Goal: To provide a framework or checkpoints for a business or other organization to use to help prevent further spread of COVID-19 as Wyoming moves toward increasing personal, business and community activity.

Note: These recommendations are intended to provide a cross check on practices for gap identification with full recognition that many of these elements are already known and in use. The goal is to provide a functional workplace that limits exposure and spread of COVID-19 illness as much as possible among workers and the community served.

Recommendations for success:

1. **Know your Exposure Potential and Risks** - All planning and actions should begin with a risk assessment based on the type of human interactions present. Assess your operations for places people come into contact with people and COVID-19 could be transmitted.

   Resource:

   **Examples of exposure potential by Risk Category:** (Risk will vary based on ability to distance)

   **Example for Low to Medium Risk** – Manufacturing, warehousing, "Internalized" government services- largely self-enclosed, managed and manageable interfaces between workers and others.

   **Example for Medium to High Risk** – Retail, personal services/treatment at fixed location (stores, salons, clinics, body art shops) – multiple person-to-person interfaces, both at some distance and/or at very close distances.

   **Example for Medium Risk** – Mobile direct services (landscaping, home repair, cabs, ride share, home delivery) – single or limited personal interaction/contact in environments ranging from very open to very closed.

   **Example for High Risk** – Gathering places (education centers, churches, care homes, mass transit, parks, entertainment) – potential for large numbers of people gathering or gathered in close proximity for sustained periods of time.

2. **Know your Situation** - Review services/sectors/workplaces in operation for successes and gaps. Look again at exposure potential and upgrade or downgrade existing guidance and recommended practices to ensure actual practices address the exposure potential (occurring or possible). Develop, implement and train staff on your company’s specific Infectious Disease Preparedness and Response Plan.

   Resources:

* Medical, laboratory and health care establishments may have additional exposure, reporting and staffing concerns not covered by this framework. Please refer to the Wyoming Department of Health and the U.S. Centers for Disease Control and Prevention for more guidance.
3. **Remind yourself of your Exposure Experience** – Sectors (essential services and other) with experience and practice with infectious diseases, gained prior to or during the COVID-19 pandemic period, should be used to assessed to identify measures and practices that have a) worked to prevent infection, b) are routinely used in other sectors that are not operating but could be, and c) can be transferred to other sectors, including essential service sectors that need additional infection prevention. Evaluate and implement the hierarchy of Controls (https://www.cdc.gov/niosh/topics/hierarchy/default.html) for your business and review and update your plan with industry specific guidance applicable to your business.

Example: Are there practices from operations like yours that can be applied to your situation?

4. **Have a Re-Shutdown Plan** – A plan to (re)implement restrictions on operations/human contacts, including infectious disease occurrence criteria and action triggers, must be an integral part of any plan to re-start operations. This is especially true in the event of a workplace outbreak of COVID-19. Businesses may need to act quickly to help contain the spread of illness among their workforce.

5. **Know Compliance** – Check with local, county, state and federal regulatory agencies to ensure you are in compliance with all orders and guidance, including state and county public health orders. Remember, during these ever-changing times, these orders are fluid and are updated regularly. Be sure you are checking frequently.

Resources:
Personal Protective Equipment (PPE) Burn Rate Calculator - https://www.cdc.gov/niosh/ppe/ppeapp.html?deliveryName=USCDC_10_4-DM27264

6. **Go Beyond Compliance** – Just as beyond compliance thinking in a safety program leads to a culture of prevention, thinking beyond compliance on infectious disease will protect your employees and company at work and at home. Any business exemption to public health orders must be addressed with the State or local health authorities.
Factors to consider in re-opening by potential exposure risk category:

Example for Low to Medium Risk Industries
Manufacturing, warehousing, “Internalized” government services, office and administrative functions, non-retail operations - largely self-enclosed, managed and manageable workplaces/interfaces between people. Some of these services have been classified as essential and have been operating.

