



Instructions for Social Distancing Certification for Businesses

Executive Order D 2020 013 “Ordering Colorado Employers To Reduce In-Person Workforce by Fifty Percent Due to the Presence of COVID-19 in the State,” and the corresponding Public Health Order 20-24 Implementing Fifty Percent Reduction in Nonessential Business In-Person Work and Extreme Social Distancing (PHO 20-24), require that businesses that do not meet the definition of a “Critical Business” reduce their in-person work by fifty percent (50%) to help mitigate the spread of novel Coronavirus 2019 (COVID-19). Specifically, businesses must

- reduce in-person work that takes place outside a private residence not otherwise exempted by the Executive Order and PHO by at least fifty (50) percent;
- implement tele-work or other work from home capabilities to the greatest extent possible; and
- are encouraged to stagger work schedules to reduce the proximity of workers during work hours.

See PHO 20-24 for the list of authorized businesses that are exempt from these reductions.

Alternatively, if a business can demonstrate that it complies with the Social Distancing requirements included in the PHO, a business that is not a Critical Business does not have to reduce their in-person work by fifty percent. **Social Distancing** for purposes of this certification means maintaining at least a six-foot distance from other individuals, washing hands with soap and water for at least twenty seconds as frequently as possible or using hand sanitizer, covering coughs or sneezes (into the sleeve or elbow, not hands), regularly cleaning high-touch surfaces, and not shaking hands.

If your business **is not** on the list of authorized businesses, but the business is able to remain open and comply with the social distancing requirement that all employees remain at least six feet apart at all times, complete the following certification and maintain in your business records. You may be required to produce this documentation to state or local law enforcement, public health agencies, or other government agencies with jurisdiction to demonstrate compliance.



Social Distancing Self-Certification for Businesses

Business Name: _____

Business Address: _____

Business Owner: _____

Number of employees: _____ **Number of employees who cannot work from home:** _____

Name of person completing this form: _____

Title of person completing this form: _____

Contact information: _____

Check the Social Distancing requirements below that you attest your business can meet:

☐ Maintaining at least a six-foot distance from other individuals in the workplace
Describe how you have implemented this requirement:

☐ Readily placed instructions in the workplace on proper handwashing, covering coughs or sneezes (into the sleeve or elbow, not hands), not shaking hands

☐ Policies that require employees to stay home when they have any of the following symptoms: coughing, shortness of breath, body aches, chest tightness, fever; and to follow CPDHE quarantine and isolation guidance: <https://covid19.colorado.gov/isolation-and-quarantine>

☐ Assuring employees have access to hand sanitizer in the workplace and/or soap and running water and instructions to wash hands with soap and water for at least twenty seconds as frequently as possible

☐ Regularly cleaning high-touch surfaces

In addition, please check any of the following recommendations that your business has implemented:

☐ Staggering shifts

☐ Telework

☐ Symptom screening before entering the building (<https://covid19.colorado.gov/schools-workplaces-community>)

☐ Other: _____

I certify subject to penalty of perjury and any other civil and criminal penalty that the information provided above is true. I understand that failure to comply with a public health order upon which this certification is based could result in civil or criminal penalties, including a fine of up to \$1,000 and imprisonment in the county jail for up to a year.

Signature

Maintain a copy of the completed certification form in your business records, and produce a copy at the request of state or local law enforcement, public health agency representatives, or any other government agency with jurisdiction over the business, property, or any applicable licenses, permits or certifications maintained by the business.