

# INFORMATION PACKET

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Friday, May 8, 2020



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We are CASPER

Communication Accountability Stewardship Professionalism Efficiency Responsiveness

## The Grid

A working draft of Council Meeting Agendas

**May 12, 2020 Councilmembers Absent:**

<b>Work Session Agenda Items</b>	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Litter Control	Direction Requested	10 min	4:30
Open Container Area	Direction Requested	10 min	4:40
Council Follow-up	Direction Requested	5 min	4:50
Draft Budget Distribution	Direction Requested	10 min	4:55
Downtown Parking Garage Capital & Operations	Direction Requested	20 min	5:05
Class & Comp Follow-up	Direction Requested	30 min	5:25
Recycling Options	Direction Requested	30 min	5:55
Capital Budget Review	Direction Requested	30 min	6:25
Social Service Agencies Discussion	Direction Requested	30 min	6:55
Agenda Review		20 min	7:25
Legislative Review		10 min	7:45
Council Around the Table		10 min	7:55
Approximate Ending Time:			8:05

**May 18, 2020 Councilmembers Absent:**

<b>Special Work Session Meeting Agenda Items</b>	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Budget Session - Part 1	Direction Requested	2 hours	4:30
Approximate Ending Time:			6:30

**May 19, 2020 Councilmembers Absent:**

<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
Pre-meeting-Census (followup with Liz)					
Public Hearing: Ordinance Approving a Municipal Code Text Amendment to Sections 15.02.120 and 15.04.070 Regarding Unsafe Structures and Equipment. 1st Reading		N			
Public Hearing: Approving a Zone Change of Lots 344 and 345, Kenwood Addition Subdivision, from R-2 (One Unit Residential) to C-2 (General Business). 1st Reading		N			
Public Hearing: Vacation and Replat of Lot 1, Block 1, Cemetery Addition, to create the Gorgan Hills Addition Subdivision, comprising 31.52-acres, more or less, generally located south of West 46th Street and east of Moose Street. 1st Reading		N			

Consideration of a Resolution certifying Annexation compliance with Title 15, Chapter 1, Article 4 of the Wyoming State Statutes to determine if the Annexation of the Sontrust No. 1 Addition to the City of Casper complies with W.S. §15-1-402.1. Resolution.2. Third reading Ordinance Approving Annexation, and Zoning of the Sontrust No. 1 Addition.		N			
Public Hearing: New Restaurant Liquor License No. 44 for Occasions by Cory, LLC, d/b/a Occasions Entertainment Group, Located at 303 South Wolcott Street.		N			
Text Amendment to Chapter 17.68 of the Casper Municipal Code Pertaining to Gaming/Gambling in the C-4 (Highway Business) Zoning District. 3rd Reading Ordinance			N		
Text Amendment to Chapter 8.40 of the Casper Municipal Code, Pertaining to Litter Control. 2nd Reading			N		
Liquor License Sanctions/Update & Open Container 2nd Reading Ordinance			N		
Authorizing the Filing of Applications with the Federal Transit Administration for the Coronavirus Aid, Relief, and Economic Security (CARES) Act to provide Federal Transportation Assistance Authorized by 49 U.S.C. Chapter 53, Title 23 United States Code, and Other Federal Statutes Administered by the Federal Transit Administration.				C	
Authorizing the Filing of Applications with the Federal Transit Administration for Federal Transportation Assistance Authorized by 49 U.S.C. Chapter 53, Title 23 United States Code, and Other Federal Statutes Administered by the Federal Transit Administration.				C	
Approving a Contract for Professional Services with AECOM Technical Services, Inc., in an Amount not to Exceed \$15,850, for Quality Assurance and Quality Control Services.				C	
Approving Amendment No. 1 to the City of Casper Contract for Professional Services with Nelson/Nygaard Consulting Associates, Inc., for the Mills Main Street Corridor Plan and Study.				C	
Authorizing a Contract for Professional Services with WWC Engineering, in the Amount of \$188,932, for the Midwest Avenue Reconstruction Project – Elm Street to Walnut Street, Project No. 18-066.				C	
Authorizing an Agreement with NORCOSTCO, Inc., in the Amount of \$73,545, for the CEC Theatrical Curtain Replacement, Project No. 19-067.				C	
Authorizing an Agreement with Treto Construction, LLC, in the Amount of \$304,900, for the 2020 Platte River Trails Replacements, Project No. 19-048.				C	
Authorizing an Agreement with Keyhole Technologies, LLC, in the Amount of \$109,970, for the 2020 Inlaid Striping, Project No. 19-036.				C	
Authorizing Change Order No. 1 to the Agreement with Natara Corporation, for 181 Contract Days, for the Paradise Valley Pool and Marion Kreiner Pool Lining, Project No. 18-089.				C	
Authorizing a Funding Agreement with the Natrona County Conservation District the Amount of \$35,000.				C	
Authorizing an Agreement with Crown Construction, LLC, in the Amount of \$320,500 for the 2020 2nd Street Concrete Repairs Project.				C	
Authorizing a Contract for Professional Services with WLC Engineering, Surveying, and Planning, Inc., in the Amount of \$149,400 for the Ridgecrest Zone 2 & 3 Waterline Replacements Project.				C	

Authorizing a Contract Extension for the City of Casper to Host the College National Finals Rodeo for an Additional Five Years.				C	
Accepting a Reimbursement Grant from the Wyoming Office of Homeland Security not to Exceed \$12,409.50 for Purchasing Walk Through Metal Detectors for the Casper Events Center.				C	
Approving the Grant Contract Extension with the Wyoming Wildlife and Natural Resource Trust.				C	
Authorizing the Acceptance of the Wyoming Office of Homeland Security Grant, in the Amount of \$104,000, for the Purchase of Equipment for Regional Response Team 2.					C

**May 20, 2020 Councilmembers Absent:**

<b>Special Work Session Meeting Agenda Items</b>	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Budget Session - Part 2	Direction Requested	2 hours	4:30
Approximate Ending Time:			6:30

**May 26, 2020 Councilmembers Absent:**

<b>Work Session Meeting Agenda Items</b>	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Council Meeting Follow-up		5 min	4:30
Agenda Review		20 min	4:35
Legislative Review		10 min	4:55
Council Around the Table		10 min	5:05
Approximate Ending Time:			5:15

**June 2, 2020 Councilmembers Absent:**

<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
Approve May 20 Special Meeting Minutes					
Summary Proposed Budget published in minutes					
Establish Public Hearing - FY 21 Budget Adoption	C				
Text Amendment to Chapter 8.40 of the Casper Municipal Code, Pertaining to Litter Control. 3rd Reading			N		
Liquor License Sanctions/Update & Open Container 3rd Reading Ordinance			N		
Ordinance Approving a Municipal Code Text Amendment to Sections 15.02.120 and 15.04.070 Regarding Unsafe Structures and Equipment. 2nd Reading			N		
Approving a Zone Change of Lots 344 and 345, Kenwood Addition Subdivision, from R-2 (One Unit Residential) to C-2 (General Business). 2nd Reading			N		
Vacation and Replat of Lot 1, Block 1, Cemetery Addition, to create the Gorgan Hills Addition Subdivision, comprising 31.52-acres, more or less, generally located south of West 46th Street and east of Moose Street. 2nd Reading			N		



### Future Agenda Items

Item	Date	Estimated Time	Notes
Parking on the Parkways		30 min	
David Street Station 501(c)(3)		30 min	
Animal Care Ordinance Review			
Meadowlark Park			Spring 2020
Private Operation of Hogadon			
Formation of Additional Advisory Committees			
Golf Course Guidelines			
Wayfinding Plan Implementation	June 23	45 min	

### Staff Items





Limo Amendment			
Health Plan - Residual Balance			After January 2020
Utility Business Plan			After New Year - February
Sign Code Revision			
Wind River Traffic Update			Summer 2020
Community Relations Spec Update		30 min	

### Future Council Meeting Items

Public Hearing Date - FY21 Budget Adoption	June 16, 2020
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### Retreat Items

Economic Development and City Building Strategy
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Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
 <p>Due to the Coronavirus many meetings will be held virtually or even canceled. (i.e. Youth Empowerment has been canceled during May.) Verify with your board organizer how and when their meeting will be held.</p>						
3	4 <i>5:00 p.m.</i> - CNFR (Freel, Cathey)	5 <i>6:00p</i> - Council Meeting	6 <i>11:30a</i> -Drug Court (Huber) <i>1:00p</i> -Civil Service Commission (None)	7	8	9
10 	11 <i>8:30a</i> -Historic Preservation (Bates)	12 <i>4:30p</i> -Council Work Session	13 <i>11:30a</i> -DDA (Powell) <i>6:00p</i> -Amoco Reuse JPB (Hopkins)	14 <i>7:00a</i> -Advnce Casper (Freel) <i>4:30p</i> -Leisure Services Board (Huber)	15 <i>11:30a</i> -Chamber Coordination/ Infoshare (None)	16
17	18 <i>4:30p</i> -Council Budget Work Session	19 <i>11:30a</i> -Regional Water JPB (Cathey, Powell, Huber, Freel) <i>4:00p</i> -Chamber of Commerce (Cathey) <i>6:00p</i> - Council Meeting	20 <i>10:30a</i> - EDJPB (Powell, Hopkins), <i>4:30p</i> -Council Budget Work Session	21 <i>7:30a</i> -Mayor/ Commissioner <i>11:00a</i> -Housing Authority (Bates) <i>4:00p</i> -Contractors' Licensing Board (Lutz) <i>5:30p</i> - City County Board of Health (Bates) <i>6:00p</i> - Planning & Zoning (Hopkins)	22 <i>9:00 a</i> -Senior Services (Pacheco)	23
24 	25	26 <i>11:30a</i> -Travel & Tourism (Freel, Johnson) <i>4:30p</i> -Council Work Session	27 <i>7:00a</i> -CPU Advisory Board (Bates) <i>11:30p</i> -NIC (None) <i>5:15p</i> -CAP (None) 	28 <i>11:30a</i> - Disability Council (Powell)	29	30
31						

**From:** Liz Becher <lbecher@casperwy.gov>  
**Sent:** Tuesday, May 5, 2020 3:56 PM  
**To:** Carter Napier <cnapier@casperwy.gov>  
**Cc:** Renee Jordan-Smith <rjordansmith@casperwy.gov>  
**Subject:** CENSUS 2020 - Buzz riding the Bus

*Carter,*

*Here's a little something fun for the Info Packet this week – hopefully Council sees it 😊*

*Also, I included some pictures from the ride. - Elizabeth*

Buzz's Bus Ride on Monday made the U.S. Census Bureau's Dallas Regional newsletter - see attached Infogram.

