

WESTON COUNTY REOPENING PLAN

May 2020

Planning Subcommittee

County Health Officer

County Task Force

Acknowledgment: Portions of the information in this document, particularly Figure 2 (page 4), Appendix 2 (page 13) and Appendix 3 (page 14) were adopted from a document posted in the public domain by the Utah Governor's Office of Management and Budget, *Phased Guidelines for the General Public and Businesses to Maximize Public Health and Economic Reactivation*. This document can be found at:

<https://gomb.utah.gov/wp-content/uploads/2020/04/Phased-Health-Guidelines-Updated-04-22-2020.pdf>

CONTENTS

- Background..... 1
 - Important Definitions..... 1
 - National and State Developments 1
 - Weston County 2
 - Reopening Strategy and Plan Development 2
- Plan Overview and Phase Descriptions 3
 - Plan Overview and Metrics 3
 - Phase Metrics..... 3
 - Guidelines for General Public and Employers..... 4
 - Phase Descriptions..... 4
 - Industry-Specific Guidance by Phase 5
- Planning Committees 9
 - Local Business Community 9
 - Government Facilities and Local Events 9
 - Observation and Enforcement 10
- Broad Overview of the Phases 11
 - Phase 1: The gating criteria currently satisfied..... 11
 - Individuals..... 11
 - Employers..... 11
 - Specific Types of Employers 11
 - Phase 2: No evidence of virus rebound after Phase 1; gating criteria still satisfied 13
 - Individuals..... 13
 - Employers..... 13
 - Specific Types of Employers 13
 - Phase 3: No evidence of virus rebound after Phase 2 14
 - Individuals..... 14
 - Employers..... 14
 - Specific Types of Employers 14
- Appendix 1 -- Definitions 15
 - Vulnerable individuals..... 15
 - Other definitions 15
- Appendix 2 – Guidelines for Dine-In Restaurants and bars, Phases 1 & 2 16
- Appendix 3 – General Guidance for Employers..... 18
- Appendix 4 – Guidelines for Churches, Groups, Community Events and Civic Gatherings 19

Exhibits 20
Exhibit 1- Business Community Groups.....20
Exhibit 2-Government Facilities and Special Events21
Exhibit 3 - Local Event Calendar.....22

Background

Important Definitions

There are some key definitions used throughout this document, and they can be found in Appendix 1 on page 13. A few especially important definitions are here:

Masks and face coverings – in a non-medical setting this document uses “masks” and “face coverings” interchangeably. These refer to any fabric covering of the lower face including the mouth and nose. Based on current disease understanding, these do little to prevent the wearer from becoming infected, but current evidence indicates effectiveness in reducing the spread of virus if the wearer is infected but has no symptoms. They also have benefit in reminding the wearer to avoid touching his or her face while in public, which can also slow the spread of infection.

Social distancing – the practice of staying at least six feet away from other people while in public, except for others who share the same household. Because the virus that causes COVID-19 travels via aerosols and contaminated surfaces, social distancing is a primary method for preventing spread of the disease.

Contact tracing – a primary intervention by public health to mitigate the spread of disease. It consists of interviewing individuals with a contagious disease, eliciting that person’s social contacts, and following up with those individuals for symptom monitoring, counseling, and referral for appropriate treatments and services. This activity is a cornerstone of public health practice.

Masks and social distancing are important and are mutually complementary – neither is a substitute for the other.

National and State Developments

Weston County, along with the rest of the country, is currently responding to, and managing, the COVID-19 pandemic. Restaurants, bars, schools and daycares have been closed since late March, crowd sizes have been limited, and citizens have been advised to avoid unnecessary travel.

On April 16 President Donald Trump introduced guidelines for "Opening up America Again". The guidelines propose 3 levels of community actions based on data on the

COVID-19 outbreak.

On April 23, Governor Mark Gordon affirmed that the current state-wide orders (second continuation signed April 3) will remain in effect until April 30, and revised versions were extended to May 15, together with planning for the eventual reopening of the Wyoming economy. The broad outline of a recovery plan is outlined in *A Transition Plan for a Healthy Wyoming*, to create a clear pathway toward easing restrictions and reviving the state and local economy.

The Governor stated, "Our transition must be health data-driven, not date-driven." The goal of our Weston County recovery plan is to use data to guide a recovery as expeditiously and safely as possible.

Weston County

The Weston County Public Health and the County Task Force are anticipating State guidance in the near future and are developing a plan that will resemble the "Opening up America Again" guidelines, modified as appropriate for Wyoming, pending further guidance from Governor Gordon and the Wyoming Department of Health.

Reopening Strategy and Plan Development

The broad outline for this plan will be developed task force consisting of The Weston County Health Officer, Weston County Public Health, County and City Elected Officials and First Responders as well as representatives from Weston County Health Services. This Task force has been as a group of community leaders from various areas to ensure the plan to reopen the economy in Weston County proceeds carefully, founded on data rather than timelines, and that the COVID-19 outbreak remains under control as businesses and government facilities are reopened throughout the County.

