



## Covid - 19 Safety Plan

# Overview

Four Mile Historic Park is committed to the highest level of safety for employees and guests during the Covid-19 pandemic. 4MHP staff will practice appropriate respiratory etiquette while onsite.

Prior to opening the office and the Park to guests, all employees will attend a safety training session and sign an acknowledgement of this handbook as well as a commitment to follow the guidelines listed below.

Support respiratory etiquette and hand hygiene for employees, guests, and worksite visitors:

- Provide tissues and non-touch trash disposal receptacles.
- Provide soap and water in the workplace. If soap and water are not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol. If hands are visibly dirty, soap and water should be chosen over hand sanitizer.
- Place hand sanitizers in multiple locations to encourage hand hygiene.
- Ensure that adequate supplies are maintained.
- Encourage employee breaks to wash hands or use hand sanitizer.
- Place posters that encourage hand hygiene to help stop the spread in bathrooms, employee break spaces and other places where they are likely to be seen.
- Discourage handshaking – encourage the use of other non-contact methods of greeting.
- Encourage use of facemasks among employees and customers when social distancing cannot be maintained.
- Provide appropriate protective gear like gloves, masks, and face coverings to employees as defined by OSHA industry standards.

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# 4MHP Workplaces

## Best Practices

- Deputize workplace coordinators charged with addressing COVID-19 issues.
  - Morgan Gengenbach (Site Manager) and Jennifer LaGraff (Executive Director) will be the workplace coordinators.
    - Jennifer is responsible Monday - Tuesday.
    - Morgan is responsible Wednesday - Sunday.
- Maintain 6-foot distancing when possible, and discourage shared spaces. Avoid gatherings (meetings, waiting rooms, etc.) of more than 10 people.
- 4MHP will continue to allow remote work whenever possible for full-time staff members while keeping part-time staff members safe when the Park is open to the public.
- Frequently sanitize all high-touch areas in the Grant Family Education Center during hours open to the public.
  - Routinely clean and disinfect all frequently-touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
  - Wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. If reusable gloves are used, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other purposes. All reusable gloves will be demarcated with an expiry date to insure there is no wear and tear or potential contamination risks. Employees must clean hands immediately after gloves are removed.
  - For disinfection, most common EPA-registered household disinfectants should be effective. Use products that meet EPA's criteria for use against SARS-CoV-2 (the virus that causes COVID-19) and are appropriate for the surface. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
- Post signage for employees to practice good hygiene.
- Ensure proper ventilation based on OSHA guidelines.
- 4MHP will conduct Employee Health Screenings based on the Colorado Department of Public Health & Environment. Symptom monitoring protocols will be implemented (including workplace temperature monitoring and symptom screening questions) where possible.
- 4MHP staff will regularly sanitize any items in common spaces (i.e., break rooms) that are shared between individuals (i.e., condiments, coffee makers, vending machines) based on CDC recommendations.

- Establish policies and procedures for routine and targeted cleaning of surfaces.
- Clean and disinfect surfaces that are likely to be contaminated with pathogens, including those that are in close proximity to staff and guests and those that are frequently-touched (e.g., door knobs, surfaces in and surrounding restrooms) on a more frequent schedule compared to that for other surfaces (e.g., horizontal surfaces in waiting rooms).
- Use EPA-registered disinfectants that have microbicidal (i.e., killing) activity against the pathogens most likely to contaminate the environment. Use in accordance with manufacturer's instructions.
- Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment when possible. If necessary, clean and disinfect them before and after use.
- Provide disposable wipes so that commonly used surfaces (e.g., doorknobs, keyboards, remote controls, desks, other work tools and equipment) can be wiped down by employees before each use.
- 4MHP will provide appropriate protective gear like gloves, masks, and face coverings and encourage appropriate use.

## How to Conduct a Facility Health Screening

### Equipment

- 4-6 temple thermometers
- Alcohol swabs (to clean thermometer heads)
- Bleach wipes (to clean thermometer bodies) and work surfaces
- Tyvek wristbands (multiple colors to have a different color each day)
- Hand sanitizer
- Disposable medical gloves
- CR 2032 batteries (several)
- Computer with network and Google access
- Google data entry form
- Paper data entry forms (back-up)
- Room near the entrance
  - Room should have adequate space to establish a line with people spaced 6-feet apart and two 5-6 foot tables for supplies and data entry.

