

# SAFE TO WORK

BEST PRACTICES FOR SAFELY REOPENING BUSINESS AND  
RESTORING CONSUMER CONFIDENCE



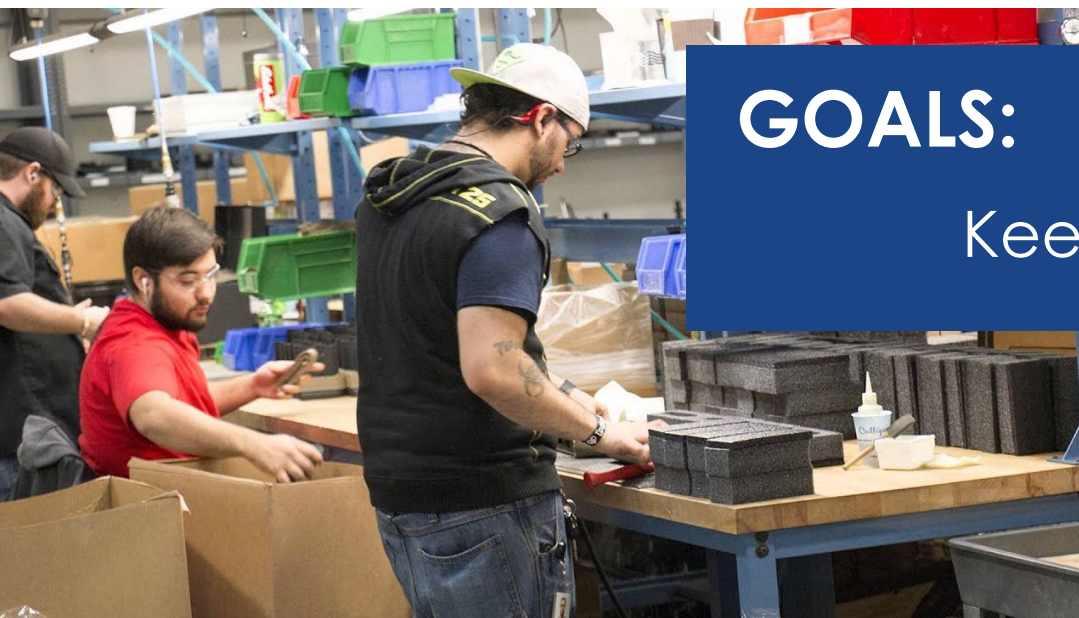
Produced in consultation with Wyoming Governor Mark Gordon,  
private business, commercial cleaning experts, and public health officials



**GREATER**  **PROTECTING  
BUSINESS  
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*Updated May 13, 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 continue to advocate for a return to economic activity. We continue to advocate in accordance with public health and safety guidelines and in conjunction with the Wyoming Business & Industry Federation's **Battle Plan Wyoming.**

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.

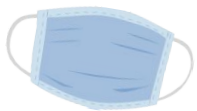
In support of the Wyoming Business & Industry Federation's Battle Plan Wyoming that plans for economic reopening, the business community of Cheyenne stands ready to move the region and state towards economic prowess once again, while protecting against the renewed spread of COVID-19.



# 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.



# STATEWIDE GATHERINGS



**In an effort to stop the spread of the coronavirus, the Wyoming Department of Health finds it necessary to protect the health of the public by continuing certain restrictions.**

- Gatherings of more than twenty-five (25) people are prohibited in order to help stop the spread of COVID-19 and protect the health of the public
- "Gatherings" are any planned or spontaneous event, public or private, bringing together, or likely bringing together, more than twenty-five (25) people in a single room or a single confined space (whether indoor or outdoor) at the same time
- Gatherings at the following are exempted from this Order:
  - Hotels and motels for lodging purposes
  - Livestock auctions
  - Groups of workers being transported to a location for their jobs
  - Government business, military and National Guard facilities, law enforcement, jails, secure treatment centers, and correctional facilities, including any facility operated by the Wyoming Department of Corrections, and any facility used to respond to natural disasters or public health emergencies
  - Federal, State, and local government facilities, including government service centers
  - Relief facilities, including food pantries and shelter facilities
  - Residential buildings, excluding individual household residences
  - Grocery stores, markets, convenience stores, pharmacies, drug stores
  - Truck stops, gas stations, and auto-repair facilities
  - Retail or business establishments, where more than twenty-five (25) people may be present but are generally not within six (6) feet of one another
  - Healthcare facilities, including hospitals, medical facilities, home health agencies, personal care agencies, hospices, adult family homes, mental health centers, and pharmacies
  - Alcohol and drug treatment centers
  - Long-term care and assisted living facilities, including nursing homes and assisted living facilities, as long as the facility complies with guidance and directives from the CDC, the Wyoming Department of Health, and appropriate licensing and regulatory agencies.