Also, our national team loved the pictures and that Buzz was wearing his mask! They sent the information to the partner spotlight team.

Thank you!  
Tammi

**Tammi Hanshaw**, Wyoming Partnership Specialist  
Dallas Regional Census Office / Field Division / Denver Region  
U.S. Census Bureau

# 2020 Census Infogram

DENVER/DALLAS REGION

MAY 5, 2020

Last Week for Get Out the Count Video Prize Challenge  
For prize information and full eligibility rules, please visit:  
[challenge.gov](https://www.challenge.gov). Deadline for submissions is May 7, 2020.  
Use social media post below to promote the challenge:



Can you produce quality video content for the #2020Census? Try your hand at winning up to \$30,000 in the #CensusVideoChallenge. The deadline is May 7th. **We're looking for the most impactful, inspiring, creative,** and short original social media videos to help #GetOutTheCount. Enter now at [www.challenge.gov](http://www.challenge.gov).

The U.S. Census Bureau to Resume Some 2020 Census Field Operations in Select Locations  
Area Census Offices (ACOs) will restart operations, resuming Update Leave (UL) field operations and completing the hiring process for Nonresponse Followup (NRFU) field staff. As soon as it is safe to do so, more ACOs will also resume activities. As of May 4, the ACOs below will resume operations in the Denver Region.

- MT: Billings
- ND: Bismarck
- OK: Cleveland County, Oklahoma County, and Tulsa
- UT: Orem and Salt Lake City

As part of the phased restart, the census will resume Update Leave, where the Census Bureau drops off 2020 Census invitation packets at front doors of households in areas where the majority of households do not receive mail at their home. Update Leave does not require interaction between households and a Census Bureau employee and follows the most current federal health and safety guidelines. Learn more [here](#).

## 2020 Census Partner Highlight

On May 4 in Casper, Wyoming, BUZZ the 2020 Census mascot rode the bus to encourage everyone to complete their Census forms and "bee" counted. Buzz visited with riders and



passed out census canvas totes and information. The goal is to increase Natrona County's response rate and challenge the rest of the state. KCWY13 ran a great story on the news about Buzz riding the bus and helped the CCC promote the Census in Natrona County.

## Response Rate Fun Facts

- Utah had the second highest cumulative total self-response rate with 61.1 percent, behind Washington with 62 percent
- Campbell County, South Dakota had the highest daily total self-response rate with 1.3 percent, followed by Hanson County, South Dakota with 1.2 percent
- Los Alamos County, New Mexico had the highest cumulative Internet self-response rate at 72.6 percent
- Los Alamos County New Mexico was the top western county by area with a self-response rate of 76.7 percent

## Denver Region Response Rates

Arizona	53.7%
Colorado	60.1%
Kansas	61.7%
Montana	48.4%
Nebraska	63.9%
New Mexico	44.7%
North Dakota	56.8%
Oklahoma	50.9%
South Dakota	57.3%
Texas	51.5%
Utah	61.3%
Wyoming	47.5%
National	56.8%

## Helpful Links

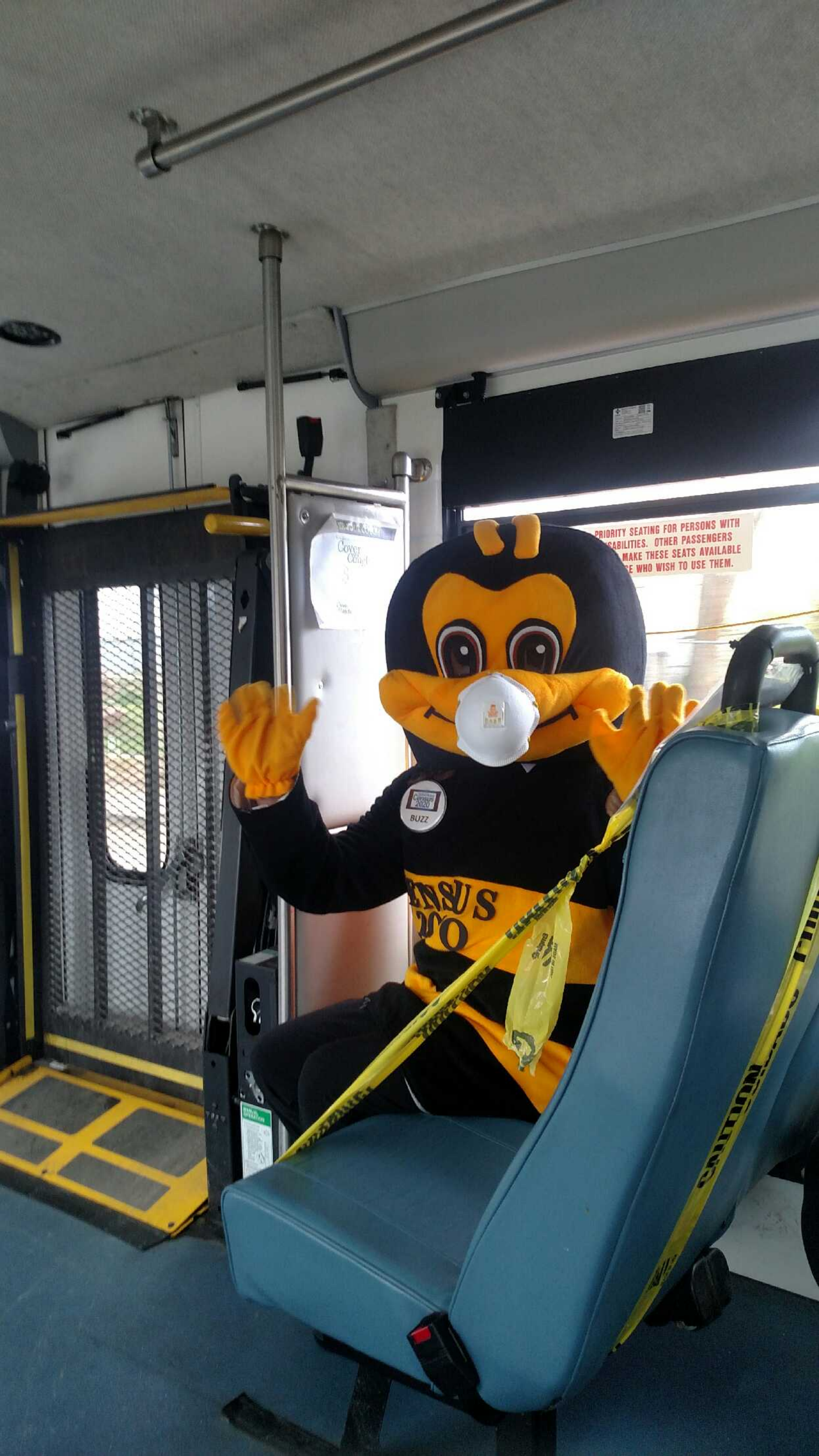
- [2020 Census Response Rate map](#)
- [How to Use the Response Rate Map](#)
- [Census COVID-19 Interactive Data Hub](#)
- [Avoiding Fraud and Scams](#)
- [2020 Census FAQ](#)
- [Census Newsroom](#)
- [Statistics in Schools](#)
- [Census YouTube Channel](#)

Follow the Census at [@uscensus.gov](https://twitter.com/usccensus)

Shape  
your future  
START HERE >











Limited Seating Available  
Please Do Not Sit in this Seat  
For your Health, put distance between yourself and others.

Limited Seating Available  
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EMERGENCY EXIT





GREEN ROUTE  
NORTH CASPER WEST CASPER



U.S DOT 1251319 WY

10

the bus

the bus  
is owned by  
City of Casper,  
Operated by  
CATE

75

ALL RAILROAD CROSSINGS

the bus 237-4287





GREEN  
NO PARKING  
EXCEPT FOR  
LOADING  
UNLOADING  
OR DELIVERY  
OR PICKUP  
OR DROP OFF  
OR DELIVERY  
OR PICKUP





DATE: MAY 6, 2020  
TO: CIVIL SERVICE COMMISSION  
FROM: HEIDI ROOD, HUMAN RESOURCES TECHNICIAN  
SUBJECT: CIVIL SERVICE COMMISSION MEETING

**CIVIL SERVICE COMMISSION MEETING**

**WEDNESDAY, MAY 6, 2020**

**1:00 P.M.**

Join by phone  
1-408-418-9388  
Access code: 968 626 048

For Video (optional):

<https://casperwy.webex.com/casperwy/j.php?MTID=m5ec52d28bc3653299ca0964d37cf6934>

Meeting number: 968 626 048

Password: yZ7vm3PTvq3

**AGENDA**

1. Approval of March 4, 2020 Meeting Minutes
2. Certify Entry-Level Police List
3. Other Business
4. Set Next Meeting Date  
June 3<sup>rd</sup>  
July 1<sup>st</sup>
5. Adjourn



**National  
Intercollegiate  
Rodeo  
Association**

*College National Finals Rodeo  
June 14-20, 2020  
Casper, Wyoming*

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2033 Walla Walla Avenue . Walla Walla, WA 99362 . (509) 529-4402 . (509) 525-1090 Fax . info@collegerodeo.com . www.collegerodeo.com

May 1, 2020

Dear CNFR Sponsor,

We simply wanted to thank you for your generosity today. You have been a support to the College National Finals Rodeo in the past and we are grateful. We can't do what we do without you, and this year is no different. Your support throughout the good times, and the wrath of this pandemic has meant the world to us.