Situation Review
- If operating, conduct audit of COVID-19 disease patterns and use/compliance with recommended practices and guidelines to determine necessary remedial actions.

Physical/Biological
Pre-return disinfection and re-infection prevention
- Facility
- Fleet
- External points of contact (i.e. clients, suppliers)
- Employee equipment and personal wear
- Home and other regular employee contact point
- PPE use recommendations – scaled by risk
- Shift / employee arrival modifications

Facility Re-start / return to normal operations
- Conventional facility restart safety audits (normal operational safety)
- Integration of social distancing elements/plan
- Employee re-orientation (consider “new” employee style reorientation for all on expected practices)
- Returning employee integration with staff who have been working
- Safety process changes/updates (opportunity to go beyond compliance)
- Visitor/Supplier/Delivery protocols
- Re-shutdown protocols due to infection reemergence

Employment/HR
- Have regular, open communication with staff and customer using signage, email, etc.
- Clarify/review individual’s employment status as needed based on status during COVID-19 emergency period (working, working in extended or hazard status, working from home, not working, change in hours, change in pay)
- Review infection detection/reporting/associated actions protocols for COVID-19. These may vary from protocols used in regular work environment.
- Maintain up-to-date records of employee attendance by location and with contact information, which will be needed in the event of a workplace COVID-19 outbreak.
- Review workers compensation/retirement implications during COVID-19 shut down and continuing
- Assess leave/PTO interface both during and following shut down period
- Review work from home policies to potentially accommodate experience during COVID-19

Emotional/Mental Health Support
- End-of-shutdown support system (preparing employees for return to work, return to school, leaving the relative safety of quarantine)
- Return to work support – reestablishing schedules, dealing with backlog stress, day care and after school care changes, aging family member care changes
- Financial counseling/support – shut down related financial stress management, employee financial support
- Substance use counseling/support
- Fatigue and mental health support
- Interruption of routine medical services support (eg. medicines, specialists, routine care)

Leadership
- Top leadership presence and ongoing communication supporting all of the above.
**Example for Medium to High Risk Industries**

Retail, personal services/treatment at fixed location (stores, salons, clinics, body art shops) – multiple person-to-person interfaces, both at some distance and/or at very close distances.

**NOTE** – All the elements of the Low to Medium Risk category apply in addition to the areas of emphasis noted below under the risk factor areas. A significant portion of Medium Risk sectors/services are NOT operating and have different re-start challenges.

**Situation Review**
- If operating, conduct audit of COVID-19 disease patterns and use/compliance with recommended practices and guidelines to determine necessary remedial actions.

**Physical/Biological**
- Pre-return disinfection and re-infection prevention
  - Facility
  - Fleet
  - External points of contact (i.e. clients, suppliers)
  - Employee equipment and personal wear
  - Home and other regular employee contact point
  - PPE use recommendations – scaled by risk
  - Shift / employee arrival modifications
- Facility Re-start / return to normal operations
  - Additional focus on restarting safely AND a very different customer/visitor interaction environment requiring attention to employee numbers and spacing, customer numbers and spacing and PPE challenges.
  - Conventional facility restart safety audits (normal operational safety)
  - Integration of social distancing elements/plan
  - Employee re-orientation (consider “new” employee style reorientation for all on expected practices)
  - Returning employee integration with staff who have been working
  - Safety process changes/updates (opportunity to go beyond compliance)
  - Visitor/Supplier/Delivery protocols
  - Re-shutdown protocols due to infection reemergence

**Employment/HR**
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**Leadership**
- Top leadership presence and ongoing communication supporting all of the above.
**Example for Medium Risk Industries**

Mobile direct services (landscaping, home repair, cabs, ride share, home delivery) – single or limited personal interaction/contact in environments ranging from very open to very closed.

NOTE – All the elements of the Low to Medium Risk category apply in addition to the areas of emphasis noted below under the risk factor areas. A significant portion of Medium Risk sectors/services are NOT operating and have different re-start challenges.