All of us recognize the need to balance carefully three fundamental concepts:

- The current economic shutdown in Weston County and elsewhere is causing widespread pain and suffering as people are losing jobs, putting their livelihoods on hold, avoiding close contact with others, and cancelling important events
- Proceeding too quickly with opening the economy could result in a dramatic surge in COVID-19 cases, possibly overwhelming the healthcare system, resulting in unnecessary illness and death
- The COVID-19 crisis is also a crisis of public confidence. People must believe they and their loved ones are safe before the economy can start returning to normal. Recent studies have shown that the general public puts most of their confidence in reassurance from health care professionals. Lifting public health measures too quickly could destabilize this confidence and further harm the economy.

Plan Overview and Phase Descriptions

Plan Overview and Metrics

The phased opening of Weston County will proceed in three phases according to industry or organization type, not by individual organization and based on public health data. If an individual business or organization has unique circumstances that make compliance with guidelines difficult, the County Health Officer can consult and provide further guidance.

All phases of the plan require attaining specific metrics (outcomes or milestones) in order to proceed to the next phase. Metrics will be based on state-wide and local data provided by the Wyoming Department of Health (WDH) and the County Health Department. The Wyoming Department of Health will provide county metrics using the dashboard shown in Figure 1. It will provide the ongoing status of two broad areas:

- Overall disease and testing data
- The Weston County Health Services Plan for hospital capacity

County-level data will include:

- County level epidemiologic curve (incidence of new cases)
- Percent of cases attributable to the risk factor referred to as “community spread”
- Daily lab testing volume
- Percent of positive test results
- Running two-week average of percentage of total tests that are positive
- Age group data (yet to be defined by WDH)
- Number of cases recovered

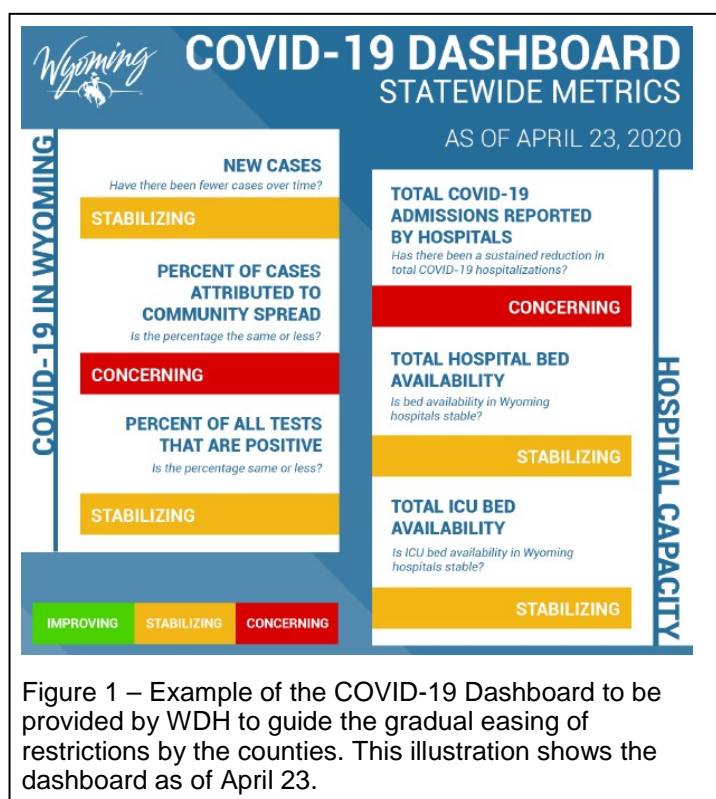


Figure 1 – Example of the COVID-19 Dashboard to be provided by WDH to guide the gradual easing of restrictions by the counties. This illustration shows the dashboard as of April 23.

Information on individual patients and their contacts will be provided by Weston County Public Health. **Contact tracing by Weston County Public Health will be an integral part of disease control and prevention.**

Phase Metrics

Weston County Public Health will apply phase-specific metrics (goals) to determine when it is appropriate to move to the next phase of reopening the local economy. The decision matrix appears in the table below. Each metric (or phase-specific goal) will be evaluated as either increasing, decreasing, or remaining level over the preceding 14-day period.

Phase Goals	Proceed with current plan Decreasing Metric	Proceed but with increased caution Level Metric	Stop – Do not proceed until no red metrics Increasing Metric
County level epi curve			
Percentage of cases due to community spread			
Total hospital admissions due to COVID-19			
Percentage of hospital beds occupied by COVID-19			
Percentage of COVID-19 tests that are positive			

Figure 2 – Evaluation Matrix for deciding whether to proceed to the next phase the plan

The colors are patterned after traffic lights. All metrics must be either green or yellow for the plan to proceed to the next phase. Metrics in yellow may signal greater risk.

If one or more metrics appear in the red column, that will be a signal to wait before proceeding to the next phase. If more than one measure is red or becomes red, that would suggest a need to return to an earlier phase.

NOTE: a major issue with any plan is whether there is adequate testing to make the metrics (goals) meaningful. The Weston County Public Health will continue working with state and federal authorities to expand testing capability with a goal of being able to test 75% of the population.

