

**Larimer County**  
**Checklist for Business/Facility Re-Opening**  
(updated 4/27/2020 -- subject to change per State orders)

**Business name: Kaizen International Black Belt Academy**

**Facility address: 1833 E Harmony Rd Unit 5, Fort Collins, CO 80528**

Businesses must implement all applicable measures listed below. An explanation of why any measure that is not implemented is inapplicable to the business must be provided.

Enforcement will be handled on a complaint basis. You do not need to submit this form to the Larimer County Health Department unless asked to do so. If an inspector enters your facility, you will need to show how the measures included in this checklist are being complied with.

**Signage:**

- ☐ [Using templates provided by the Larimer County Health Department](#) at each public entrance of the facility or location to inform all employees and customers;
- ☐ If not using existing templates, signage posted at each public entrance of the facility or location to inform all employees and customers must include;
  - ☐ To avoid entering the facility or location if they have a cough or fever.
  - ☐ Face coverings must be worn by all employees and customers.
  - ☐ Social/Physical distancing requirements of maintaining a minimum six-foot distance from between employees and customers.
  - ☐ If relevant to your business type, that only 10 or fewer people are allowed in the facility at any given time.

**Measures To Protect Employee Health (check all that apply to the facility):**

- ☐ Everyone who can carry out their work duties from home has been directed to do so.
- ☐ At least 50% of the workforce is working remotely, or shifts have been staggered so no more than 50% of the typical workforce is on-site at any one time.
- ☐ 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).
- ☐ Symptom checks are being conducted before employees may enter the workspace.
- ☐ All desks, individual work stations or work areas are separated by at least six feet.
- ☐ Break rooms, bathrooms, and other common areas are being disinfected frequently, on the following schedule;
  - ☐ Break rooms: [After each use](#)
  - ☐ Bathrooms: [Between each class](#)
  - ☐ Other [door knobs and any used equipment sanitized between each class; computer mouse, keyboard, and kiosk screen sanitized at the end of each day](#)

- ☐ Disinfectant and related supplies are available to all employees at either their workstations or the following location(s): **in supply room behind desk and in locked cabinet in main bathroom**
- ☐ Hand sanitizer effective against COVID-19 is available to all employees at either their workstations or the following location(s): **at main door and edge of mats**
- ☐ Copies of this Protocol have been distributed to all employees.
- ☐ Optional—Describe other measures: **Building exit doors will be propped open during business hours to increase fresh air circulation**

- ❑ Limit the number of customers and employees in facilities/business areas to 20 or less (1 student per 28sq feet) to allow for customers and employees to easily maintain at least six-foot distance from one another at all times.
- ❑ If possible, an employee will monitor the door to ensure that the maximum number of customers in the facility set forth above is not exceeded.
- ❑ Placing tape or other markings at least six feet apart in customer line areas inside the store and on sidewalks to public entrances with signs directing customers to use the markings to maintain distance.
- ❑ Optional—Describe other measures used to reduce the number of employees and customers/clients to 10 or less: **students are required to reserve class time, 15 student max/class; no family members in building, lobby chairs removed from use**

- ☐ Providing for contactless payment systems or, if not feasible, sanitizing payment systems regularly.
- ☐ Providing curbside drop-off/pick-up of products.
- ☐ Optional - Describe other measures: Water fountain will be closed off, bottle-filler only available

- ☐ Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility, at checkout counters, and anywhere else inside the store or immediately outside where people have direct interactions.
- ☐ Disinfecting all payment portals, pens, and styluses after each use.
- ☐ Disinfecting all high-contact surfaces frequently.
- ☐ Optional—Describe other measures: Staff will man check-in kiosks to avoid contamination

**You may contact the following employee with any questions or comments about this protocol:**

<b>Name:</b>	<b>Shelly Jauch</b>	<b>Phone:</b>	<b>970-290-3307</b>
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