# STATEWIDE GATHERINGS



**Religious or faith based organizations and funeral homes may allow gatherings of more than 25 people subject to the following conditions, to be enforced by the religious or faith based organization leaders/staff or the staff of the funeral home:**

- A 6-foot distance must be maintained between individual household groups at all times
- The number of people in a confined area at any time must be limited to allow for adequate distancing between households
- Close contact between members of different households is prohibited before, during, and after the gathering
- Reading materials, collection plates, and communion trays shall be passed out to individual attendees by the leaders/staff rather than passed between attendees
- Prior to the gathering, religious or faith based organization leaders/staff and staff of funeral homes must be screened for symptoms of COVID-19, or exposure to a person with COVID-19 during the previous 14 days. Staff or leaders with symptoms of illness, or known exposure to a person with COVID-19 infection within the previous 14 days, shall not participate in the gathering; staff logs of the screening activity shall be kept and made available for inspection by the local health officer
- The entire facility shall be cleaned thoroughly, including all high touch areas before and after each gathering, according to CDC guidelines for cleaning
- Communion shall be served in individual containers
- There shall be no exchange of food or drink, with the exception of communion
- Staff who come within 6 feet of attendees or other staff must wear a face covering



# STATEWIDE GATHERINGS

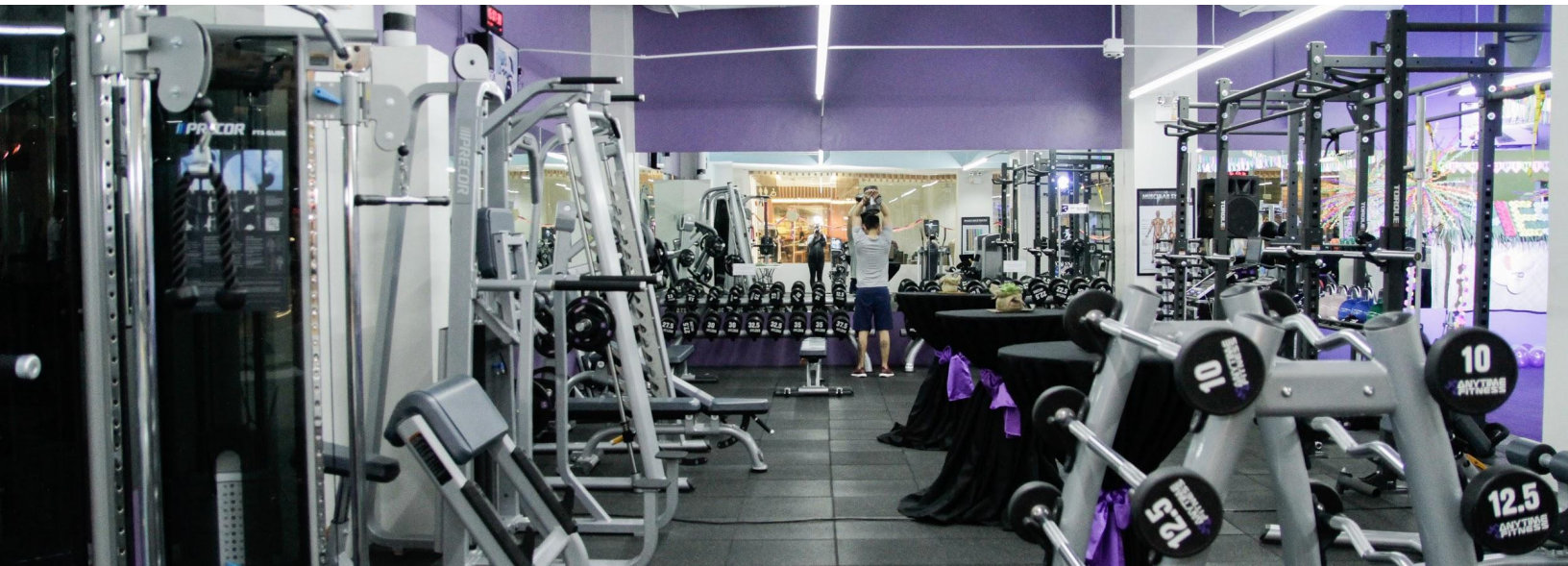


- Any gathering not covered by this Order should follow the public health recommendations of the Centers for Disease Control and the Wyoming Department of Health, including washing hands often with soap and water, practicing social distancing by avoiding close contact with others, avoiding touching your face, eyes, nose and mouth, covering your cough or sneeze into your elbow or by using a tissue, and wearing a face covering when in public.
- Additional specific gathering exceptions to the prohibitions in this Order may be granted, at the discretion of the County Health Officer, under the direction and supervision of the State Health Officer, if demonstrated, in writing, to the County Health Officer that people at the gathering will maintain at least six (6) feet of space between one another, and that effective sanitation will be performed before and after the gathering. Any specific exception under this paragraph must be approved in writing by the State Health Officer and may be modified or revoked by the County Health Officer under the supervision and direction of the State Health Officer
- Countywide variances to the prohibitions mandated in this Order may be granted in the form of a Countywide Variance Order if approved and signed by both the County Health Officer and the State Health Officer. Countywide Variance Orders may be less restrictive (or more restrictive) than the measures imposed in this Order.
- This Order supersedes all individual county health orders currently in effect.





# GYMNASIUMS



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

## **Staffing/Operations:**

- Staff that come within 6 feet of customers or other staff shall wear face coverings
- Employees shall be screened for symptoms of COVID-19, or exposure to an individual with COVID-10, prior to each shift; employees who are ill shall not be allowed to work; employees who have been exposed to a COVID-19 positive person within the previous 14 days shall not be allowed to work; employee logs of the screening activity must be kept and made available for inspection by the local health officer
- The business shall maintain a record of staff working hours by date and time for purposes of COVID-19 contact tracing; if such recordkeeping is done manually, sanitizing measures must be taken on the instruments used for recordkeeping in between use