Guidelines for General Public and Employers

Guidelines for the general public will include ongoing adherence to state and local guidance as well as to CDC guidance, particularly with respect to face coverings and social distancing. The Weston County Public Health will provide detailed guidance for the general public via Facebook and through their office.

Guidelines for employers are summarized in Appendix 3 on page 15 and will include:

- Requiring social distancing and face coverings, for staff and customers
- Monitoring of the workforce for symptoms and assuring that employees who are sick must stay home
- Working closely with public health officials for workforce contact tracing following a positive employee test, in accordance with Title 35-1-240 of Wyoming Law.

Phase Descriptions

Each phase will have an “entry gate” that will not open unless the key metrics listed in Figure 2 above are either all green or yellow. No phase of this plan can begin without the approval of the County Health Officer, working under the authority and supervision of the State Health Officer (Dr. Alexia Harrist).

If, at any time, local disease metrics begin to worsen, the County Health Officer will have the authority to suspend easing restrictions, and may, if necessary, impose new restrictions or reinstate prior ones, after conferring with the State Health Officer.

All plans for reopening must be submitted to, and approved by, the County Health Department.

Industry-Specific Guidance by Phase

Figure 3 below outlines some general principles. More detailed guidance will be available on the Weston County Public Health Facebook page or at the office.

Figure 3 – Industry-Specific Health Guidance by Phase
Initial Guidance for Easing Economic Restrictions

Select Industry	Current State	Phase 1	Phase 2	Phase 3 – The “New Normal”
Face coverings during Phases 1 and 2 are required in public areas and within businesses, along with social distancing of six feet or greater				
General employer guidelines	Employers exercise extreme caution, with employees working remotely if possible, to minimize economic impact. If working remotely not possible, monitor workforce for symptoms and well-being.	Employers exercise extreme caution, with employees working remotely if possible, minimize economic impact. If working remotely is not possible, monitor workforce for symptoms and well-being. Employees always wear masks while on the job.	Employers encourage flexible working arrangements (rotating shifts, remote working, etc.), comply with distancing guidelines, increased cleaning regimen of high-touch areas. Monitor employees for symptoms and well-being.	Businesses are open and operating under strict hygiene and cleaning regimen. Monitor health of workforce and customers.
Restaurants and food service	No dine-in service. Extreme caution in food prep. Physical distancing maintained. Curbside pickup, takeout and delivery only. Contactless payment encouraged. Create safe environment for staff.	Takeout/delivery options preferable. Dine-in services allowed with extreme caution, strict physical distancing and limited seating. Contactless payment encouraged. Create safe environment for staff. Employees always wear masks while on the job.	Dine-in services allowed with caution, physical distancing and limited seating. Seating will be limited to 25% capacity while maintaining 6 th distancing. Ongoing takeout/delivery options still available. Contactless payment encouraged. Create safe environment for staff. Staff will wear facemasks will wear gloves and masks while serving patrons. Businesses will have responsibilities that are listed in the variances.	Dine-in restaurants operating under proper safety precautions for staff and customers. Strict cleaning regimen.

Select Industry	Current State	Phase 1	Phase 2	Phase 3 – The “New Normal”
Retail, including grocery stores and pharmacies	Open with caution, frequent reminders on distancing and hygiene. If possible, plexiglass shields for employees. Monitor patrons and employees for illness. Employees wear face coverings. Some businesses may limit the number of customers allowed at one time.	Create safe environment for customers and staff with frequent reminders on distancing and hygiene. Employees always wear masks while on the job.	Continue creating safe environment and public trust. Monitor employees for symptoms and encourage face coverings.	Operate under heightened hygiene and cleaning standards. Monitor employees for symptoms.
Hotel, tourism and accommodations	Limited operations. Extreme precautions for staff and guests.	Extreme precautions in shared spaces. Increased cleaning regimen. Self-serve buffets closed. Employees always wear masks while on the job.	Business take precautions with shared spaces. Continue cleaning regimen.	Industry open with precautions for staff and guests.
Events and entertainment	Events such as concerts, lectures and meetings are cancelled. Business meetings are done remotely.	Event planners must conform to current public health requirements for limits of crowd sizes. Some business meetings may resume with strict distancing and size limitations. Strict cleaning regimens are followed. Employees always wear masks while on the job.	In-person events allowed with strict social distancing. No more than 10 people and 6 ft apart unless an exemption is approved by the County and State Health Officer.	Large groups allowed. Mass gatherings follow proper safety procedures and precautions for monitoring symptoms.
Personal services.	Hair salons, nail salons, massage therapy establishments, etc. closed.	Limited opening with staff and customers wearing face coverings. Strict hand hygiene. Frequent cleaning of high-touch surfaces. Employees always wear masks while on the job.	Staff and customers continue to wear face coverings. Strict hand hygiene. Frequent cleaning of high-touch surfaces.	Open with strict hygiene regimen and symptom monitoring. Face coverings optional.