We want you to know that we are already planning to come back in 2021, stronger and more resilient than ever before. We want to support and thank your great City, County, and State. We know that there is no place better than the Cowboy State!

Cancelling the CNFR was the hardest thing we have ever had to do. We pray that we can all come back from this stronger. We know that the next year will be difficult, but we are committed to the hard work and the twenty year partnership with our dear friends in Wyoming.

We look forward to seeing each of you in June of 2021, when we can tip our hats to the talented athletes that ride in that yellow arena created by you.

Until we meet again, please let us know if we can help you in any way.

With our most sincere and humble thanks,

Handwritten signature of Roger B. Walters in black ink.

Roger B. Walters  
NIRA Commissioner

Handwritten signature of Kim Furnival in black ink.

Kim Furnival  
CNFR Committee Chair

Handwritten signature of Kim Boyle in blue ink.

# Natrona: Coming Back Strong

Natrona County's plan for a Healthy, Economic Recovery

April 2020

**NATRONA COUNTY**  
**EOC**  
**EMERGENCY OPERATIONS CENTER**



The Casper Natrona County Health Department and the County Health officers are working diligently with recommendations from Governor Mark Gordon to make the plans that make the most sense for Natrona County. This document was created to provide guidance for businesses and the public to know what will be needed to prevent the transmission of COVID-19.

Information was provided from the Utah Coronavirus Response Team and adapted to the Natrona County Specific Guidance.

This information will be updated dependent on the current Governor's orders, change in epidemiology and recommendations from Elected officials.



# MESSAGE FROM YOUR COUNTY HEALTH OFFICERS, DR. MARK DOWELL AND DR. GHAZI GHANEM,

April 2020

Citizens of Natrona County,

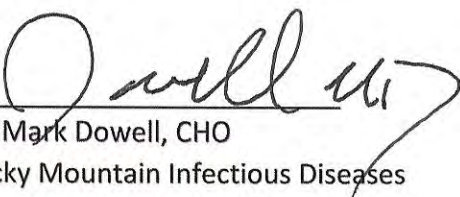
In the last couple of months we have learned so much about the COVID-19 virus and will continue to learn as time goes on. We recognize the virus does not select specific age groups, locations and that even in our own state, counties had been disproportionately affected. We also recognize the impact this has had on our friends, family members and our community.


The virus is not going away, it will continue to be a risk throughout the summer and will have significant impact in the fall and winter months.

We have been blessed by the geography and the hard work of infection control and the Emergency Management Team and all of the community response to prevent a worst case scenario with high cases and deaths from this virus.

The following guidelines are designed to keep Natrona County safe. Your adherence to these guidelines will be crucial for our collective success in fighting this disease and for opening our economy as soon as possible.

Thank you,

  
Dr. Mark Dowell, CHO  
Rocky Mountain Infectious Diseases

  
Dr. Ghazi Ghanem, CHO  
Rocky Mountain Infectious Diseases

Dated:



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**NATRONA COUNTY HEALTH OFFICER  
PUBLIC HEALTH ORDER 20-4**

**VARIANCE ORDER TO MODIFY RESTRICTIONS UNDER STATEWIDE  
ORDER #1**

WHEREAS, Dr. Mark E. Dowell, M.D. serves as the Natrona County Health Officer, and Dr. Ghazi Ghanem serves as a Deputy Natrona County Health Officer, pursuant to Wyo. Stat. Ann. § 35-1-306(a); and

WHEREAS, Wyo. Stat. Ann. §§ 35-1-240(a)(i) and (iv) provides all the rights and powers for the Wyoming Department of Health, through the State Health Officer, Dr. Alexia Harrist, M.D., or under her directive through other employees of the Wyoming Department of Health, to close theaters, schools, and other public places when necessary to protect the public health, as well as prohibiting public gatherings; and

WHEREAS, as evidenced by her signature below, Dr. Alexia Harrist, M.D., the Wyoming State Health Officer, has reviewed and directed the issuance of this Order by Dr. Mark E. Dowell, Natrona County Health Officer and Dr. Ghazi Ghanem, Deputy Natrona County Health Officer; and

WHEREAS, the State Health Officer has recognized that the metrics measuring outbreak progress and healthcare system capacity currently allow for the Wyoming Department of Health to begin the process of incrementally lifting certain restrictions currently in place in line with the White House unveiling, on April 16, 2020, of certain guidelines for Opening Up America Again – a three-phased approach beginning with State and Regional Gating Criteria and continuing through three phases of removing restrictions when there is no evidence of resurgence of the virus; and

WHEREAS, Statewide Order #1 is specifically titled: *Third Continuation and Modification, of Statewide Public Health Order Closing Bars, Restaurants, Theaters, Gymnasiums, Child Care Facilities, K-12 Schools, Colleges, Universities, and Trade Schools Statewide*. Statewide Order #1 originally was to expire on April 3, 2020, however, it was extended by the First Continuation Order to April 17, 2020. The Second Continuation Order extended Statewide Order #1 to April 30, 2020. The Third Continuation Order now extends the closures until May 15, 2020, and allows for a County Health Officer to request a less restrictive or more restrictive countywide variance to the order; and

WHEREAS, Statewide Order #2 is specifically titled: *Third Continuation, and Modification of Statewide Public Health Order #2: Forbidding Gatherings of Ten (10) People or More*. Statewide Order #2 originally was to expire on April 3, 2020, however,

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it was extended by the First Continuation Order to April 17, 2020. The Second Continuation Order extended Statewide Order #2 to April 30, 2020. The Third Continuation Order now extends the closures until May 15, 2020, and allows for a County Health Officer to request a less restrictive or more restrictive countywide variance to the order; and

WHEREAS, Statewide Order #3 is specifically titled: *Third Continuation and Modification, of Statewide Public Health Order #3; Temporary Closure of Nail Salons, Hair Salons, Barber Shops, Massage Therapy Services, Tattoo, Body Art and Piercing Shops, and Cosmetology, Electrology, and Esthetic Services.* Statewide Order #3 was originally issued on March 24, 2020, with an original expiration date of April 3, 2020. The First Continuation Order extended Statewide Order #3 to April 17, 2020. The Second Continuation Order extended Statewide Order #3 to April 30, 2020. The Third Continuation Order now extends the closures until May 15, 2020, and allows the County Health Officer to request a less restrictive or more restrictive variance to the order; and

WHEREAS, Natrona County, Wyoming is centrally located within the state and is the second largest county in Wyoming. Wyoming Medical Center is a regional hub for healthcare and currently has ample ICU bed space and PPE; and

WHEREAS, as of April 29, 2020, there have been 39 confirmed cases of Covid-19 coronavirus in Natrona County. In total there have been 1015 test performed in Natrona County and of that total, 926 were confirmed negative, 39 confirmed positive and 50 test results are pending. This equates to a rate of lab confirmed positive cases of 48.84 per 100,000 residents. The last reported confirmed positive case within Natrona County was reported on April 23, 2020; and

WHEREAS, Natrona County has had a flat and stable number of confirmed positive cases of Covid-19 with the last reported positive confirmed on April 23, 2020. This was also the last confirmed case of community spread; and

WHEREAS, testing numbers within Natrona County have maintained at a stable level within the range of 20-30 tests per day for the last two and a half weeks; and

WHEREAS, Natrona County has received additional testing supplies, enabling testing of an even broader cross section of the community. Additionally, the County has dedicated health department staff to contact tracing and is able to aggressively track any new, confirmed covid-19 cases within the community; and

WHEREAS, the Natrona County Health Officer has reviewed the metrics and data for Natrona County and believes that an incremental loosening of the current statewide orders is prudent and warranted. In conjunction with the Casper-Natrona County Health Department, Wyoming Medical Center, Rocky Mountain Infectious Disease, local

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government officials and the Natrona County Emergency Operations Center, Natrona County specific phased guidelines for easing restrictions has been promulgated; and

WHEREAS, COVID-19 was first detected in Wuhan, China in 2019, and since then has spread to over 60 countries including the United States. There are 415 confirmed cases of COVID-19 in Wyoming and 39 confirmed cases within Natrona County as of April 30, 2020, as well as the presence of community spread. It is expected that more cases will be diagnosed and

WHEREAS, COVID-19 is a respiratory illness, transmitted through person-to-person contact or by contact with surfaces contaminated with the virus. Persons infected with COVID-19 may become symptomatic two to fourteen days after exposure. The symptoms of COVID-19 include fever, cough, and shortness of breath. In some cases, COVID-19 can result in severe disease including hospitalization, admission to an intensive care unit, and death, especially among older adults and persons with serious underlying health conditions.

WHEREAS, the World Health Organization declared COVID-19 a worldwide pandemic as of March 11, 2020.

WHEREAS, on March 13, 2020, the President of the United States declared a national emergency concerning the coronavirus, specifically stating that, in “December 2019 a novel (new) coronavirus known as SARS-CoV-2 (“the virus”) was first detected in Wuhan, Hubei Province, People’s Republic of China, causing outbreaks of the coronavirus disease (COVID-19) that has now spread globally [...] The spread of COVID-19 within our Nation’s communities threatens to strain our Nation’s healthcare systems. [...] Additional measures [...] are needed to successfully contain and combat the virus in the United States.”

