

Non-Critical Offices

During the Safer at Home Order

Non-Critical Offices

- Accountants and accounting firms
- Appraisal management companies
- Architecture engineering and land surveying business/firms
- Corporate offices and private firms
- Fantasy contest operator business
- Landscape architecture
- Non-transplant tissue banks
- Private investigators
- Real estate offices

Protect Customers

- Maintain Social Distancing requirements with markings for lines
- Provide dedicated in-store hours for vulnerable individuals
- Post signs encouraging the use of face coverings
- Provide hand sanitizer at entrances and high traffic areas

Protect Employees and Work Places

- **Incorporate office logistics to promote good hygiene and cleaning**
 - Assign a COVID coordinator
 - Increase frequency of cleaning high-touch surfaces
 - Post signage on good hygiene and safety measures
 - Encourage frequent breaks and hand washing
 - Limit in-person interactions/meetings
 - Require face coverings for required in-person interactions
 - Conduct employee symptom screening
- **Adhere to social distancing**
 - Six feet between employees and work spaces
 - Modify workflow to minimize contact
 - Encourage digital or electronic files
- **Max 50% occupancy with an in-office rotation and telecommuting preferred**
 - Allow flexible scheduling with priority given to those who are vulnerable or have child care needs

This guidance is intended to provide a summary of applicable provisions of CDPHE Amended Public Health Order 20-28 and does not contain all of the requirements set forth therein. In addition, while every effort will be made to keep the information in this guidance current, Public Health Orders may be amended from time to time. Please review the most recent version of Public Health Order 20-28 Safer at Home on CDPHE's COVID-19 website. If there are any conflicts between the Public Health Order and this guidance, the Public Health Order controls.