Select Industry	Current State	Phase 1	Phase 2	Phase 3 – The “New Normal”
Schools, including colleges and universities	Physical classes closed. All learning is remote. No sport events.	Limited opening for students when required instruction can only be done in person, or if the study is in a critical need area. Social distancing, strict hygiene, face coverings for students and teachers alike.	If possible, defer further opening to the subsequent academic year, with strict hygiene and cleaning regimens in place.	Normal operation with enhanced hygiene and cleaning.
Day care	Day cares closed, except for small operations for personnel deemed critical infrastructure (healthcare, EMS, law enforcement, fire).	Open with extreme caution. Defer opening whenever possible. Enhanced distancing protocols as much as possible. No symptomatic children. Employees always wear masks while on the job.	Enhanced cleaning and (when possible) distancing protocols. No symptomatic children.	Enhanced cleaning. No symptomatic children.
Gyms and fitness centers	Closed.	Gyms and fitness centers are strongly recommended to remain closed. If open, must observe public health guidelines for distancing and hygiene. Employees always wear masks while on the job.	At this time Gyms can open if they choose in a limited capacity. Staff must wear face coverings at all times. Staff must be screened before of shift for illness. Strict Social Distancing and Strict cleaning regimen.	Open with further cleaning and supply guidance.
Home repair	Extremely limited. Many homeowners may choose to defer these services. When done, strict distancing, hand hygiene and face coverings required.	Strict hygiene and social distancing required. Monitor staff for symptoms. Employees always wear masks while on the job.	Strict hygiene. Face coverings required when entering a home. Monitor staff for symptoms.	Increased hygiene. Face coverings optional.
Construction and manufacturing	Outside construction continues with social distancing (as much as possible) and increased hygiene. Reduce group interaction as much as possible. Monitor staff for symptoms.	Strict hygiene and reduced group interactions. Monitor staff for symptoms. Employees always wear masks while on the job.	Strict hygiene.	Increased hygiene as much as possible.

Select Industry	Current State	Phase 1	Phase 2	Phase 3 – The “New Normal”
Churches, Recovery Groups, Civic Gatherings	Closed or restricted	See Appendix 4 for further guidance. Open with social distancing, strict hygiene and cleaning regimens. Employees, leaders and patrons always wear masks while on duty.	Open with social distancing, enhanced hygiene and cleaning regimens, masks encouraged.	Increased hygiene, masks optional but encouraged.

Planning Committees

Local Business Community

The Local Business Community planning will focus on identifying tactics for the reopening of businesses throughout Weston County. The tactics will support the following goals and strategies.

The specific goals and objectives are:

1. Goal - Disseminate timely, accurate, and coordinated public information from the CDC, State, and local governments.
 Strategy - Disseminate information through press releases as required and other items such as media briefings to keep local businesses informed
2. Goal - Implement any current Federal or State guidelines or orders as received.
 Strategy Develop a plan to implement guidelines or orders as received as applicable to local businesses.
3. Goal - Assess the current situation and develop current plans.
 Strategy - Develop a reopening plan with specific tactics to minimize community spread of COVID-19 and continue reducing the number of current cases among local businesses.

Government Facilities and Local Events

The Government Facilities and Local Events planning will focus on identifying tactics for the reopening of government facilities throughout County. In addition, this planning will also focus on large public events held within County.

County	Westongov.com
City of Newcastle	Newcastlewyoming.org
Town of Upton	Townofupton.com

<u>Daycare Providers</u>	
Wyoming DFS	https://dfs.wyo.gov/providers/child-care/covid-19-resources/
DFS Notices	https://dfs.wyo.gov/public-notices/

Observation and Enforcement

The need for an Observation and Enforcement planning has arisen under the current health orders in place statewide. Re-opening Weston County, in an orderly, phased progression will require observation and enforcement.

Education should be the primary, preferred, means of enforcement. County public health officials have inherent powers to issue warnings or citations to businesses that fail to comply with public health orders.

We are counting heavily on support from the general public, the business community and the religious community to get this done safely.

Law enforcement or prosecution will be a means of last resort and should be needed rarely if at all. Egregious or repeated violations of public health orders may be referred to the County Attorney or the State Attorney General for prosecution under Title 35 of the Wyoming Code.

Broad Overview of the Phases

The following three sections give a broad overview of the characteristics of the three phases. Figure 3 above provides more detail, and the Weston County Public Health Facebook page and office will have more guidance.

Appendix 2 below provides more detail regarding dine-in restaurants and bars.

Phase 1: The gating criteria currently satisfied

Individuals

- All vulnerable individuals should continue to follow CDC guidelines and use caution.
- All individuals, WHEN IN PUBLIC, (e.g. parks, outdoor recreation areas, shopping areas), should maximize physical distance from others. Masks have been shown to prevent people infected with COVID-19, even when asymptomatic, from infecting others. Social gatherings of more than 10 people (or as otherwise specified by current public health orders) where appropriate distancing may not be practical, should be avoided.
- All individuals are encouraged to use face coverings while in any public area or business.
- Avoid socializing in groups of more than 10 people (or as otherwise specified in current public health orders) in circumstances that do not readily allow for appropriate physical distancing (e.g. receptions, trade shows).
- Minimize non-essential travel and adhere to CDC guidelines and local public health orders regarding self-quarantine following travel.