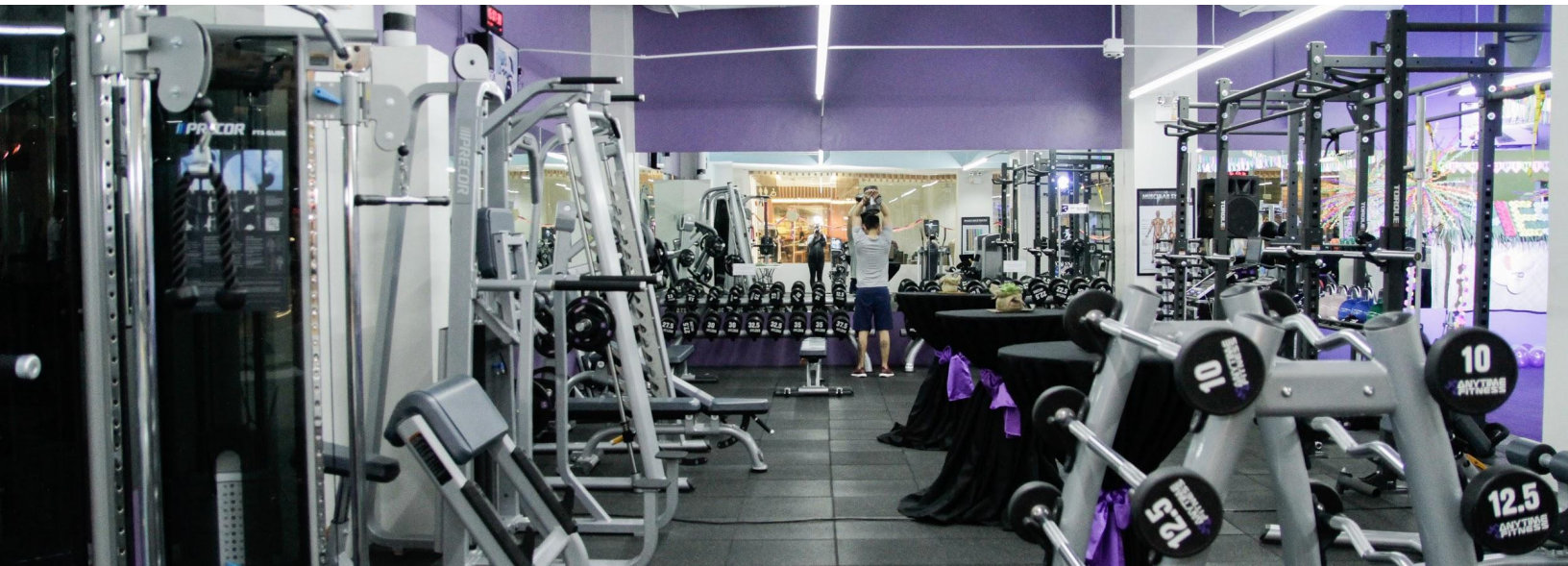
## **Hygiene Protocols:**

- Close-contact group activities, including close-contact sports, are prohibited; personal training is permitted
- Locker rooms may be open, provided that lockers are assigned by patron and are disinfected by staff after each use
- Showers may be open, provided that proper cleaning is performed, at all times, physical distancing must be maintained in locker rooms
- Workout equipment must be no less than 6 feet apart (and preferably 10 feet apart), enforced by staff during operation
- Workout equipment must be cleaned by staff in between each patron use





# GYMNASIUMS



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

## **Hygiene Protocols:**

- Handwashing stations, or hand sanitizer, must be readily available for all patrons
- Group workout classes are permitted, provided that at all times, each participant can remain at least 6 feet away from other participants of the class; class sizes shall be limited to 25 participants
- 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 shall be limited to one swimmer per lane
- Spas and saunas shall remain closed
- The business shall not operate without appropriate protective equipment for staff (face coverings, gloves for serving and cleaning, etc.), EPA-approved disinfectants and sanitizers, soap and other necessary cleaning supplies
- Signage must be displayed reminding customers not to enter the business if they have symptoms of COVID-19, and the signage must be displayed at the business entrance



# PERFORMANCE SPACES



**Movie theaters, performance theaters, opera houses, concert halls, and music halls may re-open in a limited capacity, under the following restrictions to be enforced by the owner of the facility:**

- Groups of patrons seated together must be limited to 6, preferably of the same household, however, a business may make exceptions for groups greater than 6 if the group is solely comprised of members from the same household
- A 6-foot distance must be maintained between individual groups at all times, including in waiting areas and while seated in the facility
- The number of people in a confined area at any time must be limited to allow for adequate distancing between groups
