance](#).

Employee Requirements

- ☐ Require employees showing any symptoms or signs of sickness, or who have been in contact with known positive cases to stay home. Connect employees to company or state benefits providers
- ☐ Provide flexible or remote scheduling for employees who need to continue to observe Stay-at-Home, who may have child or elder care obligations, or who live with a person who still needs to observe Stay-at-Home due to underlying condition, age, or other factors
- ☐ Encourage and enable remote work whenever possible
- ☐ Minimize all in-person meetings
- ☐ Provide hand washing facilities/stations and hand sanitizer
- ☐ Encourage breaks to wash hands or use hand sanitizer
- ☐ Phase shifts and breaks to reduce employee density
- ☐ Wear appropriate protective gear like gloves, masks, and face coverings and encourage appropriate use. See [additional guidance](#)
- ☐ [Additional guidance to keep employees & customers safe](#)

Customer Requirements

- ☐ Create special hours for people at higher risk of severe illness from COVID-19
- ☐ Encourage and facilitate 6-foot distancing inside of the business for all patrons
- ☐ Encourage use of protection like gloves, masks, and face coverings
- ☐ Provide hand sanitizer at entrance
- ☐ Install shields or barriers where possible between customers and employees
- ☐ Use contactless payment solutions, no touch trash cans, etc. whenever possible
- ☐ [Additional guidance to keep employees and customers safe](#)

Additional Resources and Guidelines

- [CDC Printable Signage Resources](#)
- [CDC Signage on How to Remove Gloves](#)
- [Commuting Solutions Telework Resource](#)
- [Commuting Solutions Telework Resource](#)