Employers

- Encourage teleworking, whenever possible and feasible.
- Close common areas where personnel are likely to congregate and interact, or enforce strict social distancing protocols.
- Minimize non-essential travel and adhere to CDC guidelines regarding quarantine following travel.
- Strongly consider special accommodations for personnel who are members of a vulnerable population as defined in Appendix 1 below.
- All individuals are encouraged to use face coverings while in any public area or business.

Specific Types of Employers

- Schools and organized youth activities (e.g., daycare, camp) that are currently closed should remain closed.
- Visits to senior living facilities and hospitals should be prohibited. Those who interact with residents and patients must adhere to strict protocols regarding hygiene.
- . For dine-in restaurants and bars see Appendix 2 below

- Elective surgeries can resume, as clinically appropriate, at facilities that adhere to CMS guidelines. Appropriate PPE should be used. Each provider should consult with his or her specialty society for guidance.
- Gyms can open if they adhere to strict physical distancing and sanitation protocols.

Phase 2: No evidence of virus rebound after Phase 1: gating criteria still satisfied

Individuals

- All vulnerable individuals should continue to follow CDC guidelines and use caution.
- All individuals, when in public (e.g. parks, outdoor recreations areas, shopping areas) should maximize physical distance from others. Social gatherings that exceed current public health orders, where appropriate distancing may not be practical, should be avoided.
- All individuals are encouraged to use face coverings while in any public area or business.
- Non-essential travel can resume.

Employers

- Continue to encourage telework, whenever possible and feasible.
- Close common areas where personnel are likely to congregate and interact, or enforce moderate social distancing protocols.
- All individuals are encouraged to use face coverings while in any public area or business.
- Strongly consider special accommodations for personnel who are members of a vulnerable population.
- Staff who are ill must stay home.

Specific Types of Employers

- Schools and organized youth activities (e.g., daycare, camp) can reopen with appropriate precautions.
- Visits to senior care facilities and hospitals should be limited to immediate family, with screening and precautions. Those who do interact with residents and patients must adhere to strict protocols regarding hygiene.
- Elective surgeries can proceed, as clinically appropriate, with appropriate PPE and other appropriate precautions. Each provider should consult with his or her specialty society for guidance.
- Gyms can remain open if they adhere to physical distancing and sanitation protocols.

Phase 3: No evidence of virus rebound after Phase 2

Individuals

- Vulnerable individuals can resume public interactions, but should practice social distancing, minimizing exposure to social settings where distancing may not be practical, unless precautionary measures are observed.

Employers

- Resume unrestricted staffing of worksites with appropriate ongoing precautions for frequent sanitation and screening of workers for illness. Staff who are ill must stay home.

Specific Types of Employers

- Access to senior care facilities and hospitals can resume. Those who interact with residents or patients must be diligent regarding hygiene.
- Gyms can remain open if they adhere to strict sanitation standards.

Appendix 1 -- Definitions

Vulnerable individuals

- Persons 65 years or older, regardless of baseline state of health.
- Individuals with serious underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune system is compromised such as by chemotherapy for cancer or other conditions requiring such therapy.

Other definitions

- Community spread – cases are appearing in patients who, after contact tracing, have no identifiable contact with someone with COVID-19.
- Contact tracing – a primary intervention by public health to mitigate the spread of disease. It consists of interviewing individuals with a contagious disease, eliciting that person's social contacts, and following up with those individuals for symptom monitoring, counseling, and referral for appropriate treatments and services. This activity is a cornerstone of public health practice.
- COVID-19 – a novel member of the coronavirus family that first appeared in Wuhan Province, China in 2019. Its full name is “severe acute respiratory syndrome coronavirus 2” or SARS-CoV-2. It is related to SARS-CoV-1 or SARS, which appeared in the early 2000's. “COVID-19” is an acronym from Coronavirus Disease 2019 (the year it first appeared).
- Isolation – sequestration of persons who are ill with an infectious disease to prevent the infection of others not yet infected. NOTE: in American law and general usage, “quarantine” and “isolation” are often used interchangeably.
- Masks and face coverings – in a non-medical setting this document uses “masks” and “face coverings” interchangeably. These refer to any fabric covering of the lower face including the mouth and nose. Based on current disease understanding, these do little to prevent the wearer from becoming infected, but current evidence indicates effectiveness in reducing the spread of virus if the wearer is infected but has no symptoms. They also have benefit in reminding the wearer to avoid touching his or her face while in public, which can also slow the spread of infection.
- Quarantine – sequestration of asymptomatic persons who have been exposed to an infectious disease for a period, to observe for the development of symptoms and prevent the spread of the disease.
- Social distancing – the practice of staying at least six feet away from other people while in public, except for others who share the same household. Because the virus that causes COVID-19 travels via aerosols and contaminated surfaces, social distancing is a primary method for preventing spread of the disease.