- Close contact between members of different groups is prohibited before, during, and after each performance
- Signage must remind patrons to remain at least 6 feet apart from other groups of people; waiting areas must have floor markers to indicate proper spacing
- Staff shall perform hand hygiene between interactions with each customer or party
- Staff that come within 6 feet of customers or other staff shall wear a face covering
- Patrons should be encouraged to wear face coverings to the greatest extent practicable
- Employees shall be screened for symptoms of COVID-19, or exposure to an individual with COVID-19, prior to each shift; employees who are ill shall not be allowed to work
- Employees who have been exposed to a COVID-19 positive person within the previous 14 days shall not be allowed to work; employee logs of the screening activity must be kept and made available for inspection by the local health officer





# PERFORMANCE SPACES



- The business shall not operate without appropriate protective equipment for staff (face coverings, gloves for serving and cleaning, etc.), EPA-approved disinfectants and sanitizers, soap and other necessary cleaning supplies
- Hand sanitizer must be available at the entrance to the facility and immediately adjacent to the bathrooms
- The facility must be thoroughly cleaned and disinfected prior to and after each performance; all countertops, seating, armrests, door handles, floors, bathrooms, and any high-touch surfaces must be cleaned and disinfected according to CDC guidelines for cleaning
- The business shall maintain a record of staff working hours by date and time for purposes of COVID-19 contact tracing; if such recordkeeping is done manually, measures must be taken on the instruments used for recordkeeping in between use
- The business shall encourage contactless and non-signature payment; if not possible for the customer, card and payment stations must be sanitized after each use; staff shall sanitize hands between handling payment options
- Signage must remind customers not to enter the business if they have symptoms of COVID-19, and the signage must be displayed at the business entrance
- Food service must follow the provisions for restaurants in pages 16-18 below