WHEREAS, on March 13, 2020, Wyoming Governor Mark Gordon declared a State of Emergency and Public Health Emergency in the State of Wyoming, stating that on March 11, 2020, an individual within the State of Wyoming tested presumptive positive for COVID-19 and the State of Wyoming is experiencing a public health emergency in response to the evolving COVID-19 outbreak.

WHEREAS, Governor Gordon’s Declaration of a State of Emergency and Public Health Emergency directs the Wyoming Department of Health to take all appropriate and necessary actions, and that in the judgment of the Director of the Wyoming Department of Health, any actions necessary should be taken to provide aid to those locations where there is a threat or danger to public health, safety, and welfare.

WHEREAS, a significant number of Wyoming citizens are at risk of serious health complications, including death, from COVID-19. Although most individuals who contract

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COVID-19 do not become seriously ill, people with mild symptoms, and even asymptomatic persons with COVID-19, place other vulnerable members of the public at significant risk.

WHEREAS, in addition to the above findings, stopping the spread of COVID-19 includes wearing a mask, washing hands often, practicing social distancing by avoiding close contact with others, staying at least six feet away from someone who is ill or showing signs of illness, avoiding touching your face, eyes, nose and mouth, and covering your cough or sneeze into your elbow or by using a tissue.

### **ORDER**

IT IS HEREBY ORDERED THAT residents of Natrona County, Wyoming, shall comply with the **Statewide Order #1** (*Third Continuation and Modification, of Statewide Public Health Order Closing Bars, Restaurants, Theaters, Gymnasiums, Child Care Facilities, K-12 Schools, Colleges, Universities, and Trade Schools Statewide*) with the following exceptions:

1. Paragraph 2 of the Order is amended to create a new subsection f., as follows: "f. Places of public accommodation may provide outdoor dining options for patrons under the following restrictions to be enforced by staff of the facility:

- i. Tables must be limited to groups of 6, preferably of the same household
  - ii. Tables with guests must be at least 6 feet apart, from edge to edge.
  - iii. In waiting areas, a 6-foot distance must be maintained between parties.
  - iv. Signage must be maintained to remind individuals from separate parties to stand at least 6 feet apart; waiting areas must have floor markers to indicate proper spacing.
  - v. Staff shall wear face coverings at all times and perform hand hygiene between interactions with each table.
  - vi. Cups, lids, napkins and straws must be handed directly to customers by staff.
  - vii. Staff shall avoid touching items that have been placed on the table. The table must be cleared by dedicated staff once all guests have left the table.
  - viii. Dedicated staff shall sanitize the area occupied by customers upon departure including tables, menus, pens, salt and pepper shakers etc. Consider the use of disposable items if necessary.
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ix. The restaurant may not operate if PPE, EPA-approved disinfectants and sanitizers, soap and other necessary cleaning supplies are not available.

x. Hand sanitizer must be available immediately adjacent to bathrooms.

xi. Restaurants must be closed for cleaning and disinfecting in the morning, afternoon, and evening. All tables, chairs, door handles, floors, bathrooms and any high-touch surfaces must be cleaned and disinfected.

xii. No self-serve food service or buffet options may be available unless food is pre-packaged.

xiii. To-go boxes, pizza boxes, paper cups, and any other paper product that touches food must be treated as food.

xiv. 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.

xv. Playgrounds in restaurants must remain closed.

xvi. All indoor dining remains prohibited.”

2. Paragraph 3(f) of the Order is amended to read: “Locker rooms may be open provided that lockers are assigned and are disinfected by employees after every use. Showers may be opened provided that proper cleaning pursuant to health department guidelines can be performed”

3. Despite Paragraph 3(g) of the Order requiring that all workout equipment must be no less than 6 feet apart, it is strongly encouraged as a best practice that workout equipment be no less than 10 feet apart.

IT IS FURTHER ORDERED, that the Natrona County Health Officer may grant exceptions to this Order on a case by case basis after evaluating the request and obtaining written approval from the State Health Officer; and

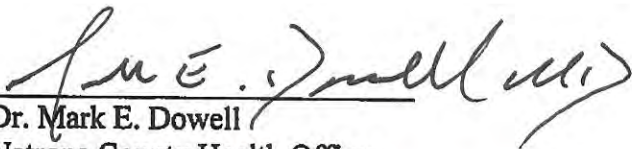
IT IS FURTHER ORDERED, that this Variance Order shall take effect on May 4, 2020, and remain in effect until such time as the Natrona County District Health Officer, with written approval by the State Health Officer, enters a decision to revoke or modify this Variance Order; and


IT IS FURTHER ORDERED, that any person or legal entity that violates this Order shall be subject to criminal prosecution under Wyo. Stat. Ann. §§ 35-1-105 and 35-1-106.

DATED THIS 4<sup>th</sup> DAY OF May, 2020.

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Dr. Mark E. Dowell  
Natrona County Health Officer

  
Dr. Ghazi Ghanem  
Deputy Natrona County Health Officer

**Direction to Issue Order**

I, Dr. Alexia Harrist, the Wyoming State Health Officer, hereby state that I have reviewed the above Order and hereby direct, pursuant to Wyo. Stat. Ann. §§ 35-1-227 and -240(a)(i) and (iv), the Natrona County Health Officer to issue the above Variance Order in Natrona County, Wyoming. As the State Health Officer, I specifically deem this Variance Order appropriate for Natrona County. I will reassess the necessity of this Variance Order as appropriate to do so and according to accepted epidemiological and medical standards.

  
Dr. Alexia Harrist  
Wyoming State Health Officer

# NATRONA COUNTY

## Phased Guidelines for the General Public and Businesses to Maximize Public Health and Economic Reactivation

Developed in coordination with the Casper-Natrona County Health Department, Wyoming Medical Center, Rocky Mountain Infectious Disease, local government officials, and the Natrona County Emergency Operations Center. The following recommendations provide a roadmap for the healthy rehabilitation of our local economy.

DISCLAIMER: These are recommendations that are subject to modification and may be superseded by county or local health department guidance.

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## Overview of Guidelines for the General Public and Employers

	Normal Risk	Low Risk	Moderate Risk	High Risk
Intensity of Disruption	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10
<b>Overview of Guidelines for General Public and Employers</b>	<ul style="list-style-type: none"> <li>General public and employers take reasonable precautions</li> <li>All businesses operating</li> <li>Certifications encouraged for businesses; certification must be displayed to the public</li> <li>Schools are open</li> <li>Traveling restrictions mostly lifted, self-monitor symptoms 14 days upon return; avoid areas of high transmission</li> </ul>	<ul style="list-style-type: none"> <li>Public follows Guidelines for All Levels of the General Public (outlined below) and employers follow General Guidelines for Employers (outlined below)</li> <li>General public and employers take reasonable precautions</li> <li>Face coverings should be worn in interactions that take place within a 6-foot distance</li> <li>Schools are open</li> <li>Interactions in decreased group sizes that enable all social distancing guidelines to be maintained; social interactions in groups 20 or fewer</li> <li>All businesses operating</li> <li>Employers exercise discretion with remote work and returning to onsite work</li> <li>Recommended symptom checking in public/business interactions</li> </ul>	<ul style="list-style-type: none"> <li>Public follows Guidelines for All Levels of the General Public (outlined below) and employers follow General Guidelines for Employers (outlined below)</li> <li>General public and employers take extreme precautions</li> <li>Face coverings should be worn in interactions that take place within a 6-foot distance</li> <li>In-person interactions limited to individual households and those who have been following recommended distancing/hygiene guidelines. Increase use of virtual interactions</li> <li>Leave home infrequently, stay 6 feet away from others when outside the home</li> <li>Interactions in decreased group sizes that enable all social distancing guidelines to be maintained; social interactions in groups of 10 or fewer</li> <li>Limit out-of-state travel, quarantine 14 days upon return from high-risk areas</li> <li>Schools closed</li> <li>Employees and volunteers of businesses operate remotely, unless not possible</li> <li>High-contact businesses can operate under strict protocols</li> <li>Restaurants are open for dine-in services with strict requirements</li> <li>Symptom checking in business interactions</li> <li>Employers evaluate workforce strategy, concerns, and enact strategies to minimize economic impact</li> </ul>	<ul style="list-style-type: none"> <li>Public follows Guidelines for All Levels of the General Public (outlined below) and employers follow General Guidelines for Employers (outlined below)</li> <li>General public and employers take extreme precautions</li> <li>Face coverings should be worn at all times in public setting.</li> <li>In-person interactions limited to individual households; increase virtual interactions</li> <li>Essential travel only. Leave home infrequently; stay 6 feet away from others when outside the home</li> <li>Interactions in groups up to 10</li> <li>Limit out-of-state travel, quarantine 14 days upon return from high-risk areas</li> <li>Schools closed</li> <li>Employees and volunteers of businesses operate remotely, unless not possible</li> <li>Encourage high-contact businesses not to operate</li> <li>Symptom checking in business interactions</li> <li>Employers evaluate workforce strategy, concerns, and enact strategies to minimize economic impact</li> </ul>