Appendix 2 – Guidelines for Dine-In Restaurants and Bars, Phases 1 & 2

General operational requirements for dine-in restaurants and bars during Phases 1 and 2 of the reopening process are listed below. Any restaurant or bar wishing to reopen for dine-in service must agree to these conditions or submit an alternative plan acceptable to the County Health Department.

The guidelines for distancing and table seating during Phases 1 and 2 are stringent. Restaurants and bars are encouraged to supplement their revenue streams by initiating or continuing curbside pickup, carry-out or delivery options where permissible by state law.

These Guidelines appear daunting but with adequate planning many restaurants and bars should be able to achieve a limited reopening for in-house service. The restaurant or bar may not operate if EPA-approved disinfectants and sanitizers, soap, and other necessary cleaning supplies are not available; alcohol-based sanitizer is effective against COVID-19. Chlorine (bleach) at 100-200 ppm is effective as a surface disinfectant.

The Guidelines are:

- Limit seating to groups of 6, preferably members of the same household
- Tables with guests must be at least 10 feet apart, from edge to edge. Either move tables or mark off tables not to be used
- In waiting areas, a 6-foot distance should be maintained between parties, whether indoor or outdoor
- Establishments may, at their discretion, request that customers wear masks except when eating
- Maintain signage to remind individuals from separate parties to stand at least 6 feet apart; waiting area has floor markers to indicate proper spacing
- Preferably have hosts open doors for customers and guide them to their seats to prevent traffic or congregating; hand sanitizer available at door
- Upon entry, hosts point guests to signage that includes the following information:
 - Outlines key symptoms (fever, cough, trouble breathing, or any symptoms of flu-like illness) and asks that patrons with these symptoms or who live with someone who is ill, order takeout instead
 - Recommendation for high-risk individuals (65 or older, or anyone with chronic health problems) to order takeout/delivery instead of dining in for the protection of that individual
- Manager checks each employee for symptoms before every shift and asks if any member of the employee's household has tested positive for COVID-19 in the past 14 days. Log must be kept and available for inspection by the County Health Department
- Staff should wear face coverings and perform hand hygiene between interactions with each table
- Cups, lids, napkins and straws must be handed directly to customers by staff
- Do not place utensils on table until patron is seated
- Encourage contactless and non-signature payment; when not possible, card and payment stations must be sanitized after each use. Staff must sanitize hands between handling payment options and food/containers
- Ideally, a dedicated staff member should be assigned to:
 - Clear tables after customers have left, so that wait-staff can avoid touching items that have been placed on the table (menus, plates, utensils, pens, cups, etc.).
 - Sanitize the area occupied by customers upon departure including tables, menus, pens, salt and pepper shakers, etc. Consider use of disposable items if possible
- Hand sanitizer must be available immediately adjacent to bathrooms
- Close establishment for cleaning every evening. Allow adequate time and measures for disinfecting in the morning, afternoon, and evening. Cleaning and disinfecting include all tables, chairs, door handles, floors, bathrooms, and any high-touch surfaces

- No self-serve food service or buffet options unless food is pre-packaged
- Stagger workstations so employees are not facing one another and are 6 feet apart
- To-go boxes, pizza boxes, paper cups, and any other paper product that touches food must be treated as food
- Staff must use gloves when handling ready-to-eat foods (including ice). Gloves are not required when handling foods that have yet to be cooked
- Playgrounds in restaurants remain closed

