

SAFE TO WORK

BEST PRACTICES FOR SAFELY REOPENING BUSINESS AND
RESTORING CONSUMER CONFIDENCE



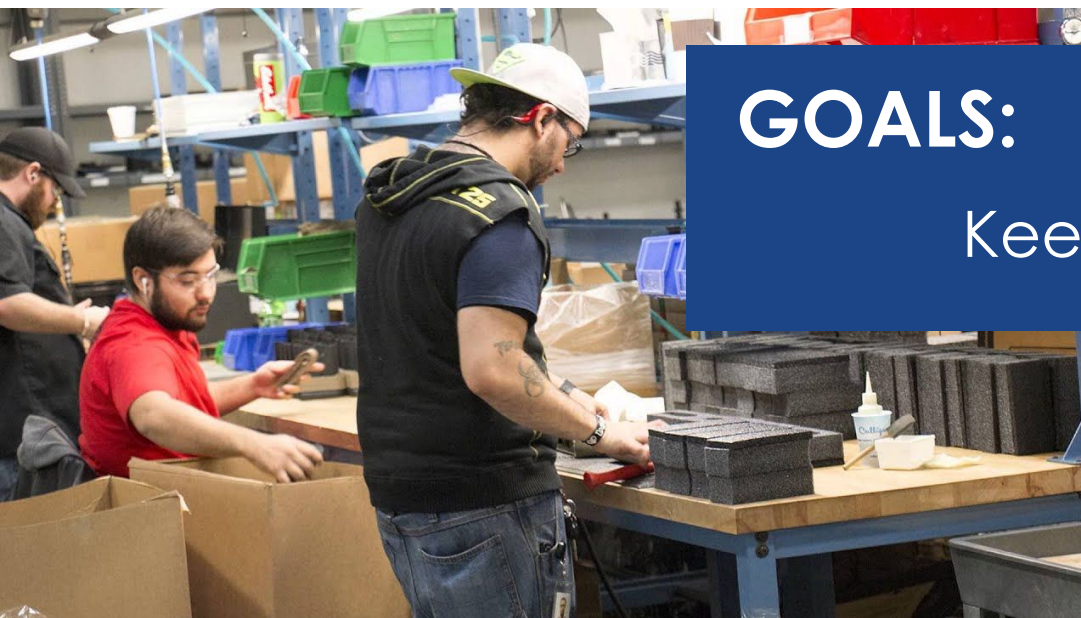
Produced in consultation with private business, commercial cleaning experts, and public health officials



GREATER  **PROTECTING
BUSINESS
SINCE 1907**
CHEYENNE
CHAMBER OF COMMERCE

CHEYENNE
W Y O M I N G
Live the Legend™

April 2020



GOALS: Back to Work; Keep the Curve Flat

As voices of business within the greater Cheyenne area, the Greater Cheyenne Chamber of Commerce, Downtown Development Authority, and Visit Cheyenne are advocating for a return to economic activity in accordance with public health and safety and in conjunction with the Wyoming Business & Industry Federation's [Battle Plan Wyoming](#). Any business that can have employees work remotely is still encouraged to do so.

The following best practices are drawn from conversations with business owners and local public health officials. Business practices should be implemented in parallel with CDC and local and state Department of Health guidelines.

Policymakers at the local and state level are urged to consider businesses that follow this criteria as part of the phased reopening of our economy. These guidelines are not exhaustive, nor do they encompass every industry, but rather represent a robust starting point for how general businesses can operate again safely, while protecting employees and customers.



Safe Practices and Consumer Confidence



Businesses should aggressively communicate their safe to work practices to their customers. Demonstrating that it is safe to work, safe to shop, and otherwise safe to do business once again will be key in the coming weeks and months.

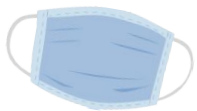
Again, any phased reopening must be in accordance with sound public health decisions and with proper safety protocols outlined here and by local and state health departments. More information from the experts and elected leaders may add to or alter these guidelines.

In support of the Wyoming Business & Industry Federation's Battle Plan Wyoming that plans for economic reopening, the business community of Cheyenne stands ready to move the region and state towards economic prowess once again, while protecting against the renewed spread of COVID-19.