## Guidelines for the General Public During Red, Orange and Yellow Phases

Category	Recommendation
<b>General</b>	<ul style="list-style-type: none"> <li>• Follow strict hygiene standards, including:                             <ul style="list-style-type: none"> <li>• Wash hands frequently with soap and water for at least 20 seconds</li> <li>• Use hand sanitizer frequently</li> <li>• Avoid touching your face</li> <li>• Cover coughs or sneezes (e.g. into a tissue, sleeve, or elbow; not hands)</li> <li>• Regularly clean high-touch surfaces (e.g. door handles, counters, light switches, remote controls, restroom surfaces)</li> <li>• Follow any other standards promulgated by the Centers for Disease Control and Prevention (CDC), the Wyoming Department of Health, and Casper/Natrona County Health Department</li> </ul> </li> <li>• Face coverings should be worn in public spaces in accordance with CDC's recommendations<sup>2</sup>, especially when difficult to maintain 6-foot distance</li> <li>• Do not shake hands</li> <li>• Phone and video chats encouraged in place of in-person meetings</li> <li>• Help others as reasonably appropriate</li> </ul>
<b>Households with high-risk individuals</b>	<p>“High-risk individuals” include those over 65, those living at senior living facilities, and those of all ages with underlying medical conditions, including chronic lung disease, asthma, heart conditions, severe obesity, chronic kidney disease, liver disease, or otherwise immunocompromised (undergoing cancer treatment, smoker, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune-weakening medications)</p> <ul style="list-style-type: none"> <li>• For those living with a high-risk individual, household members should conduct themselves as if they are a significant risk to the high-risk individual</li> <li>• Wash hands before interacting with the person, including before feeding or caring for the person</li> <li>• If possible, provide a protected space for high-risk household members, and ensure all utensils and surfaces are cleaned regularly</li> <li>• Those who are, or work with, vulnerable populations should undergo daily screening/symptom monitoring and should be tested if they develop COVID-19 symptoms</li> <li>• High-risk populations should take extra precaution to avoid close contact with multiple people, including having the same caretakers whenever possible</li> </ul>
<b>Households with sick family members</b>	<ul style="list-style-type: none"> <li>• Give sick members their own room if possible and keep the door closed</li> <li>• Consider providing additional protections or more intensive care for high-risk household members</li> <li>• Have only one family member care for them</li> </ul>

<sup>2</sup><https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html>



Phased Guidelines for the General Public and Businesses  
to Maximize Public Health and Economic Reactivation

## Tiered Guidelines for the General Public

	Normal Risk	Low Risk	Moderate Risk	High Risk
<b>Social Guidelines</b>	<ul style="list-style-type: none"> <li>• General public takes reasonable precautions</li> <li>• Interactions allowable in larger groups, with strict hygiene measures and symptom monitoring</li> <li>• Evaluate mass gatherings based on herd immunity and monitoring/testing rates</li> </ul>	<ul style="list-style-type: none"> <li>• General public takes reasonable precautions</li> <li>• Stay 6 feet away from others when outside the home</li> <li>• Limit out-of-state travel, quarantine 14 days upon return from high-risk areas</li> <li>• Social interactions in groups 20 or fewer; this may be increased incrementally based on data &amp; milestone trends</li> </ul>	<ul style="list-style-type: none"> <li>• General public takes extreme precautions</li> <li>• Stay 6 feet away from others when outside the home unless not possible</li> <li>• Face coverings should be worn in interactions that take place within a 6-foot distance</li> <li>• In-person interactions limited to individual households and those who have been following recommended distancing/hygiene guidelines; increase use of virtual interactions</li> <li>• Leave home infrequently</li> <li>• Limit out-of-state travel, quarantine 14 days upon return from high-risk areas</li> <li>• Social interactions in groups of 10 or fewer</li> </ul>	<ul style="list-style-type: none"> <li>• General public takes extreme precautions</li> <li>• Stay 6 feet away from others when outside the home unless not possible</li> <li>• Face coverings should be worn in interactions that take place within a 6-foot distance</li> <li>• In-person interactions limited to individual households; increase virtual interactions</li> <li>• Essential travel only. Leave home infrequently</li> <li>• Limit out-of-state travel, quarantine 14 days upon return from high-risk areas</li> <li>• Social interactions in groups of 10 or fewer</li> </ul>
<b>Interactions with High-risk Individuals<sup>3</sup></b>	<ul style="list-style-type: none"> <li>• Asymptomatic individuals take extra precautions and follow strict hygiene standards when interacting with high-risk groups</li> <li>• No symptomatic individuals</li> <li>• Take proper precautions when visiting the hospital, nursing homes, or other residential care facilities</li> </ul>	<ul style="list-style-type: none"> <li>• Asymptomatic individuals take extra precautions and follow strict hygiene standards when interacting with high-risk groups</li> <li>• No symptomatic individuals</li> <li>• Limit visitors to the hospital, nursing homes, or other residential care facilities</li> </ul>	<p><b>Interactions with High-Risk Individuals</b></p> <ul style="list-style-type: none"> <li>• See “Households with vulnerable populations” guidelines on page 3</li> <li>• Avoid physical interactions with high-risk individuals as much as possible</li> <li>• Avoid visits to hospitals, nursing homes, and other residential care facilities</li> </ul> <p><b>Actions by High-Risk Individuals</b></p> <ul style="list-style-type: none"> <li>• Limit travel to only essential travel, as defined on page 5; if telework is not possible, limit travel to work-related travel only</li> <li>• Limit visiting friends or family without urgent need</li> <li>• Limit physical interactions with other high-risk individuals, except for members of your household or residence</li> <li>• Limit attending gatherings of any number of people outside your household or residence</li> <li>• Do not visit hospitals, nursing homes, or other residential care facilities</li> </ul>	<p><b>Interactions with High-Risk Individuals</b></p> <ul style="list-style-type: none"> <li>• See “Households with vulnerable populations” guidelines on page 3</li> <li>• Avoid physical interactions with high-risk individuals as much as possible</li> <li>• No visits to hospitals, nursing homes, and other residential care facilities</li> </ul> <p><b>Actions by High-Risk Individuals</b></p> <ul style="list-style-type: none"> <li>• Limit travel to only essential travel, as defined on page 5; if telework is not possible, limit travel to work-related travel only</li> <li>• Limit visiting friends or family without urgent need</li> <li>• Limit physical interactions with other high-risk individuals, except for members of your household or residence</li> <li>• Limit attending gatherings of any number of people outside your household or residence</li> <li>• Do not visit hospitals, nursing homes, or other residential care facilities</li> </ul>

<sup>3</sup>“High-risk individual” includes those over 65, those living at senior living facilities, and those of all ages with underlying medical conditions, including chronic lung disease, asthma, heart conditions, severe obesity, chronic kidney disease, liver disease, or otherwise immunocompromised (undergoing cancer treatment, smoker, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications).



## Phased Guidelines for the General Public and Businesses to Maximize Public Health and Economic Reactivation

	Normal Risk	Low Risk	Moderate Risk	High Risk
<b>Family Gatherings (e.g. funeral, wedding, religious ceremonies)</b>	<ul style="list-style-type: none"> <li>Interactions allowable in larger groups, with strict hygiene measures and symptom monitoring</li> </ul>	<ul style="list-style-type: none"> <li>Decreased group sizes that enable all social distancing guidelines to be followed</li> </ul>	<ul style="list-style-type: none"> <li>Small groups of close family and friends may attend, as long as they have been following social distancing and hygiene practices for two weeks</li> </ul>	<ul style="list-style-type: none"> <li>Only members of the same household or residence may attend</li> </ul>
<b>Public Space</b>	<ul style="list-style-type: none"> <li>Regularly disinfect high-touch areas (e.g. door handles, buttons/switches, handrails, shopping carts, check-out counters, restroom surfaces)</li> <li>Provide hand sanitizer for individuals at entrance and exit</li> </ul>	<ul style="list-style-type: none"> <li>Regularly disinfect high-touch areas (e.g. door handles, buttons/switches, handrails, shopping carts, check-out counters, restroom surfaces)</li> <li>Provide hand sanitizer for individuals at entrance and exit</li> <li>Face coverings should be worn during interactions that take place within 6 feet of one another</li> <li>Recommended symptom checking in public interactions</li> </ul>	<ul style="list-style-type: none"> <li>Regularly disinfect high-touch areas (e.g. door handles, buttons/switches, handrails, shopping carts, check-out counters, restroom surfaces)</li> <li>Provide hand sanitizer for individuals at entrance and exit</li> <li>Design spaces to maintain 6-foot distance between individuals</li> <li>Face coverings should be worn in public</li> <li>Symptom checking in public and business interactions</li> </ul>	<ul style="list-style-type: none"> <li>Regularly disinfect high-touch areas (e.g. door handles, buttons/switches, handrails, shopping carts, check-out counters, restroom surfaces)</li> <li>Provide hand sanitizer for individuals at entrance and exit</li> <li>Design spaces to maintain 6-foot distance between individuals</li> <li>Face coverings should be worn in public</li> <li>Symptom checking in public and business interactions</li> </ul>
<b>Use of Face Coverings</b>	<ul style="list-style-type: none"> <li>Face coverings not necessary for the general public</li> </ul>	<ul style="list-style-type: none"> <li>Face coverings (e.g. mask, scarf, gaiter, bandana) should be worn during close interactions</li> <li>Laundry cloth face coverings routinely</li> <li>Individuals should stay 6 feet away from others even when wearing a face covering</li> </ul>	<ul style="list-style-type: none"> <li>Face coverings (e.g. mask, scarf, gaiter, bandana) should be worn in public spaces in accordance with CDC's recommendations, especially when difficult to maintain 6-foot distance</li> <li>Laundry cloth face coverings routinely</li> <li>Individuals should stay 6 feet away from others even when wearing a face covering</li> </ul>	<ul style="list-style-type: none"> <li>Face coverings (e.g. mask, scarf, gaiter, bandana) should be worn in public spaces in accordance with CDC's recommendations, especially when difficult to maintain 6-foot distance</li> <li>Laundry cloth face coverings routinely</li> <li>Individuals should stay 6 feet away from others even when wearing a face covering</li> </ul>
<b>Children</b>	<ul style="list-style-type: none"> <li>Schools are open, with increased cleaning and hygiene regimen</li> <li>All symptomatic children should stay home from school and childcare</li> </ul>	<ul style="list-style-type: none"> <li>Schools are open, but follow distancing guidelines</li> <li>Increased cleaning and hygiene regimen</li> <li>All symptomatic children should stay home from school and childcare</li> <li>Limit child interaction with other children in public spaces (e.g. playground equipment); a 6-foot distance should be maintained</li> </ul>	<ul style="list-style-type: none"> <li>Do not attend school outside the home</li> <li>Do not arrange or participate in in-person playdates or similar activities</li> <li>Schools closed</li> <li>Schools may send home food</li> </ul>	<ul style="list-style-type: none"> <li>Do not attend school outside the home</li> <li>Do not arrange or participate in in-person playdates or similar activities</li> <li>Do not allow children on public playground equipment</li> <li>Schools closed</li> <li>Schools may send home food</li> </ul>
<b>Food</b>	<ul style="list-style-type: none"> <li>Dine-in services operating with hygiene practices followed</li> </ul>	<ul style="list-style-type: none"> <li>Dine-in services operating with adequate distance between tables</li> </ul>	<ul style="list-style-type: none"> <li>Carryout or delivery encouraged. Carryout and pickup services allowable with extreme precaution (see page 14)</li> <li>Decrease shopping frequency</li> <li>Schools may send home food</li> </ul>	<ul style="list-style-type: none"> <li>Do not dine out except for carryout or delivery</li> <li>Decrease shopping frequency</li> <li>Schools may send home food</li> </ul>
<b>Travel</b>	<ul style="list-style-type: none"> <li>Normal travel</li> </ul>	<ul style="list-style-type: none"> <li>Limit out of state travel, following destination guidelines<sup>4</sup> and avoiding areas of high exposure</li> </ul>	<ul style="list-style-type: none"> <li>Limit out of state travel, following destination guidelines<sup>4</sup> and avoiding areas of high exposure</li> </ul>	<ul style="list-style-type: none"> <li>Limit travel to essential travel only, following destination guidelines<sup>4</sup> and avoiding areas of high exposure</li> <li>Essential travel means travel to:</li> </ul>