Appendix 3 – General Guidance for Employers

Best Practices for Employers	Cleaning and Hygiene Guidelines for Employers
<ul style="list-style-type: none"> • Those who are, or work with, high-risk populations, should undergo daily screening/symptom monitoring, and be tested if they begin to experience COVID-19 symptoms. High-risk populations should take extra precautions to avoid close contact with multiple people • Use online conferencing, email, or telephone in place of in-person meetings, even when people are in the same building • Employees and customers should not congregate in groups; if your business involves a waiting area, customers should wait outside or in their cars • Encourage contactless pay options if possible; otherwise immediately disinfect transaction equipment • Make regular announcements to remind employees and customers to follow distancing guidelines. Use floor markings to mark appropriate physical distance (6 to 10 feet) where appropriate • Encourage digital files rather than paper formats (e.g. documentation, invoices, inspections, forms, agendas) • Consider what reserve supplies may be necessary to obtain (e.g., cleaning supplies, gloves or other protective equipment) • Consider the possibility of interruptions to water or power that might force closure • Establish and maintain open dialogue with local communities, including key vendors and suppliers, exploring contingencies and sharing appropriate decisions about foodservice, transportation, and other services • Identify a workplace coordinator who will be responsible for COVID-19 issues and their impact in the workplace • If relevant, update emergency communication plan with key contacts and backups, chain of communications, and processes for tracking and communicating; share the response plan with employees and communicate expectations • Ensure every employee's contact information and emergency contact details are up to date; ensure a plan is in place to reach employees quickly • Educate workforce about the threat of the COVID-19 pandemic, what the business is doing, and what they should do to protect themselves and their families • Prepare for absenteeism – not only sick employees will stay home; others may need to care for the sick or children if schools close; those employees should notify their supervisors • Provide signage at each public entrance to inform all employees and customers that they should: <ul style="list-style-type: none"> ○ Avoid entering if they fever, cough, muscle aches and pains, sudden changes in smell or taste, sore throat, shortness of breath, or feel generally unwell ○ Maintain a minimum 6-foot distance (10-foot distance in restaurants, gyms, fitness centers, or large event spaces due to prolonged exposure, increased movement, exertion, heavier breathing, cheering) ○ Sneeze/cough into cloth, tissue, elbow or sleeve (not hands) 	<ul style="list-style-type: none"> • Promote etiquette for coughing, sneezing, and handwashing; avoid touching face, especially eyes, nose, and mouth; place posters that encourage hand and respiratory hygiene • Face coverings should be worn by employees and patrons, especially when difficult or impossible to maintain 6-foot distance • Ensure adequate air circulation and post tips on how to stop the spread of germs • When possible, discourage sharing of work tools and equipment • Avoid handshaking • Make a list of high-touch surfaces requiring routine disinfecting and perform routine environmental cleaning (e.g., elevator buttons, workstations, countertops, handrails, doorknobs, breakrooms, bathrooms, common areas), either twice a day or after each use. Keep a logbook of cleaning regimen. Those cleaning should: <ul style="list-style-type: none"> ○ Wear gloves ○ Prior to disinfecting, clean surfaces with soap and water if soiled ○ Use EPA-approved disinfectant, industrial cleaner, diluted bleach, or alcohol solutions • Provide disposable disinfectant wipes for employee use on high-touch surfaces; provide no-touch trash bins • Laundry: wear gloves, use warmest appropriate water setting, dry items completely, do not shake dirty laundry, launder items that have come into contact with COVID-19 separately • Make hand sanitizer, soap and water, or effective disinfectant readily available. Provide pop-up handwashing stations or facilities where necessary (e.g. open houses, construction sites) • Personal Protection Equipment (PPE) should not be shared and should be disposed of properly • After using gloves, employees should wash their hands <p>Employers Monitoring Symptoms</p> <ul style="list-style-type: none"> • Employees who are sick or who appear to have COVID-19 symptoms should be separated from other employees/customers immediately and sent home; immediately clean and disinfect areas the sick employee visited • Train managers/leadership to spot symptoms of COVID-19 and to be clear on relevant protocols • Monitor employee symptoms, especially fever. If employees take simple medications such as acetaminophen, ibuprofen, or aspirin, they should take temperature beforehand • Do not allow employees to come to work if they feel sick; create or maintain non-punitive leave policies so employees do not feel pressured to come to work if they are sick. Remind employees to report any illness to a manager, especially if sick with fever, cough, muscle aches and pains, sudden changes in smell or taste, sore throat, and/or shortness of breath • If an employee is confirmed COVID-19 positive, employers should inform fellow employees while maintaining confidentiality; fellow employees should self-monitor for symptoms for 14 days

Appendix 4 – Guidelines for Churches, Groups, Community Events and Civic Gatherings

Large events and mass gatherings can contribute to the spread of COVID-19. Many gatherings include guests from out of town which can spread the virus amongst communities. Here are some general operational requirements for Churches, Groups, Community Events and Civic Gathering during Phases 1 and 2 of the reopening process. All organizations wishing to reopen for gatherings must agree to these conditions or submit an alternative plan acceptable to the County Health Department.

The guidelines for social distancing, hygiene, and cleaning regimens during Phases 1 and 2 are stringent. Organizations are encouraged to develop individual plans based on the recommendations provided by the County Health Department and CDC Guidelines. Guidelines addressed will help determine what the best practice will be for each organization and event.

Organizations may only operate if proper PPE requirements designated for their facility and EPA-approved disinfectants, sanitizers, soap, and other necessary cleaning supplies are utilized; alcohol-based sanitizer is effective against COVID-19. Chlorine (bleach) at 100-200 ppm is effective as a surface disinfectant.

Guidelines:

- a. Meeting or service should be limited to once a week..
- b. Family groups from a household can sit or group together; 6 feet from other people.
- c. Removal or reduction of chairs to discourage people sitting next to each other.
- d. Offer the ability to watch or listen to the meeting or service from home, if organization has that ability.
- e. Encourage all high-risk individuals to stay home. Encourage members to stay home if they live with a high-risk individual. High risk is considered elderly, immunocompromised, or other health factors provided by the CDC that increase risk of becoming seriously ill if exposed to COVID-19.
- f. No handshaking or hugging before, during, or after the meeting or service.
- g. Pamphlets or bulletins must be handed out by one person. They are not to be laid down for each person to pick up.
- h. Assign one entrance and exit into and from the building.
- i. Assign one person to open and close the main entrance door as individuals enter and exit the building.
- j. Hand sanitizer is to be stationed at the door for people to use upon entrance and exit from the building.
- k. Educate individuals participating in the meeting or service to maintain proper hand hygiene, avoid touching their face, eyes, nose and mouth, and cover coughs and sneezes with your elbow.
- l. Educate individuals participating in the meeting or service to stay home with any slight or potential symptom of illness or have knowingly been exposed to ANY illness (around other sick individuals, traveled out of state, or had visitors from out of state over the last 2 weeks).
- m. Building shall be cleaned thoroughly including all high touch areas before and after services, done according to CDC guidelines for cleaning.
- n. Individuals should be offered a mask to wear during the meeting or service and should wear a mask during singing.
- i. Religious or Church organization leader(s) speaking to the group do not need to wear a face mask while addressing the individuals present but must maintain a 6-foot distance from others.
- o. There should be no lingering or loitering before or after the meeting or service.