BEST PRACTICES

For general businesses, including offices and production or manufacturing facilities

1) All on-site workers should have their temperatures taken each day prior to entering the building. Anyone with a fever will be required to self-isolate at home for 14 days.



2) Employees should wear masks and safety glasses if needed.

3) Breaks and lunches should be staggered in groups of 10 individuals or less. Break rooms or common areas should be arranged so individuals are at least six feet apart. Also consider breaks outdoors.



4) Create staggered or rolling employee work groups that work on different days, with no "cross-pollination" between groups.

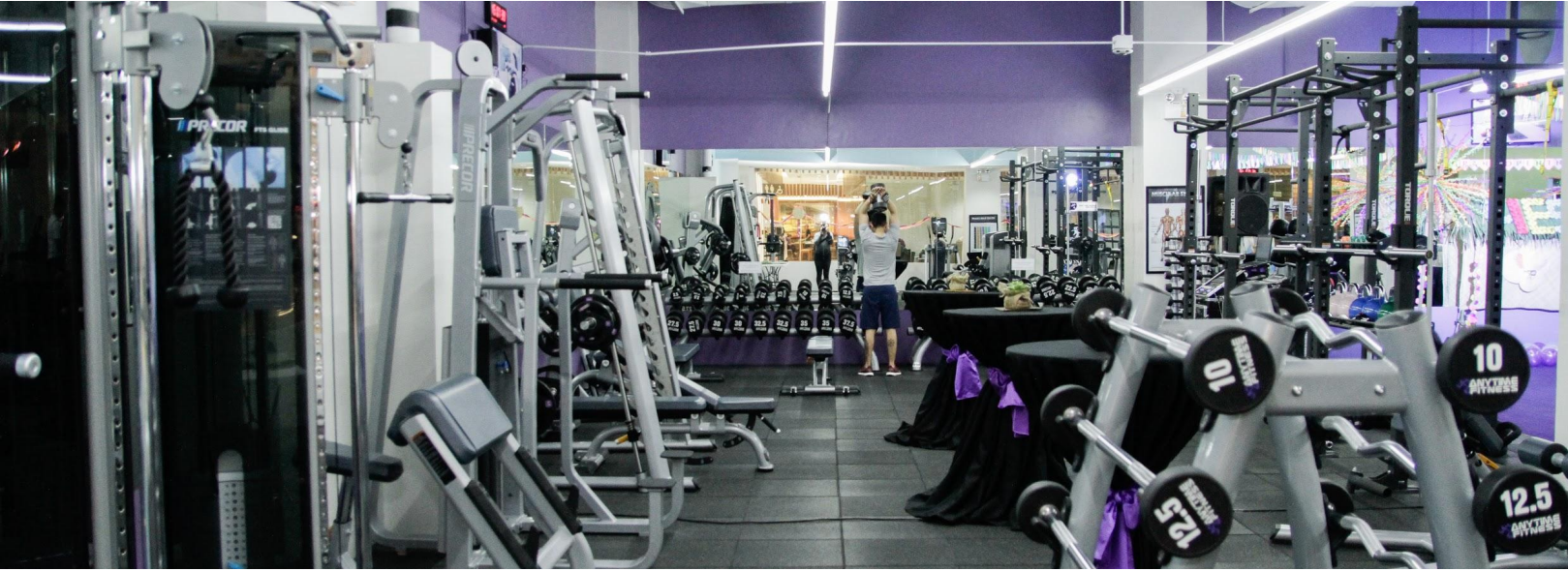
5) Every two hours, employees should stop working and wipe down their work areas with sanitizing/disinfecting cleaning supplies and wash hands with soap and water for at least 20 seconds.



6) Regularly disinfect or sanitize all handles and flat surfaces in common areas, preferably with a substance approved by the EPA for fighting SARS-CoV-2. [Click here for that list.](#)

7) Weekly, during a non-working day or non-working time, disinfect buildings through fogging, electrostatically spraying, or something similar. Emphasize high-traffic areas. It is recommended to use an experienced contractor that uses both EPA approved disinfectants and methods, as well as using an established commercial janitorial company or disaster response company for these services.

