



Valdez COVID Conscious Business Program Application

The City of Valdez is kicking off a COVID Conscious Program for businesses that has two elements:

- A certification program for businesses to obtain a COVID Conscious designation, and
- A \$500 grant program to assist businesses that are designated and help with offsetting COVID-19 mitigation expenses.

Participating businesses will be able to earn points for continuing basic COVID-19 safety practices, while strengthening understanding about prevention procedures.

Businesses will be awarded a COVID Conscious sign to display in their storefront if their self-evaluation scores 85 points or higher and the business will be eligible for a \$500 grant.

- Businesses eligible for the program serve members of the general public or are working to create a safe workplace for at least two employees other than the owners.
- Please submit a completed application via e-mail, at Valdez City Hall or through general mail (more information on this is below).
- Applications will be evaluated by the City of Valdez Business Task Force and approved businesses will receive COVID Conscious signage for posting within the establishment. Once the business is certified, the business will become eligible for a \$500 grant.
- Businesses that receive the COVID Conscious certification will be listed on a website that will be promoted to the public.
- A compliance check can be scheduled with the business by the City of Valdez following the certification to maintain the COVID Conscious designation. This will be more likely to occur if any concerns are raised about the designation. The City of Valdez reserves the right to deny certification or remove designations for non-compliance if approval to do so is gained from the Valdez Business Task Force.

The Application Process

Thank you for your interest in applying for the City of Valdez's COVID Conscious Business Program. Please complete the application form below. Within seven-to-ten business days, the Valdez Business Task Force will review your application and you will receive an e-mail (or a phone call, if necessary) with a determination regarding the certification of your business.

Applications can be scanned and e-mailed to rmurphy@valdezak.gov, they can be dropped off at the Valdez City Hall front desk, located at 212 Chenega Ave., or they can be mailed to City of Valdez, Attention Roxanne Murphy, PO BOX 307, Valdez, AK 99686.

For more information, contact Roxanne Murphy, Assistant City Manager, at rmurphy@valdezak.gov, or (907) 834-3400.

Business Information:

Business Name:

Person Completing the Application:

Business Mailing Address:

Business Physical Address:

Business Phone:

Business E-mail:

Business Website:

Businesses are encouraged to have a point person to serve as their COVID Conscious Coordinator. This person can be the owner, manager or a separate designee. This person will be who the City of Valdez will use as a primary contact for the COVID Conscious Program and who is ultimately responsible for monitoring the businesses implementation of COVID Conscious actions.

Name of COVID Coordinator:

Coordinator Contact Phone:

Coordinator Contact E-mail:

COVID Conscious Business Self Evaluation

Business Name: _____

The following is a self-evaluation for each business to complete. In order to receive a designation as a COVID Conscious business from the City of Valdez, a business must score at least 85 points on this self-evaluation. It is important to note that by answering yes to any of these categories, you are committing that your business will have these measures in place.

Education: A total of 15 points are available in this section.

Employees have watched an educational mask video from Providence Valdez Medical Center. View that Facebook video through this link: <https://tinyurl.com/y98bmj56>. (3 points)

YES ___ NO ___

Implement/Participate in a masking educational session by Olivia Foster, Registered Nurse and Infection Preventionist, Providence Valdez Medical Center, and Dr. Kathleen Todd, Valdez Medical Clinic. To schedule this, contact Olivia Foster at (907) 834-1826 or e-mail olivia.foster@providence.org. (3 points)

YES ___ NO ___

COVID educational signage displayed within the establishment. (3 points)

YES ___ NO ___

Sign on front entrance saying not to enter/conduct business if you are sick. (3 points)

YES ___ NO ___

COVID safety training for employees conducted and documented on a regular basis. (3 points)

YES ___ NO ___

Total Education Points _____

Planning: A total of 35 points are available in this section.

Public health walk through of facility by State of Alaska Public Health Nurse or medical provider. The Valdez Public Health Nurse can be reached at (907) 835-4612 or contact your local medical provider. (3 points)

YES ___ NO ___

Required masking/face covering for employees. (3 points)

YES ___ NO ___

Written policy for masking/face covering of customers and guests. (6 points)

YES ___ NO ___

Free masks/face coverings available for employees, customers and guests. (6 points)

YES ___ NO ___

Hand sanitizer/hygiene station at front door or first place of guest contact. (7 points)

YES ___ NO ___

Floor markers, separation markings or other plans to encourage physical distancing. (4 points)

YES ___ NO ___

Personal Protection Equipment (PPE) for employees, especially those who come into contact with the public or must clean public spaces. (6 points)

YES ___ NO ___

Total Planning Points _____

Prevention: A total of 50 points are available in this section.

(If N/A for an answer due to type of business, then 82 points will obtain certification.)

Written COVID mitigation plan. (6 points)

YES ___ NO ___

Written plan for what to do if an employee or customer/client gets sick. (4 points)

YES ___ NO ___

Appoint a lead COVID-19 Conscious Coordinator. (3 points)

YES ___ NO ___

Options for product curbside pick-up and/or delivery. (3 points)

YES ___ NO ___ N/A ___

Options for contactless transactions (like reservations, check-in, payment, etc.) (4 points)

YES ___ NO ___

Actively encouraging physical distancing through facility set-up. (5 points)

YES ___ NO ___

Documented, frequent cleaning of high touch surfaces. (5 points)

YES ___ NO ___

Plexiglass shields or other barriers at front counters or customer service desks. (4 points)

YES ___ NO ___

Policy for testing of employees. This may include daily temperature testing and/or voluntary COVID testing. (4 points)

YES ___ NO ___

Supportive leave policies for employees to encourage them to stay home when sick. (4 points)

YES ___ NO ___

Customer movement (mitigation planning for how people can enter and exit safely) (4 points)

YES ___ NO ___

Mechanisms in place to assist with contact tracing efforts if an employee or customer/client gets sick. (4 points)

YES ___ NO ___

Total Prevention Points _____

Total Self Evaluation Points _____

Self Evaluation Completed by (Print Name)

(Signature)

Grant Reimbursement Process

Once the self-evaluation and COVID Conscious designation is in place, your business will be able to apply for a \$500 grant that is intended to offset COVID-19 mitigation expenses. Please complete the following form and the City of Valdez Finance Department will work to mail the \$500 check to the name of your business within 16 days.



Valdez COVID Conscious Business Program REIMBURSEMENT FORM

Name of Business:

Name of Business Contact:

Mailing Address:

Phone Number:

E-mail:

I declare under the penalty of perjury that the information I have provided herein is true and correct.

Printed Name: _____ Date: _____

Signature: _____