### Set-up

- Set up equipment on the tables so that the temperature takers screen first. The data entry personnel will be at the opposite end of the tables. Clean all surfaces and equipment with bleach wipes or disinfectant wipes.

### Personnel

- Line Manager (optional)
  - Remind all people in line to stay 6 feet apart for temperature screening and data entry screening.
- Temperature Takers (1-2)
  - Ensure that temperature takers put medical gloves on. Using a temple thermometer, take the person's temperature. Ask the person to remember their temperature for the data entry person.
  - A fever is defined as a temperature of 100.4 or above. Ask people who have a fever to return home and notify their supervisor. If no fever is present, have the person proceed to data entry.
- Data Entry Personnel (1-2)
  - Data entry personnel will use the [Employee Screening Form](#) to capture information electronically. If the computer is not accessible, use the manual paper form and complete data entry at a later time.
  - Enter name and organization information, record temperature, and ask about symptoms. If the person answers yes to any of the following, ask the person to return home and notify their supervisor.
    - Cough

- Shortness of breath or difficulty breathing
- Chills
- Muscle aches
- Sore throat
- New loss of taste or smell
- Complete data entry, place the “color of the day” wristband on person’s wrist, and allow the person to proceed.

Important Steps to Remember:

- Clean thermometers after each use.
- Maintain a clean work space.
- Clean and disinfect all surface areas at the end of the day.
- Clean your hands frequently.

## Protecting Employees

- Require employees showing any symptoms or signs of sickness, or who has been in contact with known positive cases to stay home.
- Connect employees to company or state benefits providers.
- 4MHP provides flexible and remote scheduling for all 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.
- Minimize all in-person meetings. In-person meetings are only held when appropriate while maintaining social distancing.
- 4MHP will provide hand washing facilities/stations and hand sanitizer.
- 4MHP encourages breaks at any time 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. Employees should wear non-medical masks, and guests should be encouraged to do so as well.
- Implementation of strict environmental controls:
  - Work with facility maintenance staff to increase air exchanges in the building.
  - Increase the frequency of cleaning commonly touched surfaces.
  - Employees should not share headsets or other objects that are near mouth or nose.
  - Employees should physically distance when they take breaks together. Stagger breaks and don't congregate in the break room. Don't share food or utensils.



## Coughing and Sneezing

Covering coughs and sneezes and keeping hands clean can help prevent the spread of serious respiratory illnesses like influenza, respiratory syncytial virus (RSV), whooping cough, and COVID-19. Germs can be easily spread by:

- Coughing, sneezing, or talking.
- Touching your face with unwashed hands after touching contaminated surfaces or objects.
- Touching surfaces or objects that may be frequently touched by other people.

## To Help Stop the Spread of Germs

- Cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in the trash. If you don't have a tissue, cough or sneeze into your elbow, not your hands.
- Remember to immediately wash your hands after blowing your nose, coughing or sneezing.
- Washing your hands is one of the most effective ways to prevent yourself and your loved ones from getting sick, especially at key times when you are likely to get and spread germs. Wash your hands with soap and water for at least 20 seconds.
- If soap and water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol to clean hands.
- To help prevent the spread of respiratory disease, you can also avoid close contact with people who are sick. If you are ill, you should try to distance yourself from others so you do not spread your germs. Distancing includes staying home from work or school when possible.

## Environmental Cleaning

- Perform routine cleaning and disinfecting of frequently touched surfaces by guests and employees such as counters, registers, and door handles, workstations, countertops and doorknobs. If possible in your workplace, clean between each individual guest.
- Use the cleaning agents that are usually used in these areas, and follow the directions on the label.
- Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, etc.) can be wiped down by employees before each use, and by customers, if possible.

## Reporting Outbreaks

Workplaces/facilities that suspect an outbreak (knowledge of 2 or more employees with confirmed COVID-19 within a 14-day period) should immediately take the following actions:

- Fill-out the CDPHE COVID-19 outbreak report form and send it to your local public health agency to report the outbreak in accordance with Colorado statute.
- Begin identifying staff with COVID-19-like symptoms using this CDPHE COVID-19 line list template.
- Work with your local public health agency to confirm whether an outbreak exists and to determine the extent of the outbreak.