GYMNASIUMS



Gymnasiums may open in a limited capacity, under the following restrictions to be enforced by staff of the facility:

Staffing/Operations:

- Staff of the facility must wear face coverings at all times.
- Staff must be screened at the beginning of their shift for symptoms of illness, and staff must be screened for exposure to a person with COVID-19 infection during the previous 14 days.
- Staff with symptoms of illness, or known exposure to a person with COVID-19 infection within the previous 14 days, shall not be allowed to work.
- The facility must maintain a record of customer usage, by date and time, and a record of staff working hours, by date and time for purposes of COVID-19 tracing in the event contact tracing is necessary. If this record keeping is done manually, sanitizing measures must be taken on the instruments used for record keeping in between use.

Hygiene Protocols:

- Close-contact activities are prohibited, including but not limited to one-to-one personal training, close-contact sports, weight lifting requiring "spotters," and any other close-contact activities.
- Locker rooms must remain closed, except for restrooms.
- Workout equipment must be no less than 6 feet apart.
- Workout equipment must be cleaned by staff in between each patron use.
- Handwashing stations or hand sanitizer must be readily available for all patrons.
- No more than 9 patrons are allowed to be in a given room or section at any given time.
- Group workout classes are prohibited.
- Overall number of patrons in the entire facility must not exceed 1 person per 120 square feet and patrons must maintain physical distancing during their workout.
- Swimming pools must be limited to one swimmer per lane.
- Spas and saunas must remain closed.



CHILD CARE SERVICES



In order to help protect the health and safety of children, child care centers or home daycares may re-open or continue to operate under the following conditions:

- The child care provider must restrict groups of people (children and providers) to less than 10 in each separate room. The child care provider can allow 10 or more people in the facility only if each group of less than 10 individuals is in a room separated by walls from other groups.
- The child care provider must ensure that all people (children and providers) wash hands with soap and water upon arrival to the facility.
- The child care provider must ensure that staff and children are screened for symptoms of COVID-19 at the beginning of the day on arrival and not allow any symptomatic individuals to enter the facility.
- In the event of a confirmed case of COVID-19 within the facility, the provider must close the facility and consult with their local county health officer on next steps and when to re-open.
- The child care provider must ensure that enrolled children are met at the entrance and that parents, or other individuals dropping off or picking up children, do not enter the facility, unless absolutely necessary.
- The child care provider must ensure that surfaces and areas that are used and touched often are cleaned and sanitized after each use (e.g. shared toys, keyboards, desks, remote controls), or at least twice a day (e.g. door knobs, light switches, toilet handles, sink handles, countertops.)
- In addition to the measures noted above, a child care center or home daycare that remains open is required to follow all health guidelines from the CDC and Wyoming Department of Health for limiting the risk of transmission of COVID-19, to the extent possible when caring for children.
- In the event a County Health Officer closes a child care facility under the direction and supervision of the State Health Officer, the County Health Officer shall work with local child care providers to make available limited child care services for essential personnel, as described above.



CHILD CARE SERVICES



Child care providers operating under the measures on page 6 must prioritize providing child care for children of essential personnel. Essential personnel includes:

- Staff and providers of childcare and education services, including custodial and kitchen staff and other support staff, who do not do their work remotely.
- Providers of healthcare including, but not limited to, employees of clinics, hospitals, nursing homes, long-term care and post-acute care facilities, respite houses, designated agencies, emergency medical services, as well as necessary custodial, kitchen, administrative, and other support staff.
- Criminal justice personnel including those in law enforcement, courts, and correctional services.
- Public health employees.
- Firefighters, Wyoming National Guard personnel called to duty for responding to COVID-19, and other first responders.
- State employees determined to be essential for response to the COVID-19 crisis.
- Active duty military staff.
- Pharmacy staff.
- Foster families with children through grade 8.
- 2-1-1 and 9-1-1 call center staff; critical infrastructure and utility workers, including electrical, plumbing, telecommunications, water, and wastewater operators, workers, and staff.
- State, municipal, and commercial public works and sanitation crews.
- Grocery and food supply workers.
- Supply chain, postal, and delivery drivers and warehouse workers.
- Manufacturers of medical devices, equipment, testing equipment, and supplies.
- Fuel distribution workers.

