

**FIVE STAR INSPECTION CHECKLIST**



Contact Name	
Business Name	
Application Number	

<b>Business Plan</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
The business has written a plan about how they are implementing or exceeding state and local prevention guidelines. This plan will have a clear compliance and enforcement plan.			
Signage explaining safety measures being taken by the business.			
Copies of the COVID-19 plan have been distributed to all employees			

<b>Mask Protocols</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Masks are required for everyone who enters the facility.			
There are signs posted at entrances, reminding people to maintain social distancing, emphasize wearing a mask, handwashing, coughing and sneezing etiquette and to not enter if they are sick.			
There are alternative options for people who refuse to wear a mask, and for vulnerable individuals (special hours, seating assistance, curbside delivery).			

<b>Employee Reqs</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Employees, contracted workers, and volunteers are required to wear a non-medical cloth face covering over the nose and mouth as well as do daily symptom checks.			
All employees have been instructed to maintain at least six feet distance from customers and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.			
There is a system in place to monitor employee and volunteer symptoms such as temperature monitoring. Provisions are in place to send employees home when experiencing any of the following: dry cough, shortness of breath, difficulty breathing, fever, fatigue, or a recent loss of taste or smell.			

<b>Capacity Controls</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Procedures are in place for limiting the number of people in a facility to meet current allowable capacity.			
Curbside drop off/pick-up is used whenever possible.			
The flow of people traffic has been modified where possible (doors for entry or exit only, one way aisles, etc.), while still maintaining safety such as emergency exits due to fire or other emergencies).			
Limit the number of customers in the store at any one time to make sure social distancing is attainable.			
Post an employee at the door to ensure that the maximum number of customers is not exceeded. If necessary designate employee monitors outside the store as well to assist and prevent crowds.			

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<b>Spacing Controls</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Indoor and outdoor spaces are set up to promote at least six feet of distance between individuals and groups such as placing tape to mark the distancing in lines or on sidewalks.			
Chairs and desks are adequately spaced in work areas and waiting areas including staggering customer seating if waiting for services.			
<b>Cleaning Controls</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
There is at least one handwashing facility or hand sanitizer station per 25 people and employees are encouraged to take breaks to wash hands.			
The facility is cleaned frequently, including disinfection of bathrooms, high-touch surfaces, and items shared between individuals (menus, tables, etc.). There are policies and procedures in place, along with a cleaning schedule.			
The facility has proper ventilation.			
<b>Operational Controls</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
The use of digital files rather than paper is encouraged (invoices, agendas, forms, etc.).			
Signage on how to contact a store manager or person in charge with questions or concerns related to COVID-19 store practices for protecting employee and customer.			
Appropriate protective gear like disposable gloves and cloth masks are provided and used by all employees in close contact with other employees and/or the general public.			
Everyone who can carry out their work duties from home has been directed to do so i.e. Flexible and/or remote scheduling is provided for vulnerable employees that must continue to stay at home, who may have child or eldercare obligations, or who live with a person who needs to observe Stay-at-Home due to underlying condition, age, or other factor.			
<b>Industry Specific Criteria</b>	<b>Complete only the questions applicable to business type</b>		
<b>Restaurant, Bars, and similar Special Events</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Outdoor spaces such as patios or other expanded areas as granted by any municipality may be used as additional capacity for restaurants and bars. There must be at least 10 feet of space between all tables.			
There must be at least 10 feet of space between all freestanding tables, and between booth tables and any freestanding tables.			
Seating must not allow for more than 6 people from a single party. Multiple parties cannot be seated together at the same table.			
Allow only the number of people for which seating is available; no standing room space allowed.			
On-premise service and alcohol consumption must end by 10 PM.			
Dancing is not allowed; it is recommended that the dance floor be used as part of the overall seating space with tables spaced 10 feet apart.			
Do not provide live music or any other live performances.			

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<b>Recreation, including bowling alleys, gyms, recreation centers, indoor pools, and outdoor recreation facilities.</b>	Yes	No	Comments
Face coverings are required during group exercise classes and while bowling with a team and/or during league play.			
Face coverings are not required while exercising alone as long as personal exercise equipment is spaced 10 feet apart.			
Golf carts, go-karts, paddle boards, etc. must contain no more than one person, unless both riders are members of the same party.			
Swimming pools with an appropriate disinfectant (e.g. chlorine or bromine) are limited to 50% of the posted occupancy code or less as necessary to comply with social distancing requirements.			
<b>Personal Services</b>	Yes	No	Comments
Personal services - reservations are required			
<b>Office Based Industries</b>	Yes	No	Comments
Employees are discouraged from using shared spaces (break rooms, meeting rooms, waiting areas, etc.). If use of shared space is necessary, consider the size of the room to maintain 6 foot distancing and no more than 10 people are permitted.			
All desks, individual work stations or work areas are separated by at least six feet and/or schedules are staggered to ensure six foot distancing.			
Employee breaks are staggered to reduce employee density.			
Shields are installed between customers and employees where possible.			
<b>Health Department Citation</b>	Yes	No	Comments

Has your business been cited any time after December 18, 2020 by the Tri-County Health Department?

**Reaffirm Five Star Recovery Partner Program Acceptance Agreement**

By submitting this application, the business (“business entity”) operating at the address listed has voluntarily elected to participate in the Arapahoe County Five-Star Recovery Partner Program (“Program”) offered by the Administrative Committee and acknowledges they will adhere to all the program requirements outlined in this submittal to be accepted as a participant. Additional, site-specific operational plans may be submitted following this application. As a result, the Administrative Committee agrees to allow this business entity to operate at capacity restrictions one level less restrictive than the level Arapahoe County is currently assigned. In agreeing to participate in this Program the business entity also agrees to the following: 1. The business entity agrees to monitor conditions and Public Health Orders in effect for Arapahoe County and to meet all requirements in the Dial Level assigned to it by being a participant accepted in the Program. This may mean increased or decreased restrictions depending on Arapahoe County’s status on the Dial, and the business entity agrees to make changes as necessary to adjust to Dial Level changes. 2. Participation in the Program may be suspended or revoked by the Administrative Committee after providing notice of suspension or revocation to the business entity for any of the following: a. The business entity fails to achieve compliance on future inspections made as a result of complaints or to verify continued compliance with requirements of the Program; or b. The business entity fails to cooperate with Tri-County Health Department in investigation of possible cases of COVID-19 associated with customers, guests, or employees; or c. The Committee determines that laws, regulations, or public health orders require termination or modifications to the Program. 3. If acceptance in the Program is revoked, the business entity agrees to comply with the applicable public health orders and restrictions in effect in Arapahoe County for all businesses not participating in the Program. 4. The Business Entity may voluntarily withdraw their participation in the program upon notifying the Committee.

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Pass

Fail

DATE

Inspector Name