**Situation Review**
- If operating, conduct audit of COVID-19 disease patterns and use/compliance with recommended practices and guidelines to determine necessary remedial actions.

**Physical/Biological**

Pre-return disinfection and re-infection prevention
- Facility
- Fleet
- External points of contact (i.e. clients, suppliers)
- Employee equipment and personal wear
- Home and other regular employee contact point
- PPE use recommendations – scaled by risk
- Shift / employee arrival modifications at staging points or main operations centers

Facility Re-start / return to normal operations
- Conventional facility restart safety audits (normal operational safety)
- Integration of social distancing elements/plan
- Employee re-orientation (consider “new” employee style reorientation for all on expected practices)
- Returning employee integration with staff who have been working
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**Example for High Risk Industries**

Gathering places (education centers, churches, care homes, mass transit, parks, entertainment) – potential for large numbers of people gathering or gathered in close proximity for sustained periods of time.

**NOTE** – All the elements of the Low to Medium Risk category apply in addition to the areas of emphasis noted below under the risk factor areas. A significant portion of High Risk sectors/services are NOT operating and have different re-start challenges.

**Situation Review**
- If operating, conduct audit of infectious disease patterns and use/compliance with recommended practices and guidelines to determine necessary remedial actions.

**Physical/Biological**
- Pre-return disinfection and re-infection prevention
  - Facility
  - Fleet
  - External points of contact (i.e. clients, suppliers)
  - Employee equipment and personal wear
  - Home and other regular employee contact point
  - PPE use recommendations – scaled by risk
  - Shift / employee arrival modifications

**Facility Re-start / return to normal operations**
- Additional focus on restarting safely AND a very different customer/visitor interaction environment requiring attention to employee numbers and spacing, customer numbers and spacing and PPE challenges.

**Conventional facility restart safety audits** (normal operational safety)
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ADDITIONAL RESOURCES AND REFERENCES

Federal:
https://www.whitehouse.gov/openingamerica/
https://www.natlawreview.com/article/plan-now-bringing-back-your-work-force

Federal – Centers for Disease Control (CDC)

Federal – OSHA
https://www.osha.gov/SLTC/covid-19

For Specific Industries:

State of Wyoming:
https://covid19.wyo.gov/
https://drive.google.com/file/d/1cbsfjN3b-iBWwSo194OdW9H1JspUC/view
http://deq.wyoming.gov/covid-19/

State of Wyoming – Department of Health

State of Wyoming – OSHA Division
http://www.wyomingworkforce.org/businesses/osha/

State of Wyoming – Department of Workforce Services
http://wyomingworkforce.org/covid19-resources/
http://wyomingworkforce.org/news/

GENERAL GUIDELINES AND RESOURCES:

HAND WASHING
https://www.cdc.gov/handwashing/when-how-handwashing.html
https://www.cdc.gov/handwashing/index.html
https://youtu.be/d914EnpU4Fo
RESPIRATORY ETIQUETTE: COVER YOUR COUGH/SNEEZE
https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

SOCIAL DISTANCING

HOUSEKEEPING
https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

REOPENING GUIDANCE FOR CLEANING AND DISINFECTING

EMPLOYEES EXHIBITING SIGNS AND SYMPTOMS OF COVID-10

TRAINING

OTHER RESOURCE LINKS:

National Safety Council
https://www.nsc.org/work-safety/safety-topics/coronavirus
https://www.nsc.org/work-safety/safety-topics/safe-actions-for-employee-returns-safer
https://www.nsc.org/Portals/0/Documents/NSCDocuments_Advocacy/Safety%20at%20Work/covid-19/SAFER%20Framework%20Summary050620.pdf?ver=2020-05-06-162456-463&utm_campaign=NSC%20524850&utm_medium=email&_hsenc=p2ANqtz--TvLrqH1aE9pzOq1_7HqncRG-GJX7RDm1ONdN3YPESTa01nbaZBw6e7LxYrV8GYSPRPtjz&utm_content=87605506&utm_source=hs_email