## Mitigating Outbreaks

If two or more cases are detected within 14 days among employees, the workplace/facility should temporarily close, and the outbreak should be reported immediately to the local public health agency. The local public health agency can help confirm an outbreak exists, identify additional cases, and determine the extent of the outbreak. They can also work with the workplace/facility to determine what specific actions should be taken and when it would be safe to re-open.

When the workplace/facility is re-opened, several outbreak mitigation actions should be taken in addition to the above outbreak prevention actions:

- Employers should implement protocols to conduct daily temperature checks and monitor for COVID-19 symptoms (e.g., fever, cough, shortness of breath) among employees. Temperature and symptom checks should happen before the individual enters the workplace/facility daily.
- Document daily temperature and symptom checks using an employee health screening.
- As long as the employee doesn't have a fever or symptoms, they should self-monitor under the supervision of their employer's occupational health program.
- If an employee reports any symptoms, refer them to the CDPHE Symptom Tracker.
- Send sick employees home immediately for isolation:
  - Employees who appear to have COVID-19 symptoms upon arrival at work or who become sick during the day should immediately be separated from other employees, customers, and visitors and sent home. Sick employees should follow CDC-recommended steps.
  - Close off areas visited by the ill people. Open outside doors and windows, and use ventilating fans to increase air circulation in the

area. Wait 24 hours or as long as practical before beginning cleaning and disinfection.

- Perform enhanced cleaning and disinfection. Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls, and ATM machines) used by the ill people, focusing especially on frequently touched surfaces.
- Sick employees should not return to work until the criteria to discontinue home isolation are met (generally 10 days after symptom onset with improved respiratory symptoms and at least 3 days fever-free without fever-reducing medications).
- Contact trace and identify healthy employees with recent exposure to a person with symptomatic COVID-19:
  - Recent exposure is defined as a being a household member, intimate partner, caregiver without appropriate PPE, or having any close contact (<6 feet) for a prolonged period of time (>10 minutes) to a person with symptomatic COVID-19 during a period from 48 hours before symptom onset until meeting criteria for discontinuing home isolation (generally 10 days after symptom onset with improved respiratory symptoms and at least 3 days fever-free without fever-reducing medications).
  - Information on people who had contact with sick employees during the time the employees had symptoms and 2 days prior to symptoms should be compiled.
  - Your local public health agency may be able to assist with contact tracing for possible exposures occurring outside your workplace or facility.
- Consider sending healthy employees with recent exposure to a person with symptomatic COVID-19 home to quarantine for 14 days:
  - Healthy employees with recent exposure to a person with symptomatic COVID-19 may themselves become infected and develop symptoms within a 14-day incubation window. They may also be contagious in the 48 hours before developing symptoms.
  - Non-critical infrastructure healthy employees with recent exposure to a person with symptomatic COVID-19 should quarantine at home for 14 days (thought to be the maximum incubation period for COVID-19 infection), self-monitor for possible development of fever and symptoms, and maintain social distancing (>6 feet) from others.
  - While there are guidelines that may permit critical infrastructure healthy employees with recent exposure to a person with symptomatic COVID-19 to continue to work (with a mask and other strict precautions), these may not be sufficient to mitigate an outbreak during widespread workplace/facility transmission. Quarantining

certain exposed critical-infrastructure employees for 14 days may still be recommended in consultation with your local public health agency depending on level of exposure and extent of the outbreak.

- Exclude vulnerable employees at higher risk for serious illness from workplaces/facilities when outbreaks are ongoing:
  - Vulnerable employees at higher risk for serious illness should still follow the Stay at Home recommendations.