# 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



**All K-12 schools, colleges, universities, and trade schools shall not hold in person classes until no sooner than June 1, 2020 unless an exception is granted or a Countywide Variance Order is granted.**

- Staff and teachers may continue to work in school or facility buildings to facilitate adaptive learning instruction or to complete required administrative tasks. Food may still be prepared to be made available to those in need.
- K-12 schools, colleges, universities, and trade schools may provide limited on-site instruction to students who need specialized assistance or services, or for technical courses that require specific equipment for instruction. K-12 schools, universities, colleges, and trade schools offering these services shall operate under the following provisions:
  - Groups shall be limited to 25 people (students and teachers); the facility shall restrict groups of people to 25 in each separate room; the facility may allow more than 25 people in the facility only if each group of 25 is in a room separated by walls from other groups
  - Spacing of at least 6 feet between people must be maintained whenever possible; face coverings shall be worn in situations where 6 feet of separation cannot be maintained
  - Students and staff shall be screened each day for symptoms of COVID-19, or exposure to an individual with COVID-19, students or staff who are ill shall not participate in onsite activities; students and staff who have been exposed to a COVID-19 positive person within the previous 14 days shall not be allowed to participate in onsite activities, staff logs of screening must be kept and made available for inspection by the local health officer
  - All facilities, and surfaces therein, shall be cleaned & disinfected according to CDC guidelines before & after student use
  - Six foot spacing of students during transportation to and from the facility must be maintained as much as practicable
  - Hand hygiene must be performed frequently within the facility.





# 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

**Pursuant to Wyo. Stat. Ann. § 35-1-240(a)(i), (ii), and (iv), beginning on May 15, 2020, and continuing through May 31, 2020, unless revoked or extended by the Wyoming Department of Health before May 31, 2020, nail salons, hair salons, barber shops, cosmetology, electrology, and esthetic services, massage therapy services (excluding massages performed for medical purposes which are exempt from this Order) and tattoo, body art, and piercing shops may re-open or continue to operate under the following conditions:**

- Patrons shall only receive services at stations with at least 6 feet of separation on all sides from other stations serving patrons
- The number of people (patrons and staff) in a confined area at any time shall be limited in such a way as to allow for adequate spacing between stations
- Employees shall be screened for symptoms of COVID-19, or exposure to an individual with COVID-19, prior to each shift; employees who are ill shall not be allowed to work; employees who have been exposed to a COVID-19 positive person within the previous days shall not be allowed to work, employee logs of the screening activity shall be kept and made available for inspection by the local health officer
- All patrons shall wear face coverings as much as possible when receiving service
- All staff must wear face coverings when within 6 feet of customers or other staff
- Service shall be provided by appointment only
- The business shall maintain a record of staff working hours by date and time for purposes of COVID-19 contact tracing; if such recordkeeping is done manually, sanitizing measures must be taken on the instruments used for recordkeeping in between use



# 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

- Patrons in waiting areas shall remain 6 feet apart; waiting areas must have floor markers to indicate proper spacing
- Cleaning and sanitizing shall be completed after each patron is served, including hand washing and surface sanitation
- The business shall not operate without appropriate protective equipment for staff (face coverings, gloves for serving and cleaning, etc.), EPA-approved disinfectants and sanitizers, soap and other necessary cleaning supplies
- The business shall encourage contactless and non-signature payment; if not possible for the customer, card and payment stations must be sanitized after each use; staff shall sanitize hands between handling payment options
- Signage must remind customers not to enter the business if they have symptoms of COVID-19, and the signage must be displayed at the business entrance





# 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.

**Pursuant to Wyo. Stat. Ann. § 35-1-240(a)(i), (ii), and (iv), beginning on May 15, 2020, and continuing through May 31, 2020, unless revoked or extended by the Wyoming Department of Health before May 31, 2020, restaurants, food courts, cafes, coffeehouses, bars, taverns, brew pubs, breweries, microbreweries, distillery pubs, wineries, tasting rooms, special licensees, clubs, cigar bars, and other places of public accommodation offering food, beverages, or alcoholic beverages for on-premises consumption may provide services (indoors and outdoors) under the following restrictions, to be enforced by the business owner:**