<sup>4</sup><https://wwwnc.cdc.gov/travel/destinations/list>



Phased Guidelines for the General Public and Businesses  
to Maximize Public Health and Economic Reactivation

	Normal Risk	Low Risk	Moderate Risk	High Risk
<b>Travel</b>				<ul style="list-style-type: none"> <li>• safely relocate by an individual whose home or residence is unsafe, including individuals who have suffered or are at risk of domestic violence, or for whom the safety, sanitation or essential operations of the home or residence cannot be maintained</li> <li>• care for a family member or friend in the same household or another household, including transporting family members or friends</li> <li>• transport a child according to existing parenting time schedules or other visitation schedules pertaining to a child in need of protective services</li> <li>• care for pets, including travel to a veterinarian</li> <li>• seek emergency services</li> <li>• obtain medications and medical services</li> <li>• donate blood</li> <li>• obtain food, including delivery or carry-out services, beverages (alcoholic and non-alcoholic), and other grocery items, gasoline, supplies required to work from home, and products needed to maintain the safety, sanitation, and essential operation of homes and residences, businesses, and personally owned vehicles, including automobiles and bicycles</li> <li>• perform work if you cannot telework</li> <li>• transport/delivery of essential goods</li> <li>• engage in recreational and outdoor activities</li> <li>• laundromats and dry cleaners</li> <li>• return to a home or place of residence</li> </ul>
<b>Outdoors and Recreation</b>	<ul style="list-style-type: none"> <li>• Resume activities, follow hygiene standards</li> </ul>	<ul style="list-style-type: none"> <li>• Remain at least six feet apart from individuals from other households while engaging in outdoor activities (e.g., walking, hiking, running, bicycling, hunting, fishing, etc.)</li> <li>• Avoid touching high-touch surfaces, including handrails, trail signs, maps</li> <li>• Avoid congregate at trailheads, parks, or other outdoor spaces</li> <li>• Exhibit caution when engaging in close-contact or</li> </ul>	<ul style="list-style-type: none"> <li>• Remain at least six feet apart from individuals from other households while engaging in outdoor activities (e.g., walking, hiking, running, bicycling, hunting, fishing, etc.)</li> <li>• Do not touch high-touch surfaces, including handrails, trail signs, maps</li> <li>• Do not congregate at trailheads, parks, or other outdoor spaces</li> <li>• Do not engage in close-contact or team sports</li> </ul>	<ul style="list-style-type: none"> <li>• Remain at least six feet apart from individuals from other households while engaging in outdoor activities (e.g., walking, hiking, running, bicycling, hunting, fishing, etc.)</li> <li>• Do not touch high-touch surfaces, including handrails, trail signs, maps</li> <li>• Do not congregate at trailheads, parks, or other outdoor spaces</li> <li>• Do not engage in close-contact or team sports</li> </ul>



## Phased Guidelines for the General Public and Businesses to Maximize Public Health and Economic Reactivation

<p><b>Outdoors and Recreation</b></p>		<p>team sports</p> <ul style="list-style-type: none"> <li>• One swimmer per lane, pools at 50% capacity, no congregating on pool decks</li> <li>• Follow guidelines for state and national parks</li> </ul>	<ul style="list-style-type: none"> <li>• One swimmer per lane, pools at 50% capacity, no congregating on pool decks</li> <li>• Follow guidelines for state and national parks</li> </ul>	<ul style="list-style-type: none"> <li>• Do not travel to, or participate in activities at, any of the following locations:             <ul style="list-style-type: none"> <li>• places of public amusement or public activity</li> <li>• public swimming pools</li> <li>• gyms, and fitness centers</li> </ul> </li> <li>• Do not go to or engage in activities at a state park located outside the county in which you reside (the availability of national parks will be determined in consultation with the National Park Service and the county in which the park is located)</li> </ul>
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## Tiered Recommendations for Employers/Businesses and Employees

	Normal Risk	Low Risk	Moderate Risk	High Risk
Intensity of Disruption	<div style="display: flex; justify-content: space-between; width: 100px;"> <span>1</span><span>2</span><span>3</span><span>4</span><span>5</span><span>6</span><span>7</span><span>8</span><span>9</span><span>10</span> </div>	<div style="display: flex; justify-content: space-between; width: 100px;"> <span>1</span><span>2</span><span>3</span><span>4</span><span>5</span><span>6</span><span>7</span><span>8</span><span>9</span><span>10</span> </div>	<div style="display: flex; justify-content: space-between; width: 100px;"> <span>1</span><span>2</span><span>3</span><span>4</span><span>5</span><span>6</span><span>7</span><span>8</span><span>9</span><span>10</span> </div>	<div style="display: flex; justify-content: space-between; width: 100px;"> <span>1</span><span>2</span><span>3</span><span>4</span><span>5</span><span>6</span><span>7</span><span>8</span><span>9</span><span>10</span> </div>
General Employer Guidelines (Applicable Across All Industries)	<p>All businesses are open and operating under stricter hygiene and cleaning regimen. Monitoring health of workforce and customers</p>	<p><b>Employers encourage flexible working arrangements (rotating shifts, remote work, etc.). Comply with distancing guidelines. Increased cleaning regimen of high-touch areas. Monitor employees for symptoms and well-being</b></p> <ul style="list-style-type: none"> <li>• Employers take reasonable precautions</li> <li>• Provide accommodations to high-risk employees; minimize face-to-face contact, assign tasks that allow them to maintain 6-foot distance from other employees or customers, implement flexible work hours or staggered shifts, allow high-risk individuals to work remotely</li> <li>• Encourage remote work when possible</li> <li>• Workplaces comply with distancing and hygiene guidelines</li> <li>• Limit unnecessary travel</li> </ul>	<p><b>Employers exercise extreme caution, with employees working remotely, evaluating workforce concerns, and enacting strategies to minimize economic impact. Businesses that necessitate on-site work should monitor workforce for symptoms and well-being</b></p> <ul style="list-style-type: none"> <li>• Employers take extreme precautions</li> <li>• Provide accommodations to high-risk employees</li> <li>• Employees and volunteers operate remotely, unless not possible</li> <li>• Symptom checking in business interactions; face coverings should be worn in all interactions that occur within a 6-foot distance</li> <li>• Make every possible effort to enable working from home as a first option; where not possible, workplaces comply with distancing and hygiene guidelines</li> <li>• Minimize face-to-face interactions, including with customers (e.g. utilize drive-thru, install partitions)</li> <li>• Ensure that face coverings are available</li> <li>• Where distancing and hygiene guidelines cannot be followed in full, businesses should consider whether that activity needs to continue for the business to operate</li> <li>• Eliminate unnecessary travel and cancel or postpone in-person meetings, conferences, workshops, and training sessions</li> <li>• Require employees to self-quarantine when returning from high-risk<sup>5</sup> areas</li> <li>• Employers evaluate workforce strategy and concerns and enact strategies to minimize economic impact</li> </ul>	<p><b>Employers exercise extreme caution, with employees working remotely, evaluating workforce concerns, and enacting strategies to minimize economic impact. Businesses that necessitate on-site work should monitor workforce for symptoms and well-being</b></p> <ul style="list-style-type: none"> <li>• Employers take extreme precautions</li> <li>• Provide accommodations to high-risk employees</li> <li>• Employees and volunteers operate remotely, unless not possible</li> <li>• Symptom checking in business interactions; face coverings should be worn in close interactions</li> <li>• Encourage high-contact businesses not to operate</li> <li>• Make every possible effort to enable working from home as a first option; where not possible, workplaces comply with distancing and hygiene guidelines</li> <li>• Minimize face-to-face interactions, including with customers (e.g. utilize drive-thru, install partitions)</li> <li>• Ensure that face coverings are available</li> <li>• Where distancing and hygiene guidelines cannot be followed in full, businesses should consider whether that activity needs to continue for the business to operate</li> <li>• Eliminate unnecessary travel and cancel or postpone in-person meetings, conferences, workshops, and training sessions</li> <li>• Require employees to self-quarantine when returning from high-risk<sup>5</sup> areas</li> <li>• Employers evaluate workforce strategy and concerns and enact strategies to minimize economic impact</li> </ul>