# Protecting Guests

- 4MHP will open the Park to guests cautiously, in the first stage of opening the Park hours will be reduced to Friday - Sunday. Education programs will be held Monday - Thursday.
- Special Park hours for people at higher risk of severe illness from COVID-19 are allotted on Fridays from 10am - Noon.
- A single entry and exit through the Grant Family Education Center will be used.
- To encourage and facilitate 6-foot distancing inside of the business, we are installing floor signage to keep guests appropriately spaced from each other.
- No more than 10 people will be allowed in the Grant Family Education Center at one time.
- No more than 100 people will be allowed in the Park at any given time.
  - Through management of a queuing or text system, guests may wait to enter the Park from the relative safety of their car or in a spaced out line of guests.
- Staff will be required to make use of protection like gloves, masks, and face coverings.
- Four hand sanitizing stations will be available to the public:
  - 1 at Grant Family Education Center Entrance
  - 1 at entrance doors to the park
  - 1 at horse corral
  - 1 outside bathrooms in Grant Family Education Center
- Each bathroom in the Grant Family Education Center is equipped with 2 sinks, hand soap dispensers, hand sanitizer, touchless hand-dryer units, and paper towels
- The box office will have an installation of a plexiglass barrier between guests and employees.
- 4MHP provides contactless payment solutions to encourage rapid service and reduce customer wait times.
  - Guests can purchase tickets online and show receipt on smartphone.
  - Guests can also purchase at box office using contactless payment through square. Cash is not accepted.
- Limit customer handling, touching, smelling, and sampling of products prior to purchase.
  - 4MHP will reduce gift shop items by 50% to limit handling of merchandise.
- Adopt practices that encourage line management and reduce wait time for customers.
  - An additional Visitor Service Associate will manage lobby and gift shop.

- Tape on the floor will maintain a social distancing radius of six feet in places where customers line up.
  - Signage reminders for social distancing will be placed throughout the park.
- Park picnic tables will be moved and taped off to minimize shared space between guests.
- The Park's outdoor buildings will only be partially opened, meaning that guests may look at the historic scene and artifacts, but touching and shared space will be minimized.

# Signage



## STOP THE SPREAD

### USE A TISSUE IF COUGHING OR SNEEZING

If you need to cough or sneeze, cover your mouth and nose with a tissue.

Throw the tissue away afterwards and remember to wash your hands.



### AVOID TOUCHING YOUR EYES, NOSE AND MOUTH

Avoid touching your face. If you absolutely have to, be sure to thoroughly wash your hands before and after.



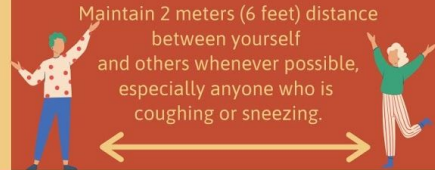
### WASH YOUR HANDS FREQUENTLY

Always wash your hands before and after handling food and after using the restroom, coughing or sneezing, handling animals or touching garbage

Scrub your hands with soap and water for at least 20 seconds and dry thoroughly.

### MAINTAIN PHYSICAL DISTANCING

Maintain 2 meters (6 feet) distance between yourself and others whenever possible, especially anyone who is coughing or sneezing.



### WEAR A CLOTH NON-MEDICAL MASK IN PUBLIC

Wearing a cloth, nonmedical mask in public can reduce viral transmission.

Remember, this is not a substitute for physical distancing, but an added precautionary measure.



### CLEAN AND DISINFECT SURFACES FREQUENTLY

Clean and disinfect common areas frequently, especially plastic, glass or metal surfaces.



Source: World Health Organization

# WASH YOUR HANDS!

HELP US STOP THE SPREAD



## WHEN SHOULD I WASH MY HANDS?

- After using the bathroom
- Before, during, and after preparing food
- Before eating
- Before and after caring for someone at home who is sick
- After changing diapers or cleaning up a child
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After touching garbage



## HOW SHOULD I WASH MY HANDS?



1

Wet your hands with clean, running water



2

Lather your hands by rubbing them together with soap

(Be sure to get the back of your hands and under your fingernails)



3

Scrub your hands for 20 seconds

(Sing the Happy Birthday song twice)



4

Rinse your hands thoroughly with clean, running water

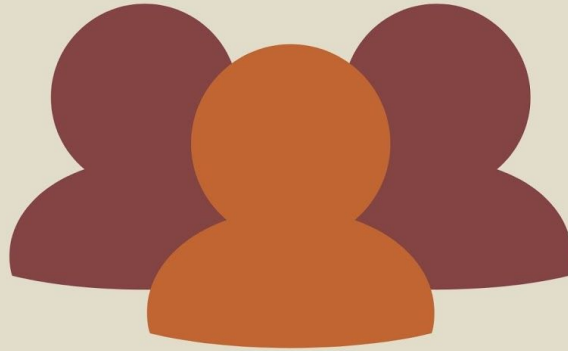


5

Dry your hands with a disposable towel or air dryer

THANK YOU FOR HELPING US KEEP THE PARK SAFE!