SCHOOLS & UNIVERSITIES



K-12 Schools:

- All K-12 schools shall not hold in person classes until no sooner than May 18, 2020, unless an exception is granted or a Countywide Variance Order is granted.
- Staff and teachers may continue to work in school buildings to facilitate adaptive learning/instruction or to complete administrative tasks as directed by school superintendents.
- Food may still be prepared to be made available to those in need, as directed by school superintendents.

Colleges, Universities, & Trade Schools:

- All colleges, universities, and trade schools shall not hold in person classes until no sooner than May 18, 2020 unless an exception is granted or a Countywide Variance Order is granted.
- Staff and teachers may continue to work in facility buildings to facilitate adaptive learning/instruction or to complete administrative tasks.
- Food may still be prepared to be made available to those in need.

PERSONAL CARE SERVICES



Including but not limited to:

- Hair Salons
- Day Spas
- Esthetics Locations
- Nail Salons
- Barber Shops
- Tattoo Shops
- Body Piercing Locations
- Tanning Facilities

Personal Care Service Facilities may open in a limited capacity, under the following restrictions to be enforced by staff of the facility:

- At no time shall more than 9 people be present in a room or confined space.
- Patrons may only be served at stations that are at least 6 feet apart from other stations serving patrons.
- Staff must be screened at the beginning of their shift for symptoms of illness or exposure to a person with COVID-19 infection within the previous 14 days; staff with symptoms of illness or known exposure to a person with COVID-19 infection within the previous 14 days shall not be allowed to work.
- All patrons must wear face coverings as much as possible when receiving service.
- All staff must wear face coverings.
- Service may be provided by appointment only.
- The facility must maintain adequate records of its patrons, including names and telephone numbers, for purposes of COVID-19 tracing in the event contact tracing is necessary.
- The facility must maintain adequate records of its staff, for purposes of COVID-19 tracing in the event contact tracing is necessary.
- No patron shall remain in a waiting area prior to receiving services.
- Cleaning and sanitizing must be completed after each patron is served, including hand washing and surface sanitation.

RESTAURANTS, BARS & FOOD SERVICE



Restaurants and food establishments already comply with many sanitation and hygiene regulations. With some simple additions to current practices, dining rooms could begin to safely reopen dependent on public health data.

This is an additional list of recommendations that provides more detail for this industry. Individual establishments should review and make decisions in accordance with their needs and in consultation with local and state health department guidelines.

Restaurants, Bars and other Food Service shall remain closed with the following exceptions:

- Places of public accommodation are encouraged to offer food and beverage using delivery service, window service, walk-up service, curbside delivery, drive-through service, or drive-up service, and to use precautions in doing so to mitigate the potential transmission of COVID-19, including social distancing. Online and credit card transactions are strongly encouraged.
- Staff who handle cash or credit cards may not be involved in the preparation handling, or delivery of food.
- In offering food or beverage, a place of public accommodation may permit up to 5 members of the public at one time in the place of public accommodation for the purpose of picking up their food or beverage orders, so long as those individuals are at least 6 feet apart while on the premises.
- For hotel restaurants, food items may only be delivered as room service or as described above.
- Management shall ensure, on a daily basis, that no employee who presents symptoms of illness, or has had close contact with a person with COVID-19 infection during the previous 14 days, will be permitted to work.

These requirements are based on Executive Orders of Wyoming Governor Mark Gordon as of April 28, 2020. We will update this as the Governor updates his Orders.



SAFE TO WORK

These guidelines are not exhaustive, but offer a valuable starting point for discussing how best to reopen our economy.

The Chamber, Downtown Development Authority, and Visit Cheyenne will continue to foster dialogue among businesses, health officials, and elected leaders to ensure we get our businesses and our residents back to work in a safe manner.

Visit the Greater Cheyenne Chamber of Commerce, Downtown Development Authority, and Visit Cheyenne online for more information.