All children ages 0-18 must remain in the main meeting or service area with their household
Concessions:

- Serving and seating protocols consistent with restaurant guidance
- • Maintain 6-foot distancing for all lines
- • Encourage contactless payment
- • To the extent reasonable, serve grab-and-go food items
- • Any concessions/restaurant seating is compliant with restaurant dine-in recommendations

Exhibits

Exhibit 1- Business Community Groups

Group 1 - Restaurants and Food Services

- Includes but not limited to sit down restaurants w/o alcohol serving, coffee houses, cafes, premises with food services, fast food restaurants.

Group 2 - Restaurants which Serve Alcohol

- Includes but not limited to sit down restaurants which serve alcohol at the table or have a bar area.

Group 3 - Places Serving Alcohol

- Includes but not limited to bars, taverns, distilleries, tasting rooms, liquor stores, and any other places with on premise alcohol consumption.

Group 4 - Large Crowd Venues

- Includes but not limited to theaters, concert venues, playhouses, art galleries and museums.

Group 5 - Cosmetology Services

- Includes but not limited to hair and nail salons, barbershops, cosmetology services, tattoo parlors, therapeutic massage salons, body art, and other similar personal services.

Group 6 - Other Large Crowd Venues

- Includes but not limited to churches, civic clubs, local sporting events, polo fields, and other organizations normally hosting groups of 10 or more.

Group 7 - Health Care Facilities

- Includes but not limited to hospitals, elderly care facilities, elderly housing, medical offices and clinics, dentist offices, Northern Wyoming Mental Health.

Group 8 – Cities and Towns

- Includes but not limited to smaller businesses located in X.

Group 9 - Larger Businesses

- Includes but not limited to Walmart, Home Depot, Lowes, hardware stores, grocery stores, and Oil & Gas Industry Partners.

Group 10 - Lodging Facilities

- Includes but not limited to hotels, motels, Bed and Breakfasts, Air B-n-B.

Group 11 - Secondary Institutions

- Includes but not limited to Salvation Army and other Mental Health facilities, and day care facilities.

Exhibit 2-Government Facilities And Special Events

Group 1 - County, City, Local Town Offices and Facilities

- Includes but not limited to County Courthouse, All City/Town Halls, Government Offices, Libraries, Law Enforcement Agencies, and Public Health Office.

Group 2 - Recreational Facilities

- Includes but not limited to Events Centers, all community parks, County Fairgrounds, Baseball and Soccer Fields

Group 3 - Schools

- Includes but not limited to County School District #1 & #7, Group 4 - Major
- Group 4- Medical
- Weston County Health Services, Hometown Health, Monument Health

Exhibit 3 - Local Event Calendar

These events have been cancelled, rescheduled, or are currently being considered by their respective management committees:

- State Fireman's Convention – Moved to June 17th, 18th and 19th, 2021
- High school graduations – May go forward with extreme social distancing precautions
- County Fair – No decision has been made
- Upton Fun Days-No decision has been made
- RPM Days-Canceled for 2020
- YHEC Annual Event-postponed to August 22nd, 2020
- Newcastle All School Reunion Postponed to July 2021

A Few Important Reminders about Coronaviruses and Reducing the Risk of Exposure:

Coronaviruses on surfaces and objects naturally die within hours to days. Warmer temperatures and exposure to sunlight will reduce the time the virus survives on surfaces and objects.

Normal routine cleaning with soap and water removes germs and dirt from surfaces. It lowers the risk of spreading COVID-19 infection.

Disinfectants kill germs on surfaces. By killing germs on a surface after cleaning, you can further lower the risk of spreading infection. [EPA-approved disinfectants external icon](#) are an important part of reducing the risk of exposure to COVID-19. If disinfectants on this list are in short supply, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions). Bleach solutions will be effective for disinfection up to 24 hours.

Store and use disinfectants in a responsible and appropriate manner according to the label. Do not mix bleach or other cleaning and disinfection products together—this can cause fumes that may be very dangerous to breathe in. Keep all disinfectants out of the reach of children.

Do not overuse or stockpile disinfectants or other supplies. This can result in shortages of appropriate products for others to use in critical situations.

Always wear gloves appropriate for the chemicals being used when you are cleaning and disinfecting. Additional personal protective equipment (PPE) may be needed based on setting and product. For more information, see [CDC's website on Cleaning and Disinfection for Community Facilities](#).

Practice social distancing, wear facial coverings, and follow proper prevention hygiene, such as washing your hands frequently and using alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available.