<sup>5</sup> <https://wwwnc.cdc.gov/travel/destinations/list>



Phased Guidelines for the General Public and Businesses to Maximize Public Health and Economic Reactivation

	Normal Risk	Low Risk	Moderate Risk	High Risk
Restaurants, Food Services, and Liquor Establishments	Dine-in restaurants operating under proper safety precautions for staff and customers	Dine-in service opened, with tables arranged so there is appropriate distance between diners. Increased hygiene practices for customers and staff <ul style="list-style-type: none"> <li>Dine-in tables spaced 10 feet apart; spacing may decrease incrementally based on data &amp; milestone trends</li> <li>Limit the number of people in a restaurant at any time to allow for adequate physical distancing</li> <li>Limit wait times inside the restaurant to 15 minutes and avoid crowding. Individuals should be encouraged to wait outside</li> <li>Set an established door for high-risk groups to come in without pressure from crowds</li> <li>Maintain signage to remind individuals from separate parties to stand at least 6 feet apart</li> <li>Takeout, curbside pickup, or delivery options encouraged</li> <li>Avoid letting guests handle food at buffets or change tongs frequently</li> <li>Clean any surfaces customers touch frequently (e.g. drink machines)</li> <li>Symptom checking of employees</li> <li>Stagger workstations so workers are not facing one another and can maintain a 6-foot distance</li> <li>Encourage contactless payment; disinfect transaction terminal between customers</li> </ul>	Takeout, curbside pickup, or delivery options encouraged. Contactless payment encouraged. Create safe environment for staff <p>For takeout services:</p> <ul style="list-style-type: none"> <li>Symptom checking of employees</li> <li>Staff should wear face coverings</li> <li>Stagger workstations so workers can maintain a 6-foot distance and do not face one another</li> <li>Encourage contactless payment; if not possible, disinfect transaction terminal between customers</li> <li>Staff must sanitize hands between handling payment options and food/containers</li> <li>When delivering food, drivers use hand sanitizer before passing delivery to customers and use disposable containers/packaging that do not need to be returned</li> <li>Employers provide personal protection equipment such as face coverings, hair nets, gloves, overalls</li> <li>Bar Seating will be closed at this time</li> <li><b>All dining options must adhere to the current public health orders and the guidelines listed in the Appendix on page 18.</b></li> </ul>	Takeout, curbside pickup or delivery only. Extreme caution taken in food preparation. Physical distancing maintained. Contactless payment encouraged. Create safe environment for staff <ul style="list-style-type: none"> <li>Takeout only. This includes delivery, curbside pickup, third-party delivery (e.g., DoorDash, Grubhub, Uber Eats, etc.)</li> <li>Symptom checking of employees</li> <li>Stagger workstations so workers can maintain a 6-foot distance and do not face one another</li> <li>Encourage contactless payment; if not possible, disinfect transaction terminal between customers</li> <li>Staff must sanitize hands between handling payment options and food/containers</li> <li>When delivering food, drivers use hand sanitizer before passing delivery to customers and use disposable containers/packaging that do not need to be returned</li> <li>Employers provide personal protection equipment such as face coverings, hair nets, gloves, overalls</li> <li>Bar Seating will be closed at this time</li> </ul>



Phased Guidelines for the General Public and Businesses to Maximize Public Health and Economic Reactivation

	Normal Risk	Low Risk	Moderate Risk	High Risk
Retail (including Grocery Stores, Pharmacy) and other establishments providing services to the public	<p>Retail establishments operate under heightened hygiene and cleaning standards. Monitor employees for symptoms</p> <ul style="list-style-type: none"> <li>• Signage to encourage customers to use cleaning wipes and hand sanitizer</li> <li>• Ensure cleaning wipes are near shopping carts and shopping baskets</li> <li>• Provide hand sanitizer at checkout counters and entrance/exit</li> </ul>	<p>Retail establishments exercise discernment, establishing principles for safe environment and public trust. Monitor employees for symptoms and encourage face coverings for any interactions taking place within 6 feet</p> <ul style="list-style-type: none"> <li>• Face coverings should be worn for interactions that take place within a 6-foot distance</li> <li>• Maintain signage to remind and help individuals stand at least 6 feet apart, including outside when in line, and in store check-out lines</li> <li>• Assign an employee to disinfect carts and baskets regularly</li> <li>• Resume to normal patron capacity</li> <li>• Provide hand sanitizer at checkout counters and entrance/exit</li> <li>• Set an established daily window of time for high-risk individuals to come in without pressure from crowds</li> <li>• Staff only come closer than 6 feet when accepting payment or delivering goods or services if wearing a face covering</li> <li>• One-way aisles to support physical distancing</li> <li>• Discourage bringing kids or strollers in stores when possible to allow as much space as possible in aisles</li> <li>• Consider installing a clear plastic partition between cashier and customer where it is not possible to maintain 6 feet of distance</li> <li>• Deliver products through curbside pick-up or delivery</li> <li>• Make regular announcements to remind customers to follow physical distancing guidelines</li> <li>• Signage to encourage customers to use cleaning wipes and hand sanitizer</li> <li>• Ensure cleaning wipes are near shopping carts and shopping baskets</li> </ul>	<p>Retail establishments create a safe environment for customers and staff with frequent reminders on distancing and hygiene. Monitor employees for symptoms. Customers and employees wear face coverings</p> <ul style="list-style-type: none"> <li>• Both customers and employees should wear face coverings<sup>7</sup></li> <li>• Maintain signage to remind and help individuals stand at least 6 feet apart, including outside when in line, and in store check-out lines</li> <li>• Assign an employee to disinfect carts and baskets after each use</li> <li>• Maximum number of patrons must be such that a 6-foot distance between patrons and employees can be easily maintained (1 person per 120 square feet)</li> <li>• Provide hand sanitizer at checkout counters and entrance/exit</li> <li>• Limit purchase quantities on certain goods selling out quickly; this will help maintain ability to meet needs of patrons and limit crowds and lines</li> <li>• Set an established daily window of time for high-risk individuals to come in without pressure from crowds</li> <li>• Staff may only come closer than 6 feet when accepting payment or delivering goods or services if wearing face covering</li> <li>• One-way aisles to support physical distancing</li> <li>• Discourage bringing kids or strollers into stores when possible to allow as much space as possible in aisles</li> <li>• Consider installing a clear plastic partition between cashier and customer where it is not possible to maintain 6 feet of distance</li> <li>• Consider delivery of products through curbside pick-up or delivery</li> <li>• Make regular announcements to remind</li> </ul>	<p>Essential retail (e.g., grocery, hardware, etc.) create a safe environment for customers and staff with frequent reminders on distancing and hygiene. Monitor patrons and employees for symptoms. Customers and employees wear face coverings</p> <ul style="list-style-type: none"> <li>• Both customers and employees should wear face coverings</li> <li>• Maintain signage to remind and help individuals stand at least 6 feet apart, including outside when in line, and in store check-out lines</li> <li>• Assign an employee to disinfect carts and baskets after each use</li> <li>• Maximum number of patrons must be such that a 6-foot distance between patrons and employees can be easily maintained (1 person per 120 square feet)</li> <li>• Provide hand sanitizer at checkout counters and entrance/exit</li> <li>• Limit purchase quantities on certain goods selling out quickly; this will help maintain ability to meet needs of patrons and limit crowds and lines</li> <li>• Set an established window of time for high-risk individuals to come in without pressure from crowds</li> <li>• Staff may only come closer than 6 feet when accepting payment or delivering goods or services if wearing face covering</li> <li>• One-way aisles to support physical distancing</li> <li>• Discourage bringing kids or strollers into stores when possible to allow as much space as possible in aisles</li> <li>• Consider installing a clear plastic partition between cashier and customer where it is not possible to maintain 6 feet of distance</li> </ul>



## Phased Guidelines for the General Public and Businesses to Maximize Public Health and Economic Reactivation

<p><b>Retail (Including Grocery Stores, Pharmacy and other establishments providing services to the public.)</b></p>		<ul style="list-style-type: none"> <li>• <b>Specific Guidance for Grocery &amp; Pharmacy</b></li> <li>• Separate order and delivery areas to keep customers from waiting too long in confined areas together</li> <li>• Take extra precautions when permitting self-serving any items that are food-related</li> <li>• Only make bulk items available if they are individually packaged</li> <li>• Allow individuals to bring their own bags, mugs, or reusable items from home</li> <li>• Waive prescription delivery fees for high-risk individuals</li> </ul>	<p>customers to follow distancing guidelines</p> <p><b>Specific Guidance for Grocery &amp; Pharmacy</b></p> <ul style="list-style-type: none"> <li>• Separate order and delivery areas to keep customers from waiting too long in confined areas together</li> <li>• Prevent people from self-serving any items that are food-related; lids for cups provided by staff</li> <li>• Only make bulk items available if they are individually packaged</li> <li>• Do not allow individuals to bring their own bags, mugs, or other reusable items from home</li> <li>• Waive prescription delivery fees</li> </ul>	<ul style="list-style-type: none"> <li>• Deliver products through curbside pick-up or delivery</li> <li>• Make regular announcements to remind customers to follow physical distancing guidelines</li> <li>• <b>Specific Guidance for Grocery &amp; Pharmacy</b></li> <li>• Separate order and delivery areas to keep customers from waiting too long in confined areas together</li> <li>• Prevent people from self-serving any items that are food-related; lids for cups provided by staff</li> <li>• Only make bulk items available if they are individually packaged</li> <li>• Do not allow individuals to bring their own bags, mugs, or other reusable items from home</li> <li>• Waive prescription delivery fees</li> </ul>
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<sup>7</sup> Face coverings are extremely important in the retail setting, as customers are passing one another with high frequency