- All patrons shall be seated at tables (for purposes of this Order, booths are included in the definition of tables)
- Tables must be limited to groups of 6, preferably of the same household, however, a business may make exceptions for groups greater than 6 if the group is solely comprised of members from the same household
- Tables with patrons must be positioned such that patrons at different tables are at least 6 feet apart (and preferably 10 feet apart) on all sides when seated; the number of people in a confined area at any time must be limited in such a way as to allow for adequate distancing between tables
- Signage must be positioned on premises reminding separate parties to stand at least 6 feet apart; designated waiting areas must have floor markers to indicate proper spacing
- Physical distancing guidelines must be maintained while customers enter and remain on premises
- Staff that come within 6 feet of customers or other staff shall wear face coverings; staff shall perform hand hygiene between interactions with each table
- Cups, lids, napkins, and straws must be handed directly to customers by staff



# RESTAURANTS, BARS & FOOD SERVICE



- Tables must not be set prior to customer arrival; staff shall avoid touching items that have been placed on the table; tables must be cleared by dedicated staff once all guests have left the table
- Dedicated staff shall sanitize all areas occupied by customers upon customer departure, including tables, menus, pens, salt and pepper shakers, tables, chairs, etc. (consider the use of disposable items as necessary)
- The business shall not operate without appropriate protective equipment for staff (face coverings, gloves for serving and cleaning, etc.), EPA-approved disinfectants and sanitizers, soap and other necessary cleaning supplies
- Hand sanitizer shall be available at the business entrance and immediately adjacent to all bathrooms
- Cleaning and disinfecting shall be performed in the morning, afternoon, and evening; all tables, chairs, door handles, floors, and bathrooms, and any high-touch surfaces must be cleaned and disinfected
- No self-serve food service or buffet options shall be available unless food is pre-packaged; drink refills are not allowed in the same containers
- Gloves shall be worn when handling to-go boxes, pizza boxes, paper cups, and any other paper product that touches food
- Staff shall use gloves when handling ready-to-eat foods (including ice); gloves are not required when handling foods that have yet to be cooked
- Employees shall be screened for symptoms of COVID-19, or exposure to an individual with COVID-19, prior to each shift; employees who are ill shall not be allowed to work; employees who have been exposed to a COVID-19 positive person within the previous 14 days shall not be allowed to work; employee logs of the screening activity must be kept and made available for inspection by the local health officer
- Self-service condiments shall not be used, unless the condiments can be cleaned adequately between customers





# RESTAURANTS, BARS & FOOD SERVICE



- The business shall encourage contactless and non-signature payment; if not possible for the customer, card and payment stations must be sanitized after each use; staff shall sanitize hands between handling payment options and food containers
- The business shall maintain a record of staff working hours by date and time for purposes of COVID-19 contact tracing; if such recordkeeping is done manually, sanitizing measures must be taken on the instruments used for recordkeeping in between use
- Playgrounds at the business must remain closed
- No dart/pool leagues, dances, events, or karaoke may take place at the business
- Signage must remind customers not to enter the business if they have symptoms of COVID-19 and must be displayed at the business entrance

**These requirements are written in accordance with Wyoming Governor Mark Gordon's Executive Orders as of May 15, 2020. This document is subject to change as new orders are released.**



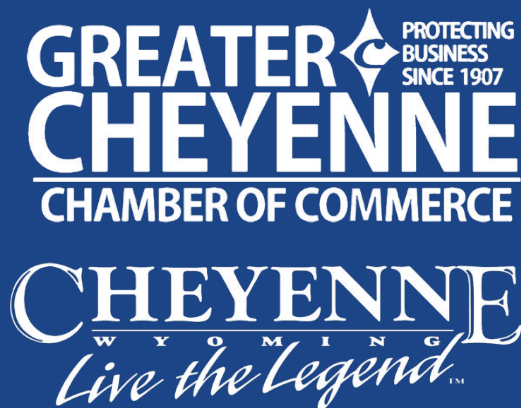
# SAFE TO WORK

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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.**



[cheyennechamber.org](http://cheyennechamber.org) | [downtowncheyenne.com](http://downtowncheyenne.com) | [cheyenne.org](http://cheyenne.org)