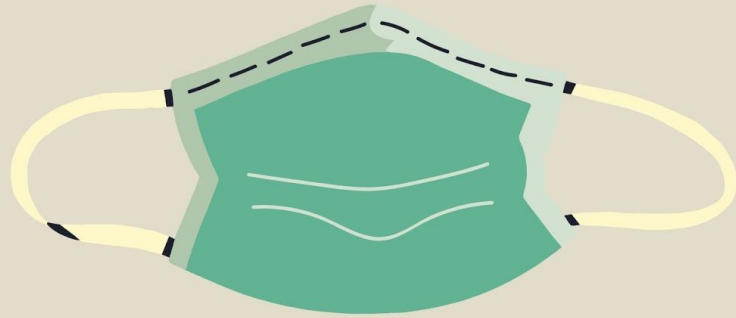
DUE TO THE ONGOING COVID-19 EPIDEMIC

# **THIS BUILDING HAS LIMITED ENTRY**

**IN ORDER TO MAINTAIN THE HEALTH  
AND SAFETY OF ALL OF OUR GUESTS, WE  
CAN ONLY ALLOW 10 PEOPLE IN THIS  
BUILDING AT A TIME. WE APPRECIATE  
YOUR PATIENCE!**

THANK YOU FOR YOUR COOPERATION!





**DUE TO THE ONGOING COVID-19 EPIDEMIC**

# **MASKS ARE REQUIRED**

For the safety of all our guests ,we ask that you  
kindly wear a mask at all times within the Park

**USE OF A NON-MEDICAL MASK IS  
REQUIRED WITHIN  
THE GRANT FAMILY EDUCATION CENTER**

THANK YOU FOR YOUR COOPERATION!



# Equipment

## Hand Sanitizing Stations



## PPE Equipment



**Basic Cloth Face Mask - Bulk Pack of 120**

# Private Event Rentals

Private event rentals will follow guidelines set by the State of Colorado and the City and County of Denver for large groups.

- Emphasize effective hand hygiene including washing hands for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing your nose, coughing, or sneezing.
- Always wash hands with soap and water. If soap and water are not readily available, then use an alcohol-based hand sanitizer with at least 60% alcohol and avoid working with unwrapped or exposed foods.
- Avoid touching your eyes, nose, and mouth.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash hands with soap and water for 20 seconds for general food safety.

## Detailed Guidelines for Private Event Vendors

- During routine hours, frequently and thoroughly clean and disinfect all frequently touched objects within the dining and customer areas (door knobs, cabinet handles, handrails, light switches, kitchen counters, dining room tables). Regular cleaning and disinfection products can be used.
- For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective. Consult the manufacturer's instructions for cleaning and disinfection products used.
- Constant interaction (before each shift, during the shift and at shifts end) with staff on their health status and the health of anyone with whom they may be in close contact (family members, roommates, etc.).
- Immediately exclude any staff members indicating symptoms or that have been diagnosed with COVID-19 or have been in contact with someone diagnosed COVID-19 and contact your local public health agency and CDPHE immediately.
- Staff should wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after cleaning and disinfecting is completed. Ensure that staff properly wash their hands immediately after gloves are removed.
- Continue to clean and sanitize food preparation surfaces in the kitchen and other food storage areas.

- Have staff dispense food from buffets or discontinue buffet services to prevent customer reuse of service utensils.
- Discontinue services that allow customers to fill their own beverage cups such as coffee cups or growlers.
- Guide staff to cough or sneeze into their sleeved arm or cover their nose and mouth with a tissue. Throw away the tissue after they use it and wash hands.
- Ensure staff do NOT share cups and eating utensils with others.
- Ensure that staff avoid touching their eyes, nose, or mouth.

## **Safety Resources:**

NIEHS COVID-19 Response Training Tool  
<https://tools.niehs.nih.gov/wetp/covid19worker/>