

**COLORADO SELF STORAGE ASSOCIATION**  
**SELF STORAGE FACILITY**  
**SUGGESTED GENERAL BEST PRACTICES**

- Deputize workplace coordinator(s) charged with addressing COVID-19 issues
- Require employees to wear a face covering at the workplace and when performing work on-site any time the employee is interacting in person with any member of the public or working in any space where members of the public are present, or may be present (walking through common areas such as hallways, stairways, elevators, and parking facilities) or in any room or enclosed area when other people are present. Encourage use of disposable gloves.
- Limit the number of people who can enter the facility at one time in order to maintain 6-foot separation from others when possible.
- Provide disposable face masks and require anyone entering the officer to wear one.
- Discourage shared space by marking off 6-foot increments to allow space for social distancing.
- Provide hand sanitizer, soap & water, or disinfectant wipes near the entrance and other areas of use by the public and employees and high-frequency locations of interaction.
- Regularly sanitize all high touch areas (door handles, phones, payment portals, pens, etc.) after each use.
- Eliminate or regularly sanitize any items in common spaces that are shared between individuals (counters, desks, water coolers, vending machines).
- Post signage for employees and customers on good hygiene and etiquette, wash hands often for at least 20 seconds or use hand sanitizer; maintain a minimum six-foot distance from one another; sneeze and cough into one's elbow; do not shake hands or engage in any unnecessary physical contact.
- Post a sign at the entrance reminding employees, customers, and congregants that they should: avoid entering the facility if they have a cough or fever.
- Ensure proper ventilation.
- Avoid gatherings (offices, foyers, waiting rooms, auctions, etc) of more than 10 people.
- Implement symptom monitoring protocols (including workplace temperature monitoring) where possible.
- Use contactless payment systems, no touch trash cans, etc. when possible.

It is ultimately up to each owner/manager to determine what is right for you and your facility. The safety of you, your staff, customers and the community must be of paramount importance.