## Phased Guidelines for the General Public and Businesses to Maximize Public Health and Economic Reactivation

	Normal Risk	Low Risk	Moderate Risk	High Risk
Hospitality, Tourism & Accommodations	Industry open with precautions for staff and guests as outlined in general guidelines	<p><b>Precautions taken with shared spaces; additional caution is taken with extra sanitation of all areas of the property</b></p> <ul style="list-style-type: none"> <li>• Staff and guests should wear face coverings when interacting within 6 feet of one another</li> <li>• Maintain signage to remind groups to stand at least 6 feet apart</li> <li>• Social distancing maintained in all common areas or meeting rooms</li> <li>• Digital check-in and checkout encouraged</li> <li>• Symptomatic guests should stay in their room and should wear a face covering anytime they leave the room</li> <li>• Consider designating one staff member to attend to sick guests</li> <li>• Launder all exposed linens and cleaning supplies separately</li> <li>• Food should be served in a takeout-style (grab and go) manner; no buffet-style dining</li> <li>• Swimming pools, gyms and fitness centers open with frequent cleaning</li> </ul>	<p><b>Hotels and other accommodations take extreme safety precautions for both staff and guests</b></p> <ul style="list-style-type: none"> <li>• Staff and guests should wear face coverings</li> <li>• Maintain signage to remind groups to stand at least 6 feet apart and avoid congregating in common areas</li> <li>• Social distancing maintained in all common areas or meeting rooms</li> <li>• Digital check-in and checkout encouraged</li> <li>• Consider installing plexiglass partition in areas coming into close contact with guests (e.g. registration, concierge, valet desks)</li> <li>• Symptomatic guests should stay in their room and should wear a face covering anytime they leave the room</li> <li>• Consider designating one staff member to attend to sick guests</li> <li>• Discontinue or decrease housekeeping services to prevent transmission between rooms during guest stays</li> <li>• Guest room cleaning should include a complete change of towels, linens, pillows, and guest consumable items while all hard surfaces and high-touch areas are completely disinfected with an EPA-registered chemical disinfectant</li> <li>• When possible, rooms should remain vacant for 48 hours after checkout and prior to cleaning</li> <li>• Launder all exposed linens and cleaning supplies separately</li> <li>• Food should be served in a takeout-style (grab and go); no buffet-style dining</li> <li>• Fitness centers and pools follow gym guidelines on page 14</li> <li>• Provide guests with their own sanitation solutions or wipes to instill guest confidence (e.g., alcohol wipes for remote controls or shared surfaces)</li> </ul>	<p><b>Limited operations of this industry. Hotels and other accommodations take extreme safety precautions for both staff and guests</b></p> <ul style="list-style-type: none"> <li>• Accommodations (hotels, motels, Airbnb, etc.) operate with caution</li> <li>• Staff and guests wear should face coverings</li> <li>• Maintain signage to remind groups to stand at least 6 feet apart and avoid congregating in common areas</li> <li>• Gift shops continue to sell food, medicine, or other essential items</li> <li>• Digital check-in and checkout encouraged</li> <li>• Consider installing plexiglass partition in areas coming into close contact with guests (e.g. registration, concierge, valet desks)</li> <li>• Symptomatic guests should stay in their room and should wear a face covering anytime they leave the room</li> <li>• Consider designating one staff member to attend to sick guests</li> <li>• Guest room cleaning should include a complete change of towels, linens, pillows, and guest consumable items while all hard surfaces and high-touch areas are completely disinfected with an EPA-registered chemical disinfectant</li> <li>• When possible, rooms should remain vacant for 48 hours after checkout and prior to cleaning</li> <li>• Launder all exposed linens and cleaning supplies separately</li> <li>• Food should be served in a takeout-style (grab and go) manner; no buffet-style dining</li> <li>• Swimming pools, gyms and fitness centers closed</li> <li>• Provide guests with their own sanitation solutions or wipes to instill guest confidence (e.g., alcohol wipes for remote controls or shared surfaces)</li> </ul>



# Phased Guidelines for the General Public and Businesses to Maximize Public Health and Economic Reactivation

	Normal Risk	Low Risk	Moderate Risk	High Risk
<b>Events &amp; Entertainment</b>	<p>In-person operation of this industry is allowable for large groups. Mass gatherings follow proper safety procedures and precautions for monitoring symptoms</p>	<p>In-person operation of this industry is allowable under increased cleaning regimen and operational protocols in place to ensure safe distancing restrictions are met</p> <ul style="list-style-type: none"> <li>A 10-foot distance must be maintained between individual household groups at all times; this may be decreased incrementally based on data &amp; milestone trends</li> <li>For reserved-seating facilities, facility capacity is dependent on ability to block reserved seats (demonstrated on digital seat map) to ensure safe radius</li> <li>Set an established window of time for high-risk groups to come in without pressure from crowds and/or separate entrances and queues</li> <li>Limit the number of people in a confined area to enable adequate distancing at all times</li> <li>Maintain signage to remind and help individuals stand at least 6 feet apart when in common areas or not in their seats</li> <li>Encourage contactless payment; disinfect between transactions at facility stores/gift shops and comply with other retail recommendations</li> <li>Participants (e.g., players, performers, actors) in events should have their symptoms checked</li> </ul> <p>Concessions:</p> <ul style="list-style-type: none"> <li>Serving and seating protocols consistent with restaurant guidance</li> <li>Maintain 6-foot distancing for all lines</li> <li>Encourage contactless payment</li> <li>To the extent reasonable, serve grab-and-go food items</li> <li>Any concessions/restaurant seating is compliant with restaurant dine-in recommendations</li> </ul>	<p>In-person operation of this industry is allowable under increased cleaning regimen and operational protocols in place to ensure safe distancing restrictions are met</p> <ul style="list-style-type: none"> <li>A 10-foot distance must be maintained between individual household groups at all times</li> <li>For reserved-seating facilities, facility capacity is dependent on ability to block reserved seats (demonstrated on digital seat map) to ensure safe radius</li> <li>Set an established window of time for high-risk groups to come in without pressure from crowds and/or separate entrances and queues</li> <li>Limit the number of people in a confined area to enable adequate distancing at all times</li> <li>Maintain signage to remind and help individuals stand at least 6 feet apart when in common areas or not in their seats</li> <li>Congregating at any point is not allowed</li> <li>Encourage contactless payment; disinfect between transactions at facility stores/gift shops and comply with other retail recommendations</li> <li>Participants (e.g., players, performers, actors) in events should have their symptoms checked</li> </ul> <p>Concessions:</p> <ul style="list-style-type: none"> <li>Serving and seating protocols consistent with restaurant guidance</li> <li>Maintain 6-foot distancing for all lines</li> <li>Encourage contactless payment</li> <li>To the extent reasonable, serve grab-and-go food items</li> <li>Any concessions/restaurant seating is compliant with restaurant dine-in recommendations</li> </ul>	<p>In-person operation of this industry is allowable under increased cleaning regimen and operational protocols in place to ensure safe distancing restrictions are met</p> <ul style="list-style-type: none"> <li>Spectators encouraged to attend remotely</li> <li>A 10-foot distance must be maintained between individual household groups at all times</li> <li>For reserved-seating facilities, facility capacity is dependent on ability to block reserved seats (demonstrated on digital seat map) to ensure safe radius</li> <li>Set an established window of time for high-risk groups to come in without pressure from crowds and/or separate entrances and queues</li> <li>Limit the number of people in a confined area to enable adequate distancing at all times</li> <li>Maintain signage to remind and help individuals stand at least 6 feet apart when in common areas or not in their seats</li> <li>Congregating at any point is not allowed</li> <li>Encourage contactless payment; disinfect between transactions and comply with other retail recommendations</li> <li>Participants (e.g., players, performers, actors) in events should have their symptoms checked</li> </ul>
<b>Personal Services</b>	<p>Industry open with strict hygiene regimen and symptom monitoring</p>	<p>Industry open under strict hygiene protocols. Service provider and customer should wear face coverings. Meticulous monitoring of symptoms</p> <ul style="list-style-type: none"> <li>Both service provider and client should wear face coverings</li> <li>Service provider must wear gloves, changing frequently as required by state and local public health law</li> </ul>	<p>Industry open under strict hygiene protocols. Service provider and customer should wear face coverings. Meticulous monitoring of symptoms</p> <ul style="list-style-type: none"> <li>Both service provider and client should wear face coverings</li> <li>Service provider must wear gloves, changing frequently as required by state and local public health law</li> </ul>	<p>Extreme limitations of this industry (e.g., barbers, hair stylists, tattoo &amp; body artists, nail salons, massage parlors)</p> <ul style="list-style-type: none"> <li>Business that rely on close human interaction (i.e., barbers, hair stylists, tattoo &amp; body artists, massage parlors, etc.) encouraged not to stay open</li> <li>Symptom checking in all interactions; facecoverings should be worn by both service provider and client</li> </ul>



Phased Guidelines for the General Public and Businesses  
to Maximize Public Health and Economic Reactivation

	Normal Risk	Low Risk	Moderate Risk	High Risk
Personal Services		<ul style="list-style-type: none"> <li>• Symptom checking of all staff at the beginning of each shift, with a log that can be made available for inspection by health department</li> <li>• Customers must have their symptoms checked before services are rendered</li> <li>• No walk-ins allowed; services by appointment only</li> <li>• Appointments scheduled with enough time allowed to disinfect all procedure surfaces between services</li> <li>• Service provider maintains log of appointments with customer contact information to assist with contact tracing efforts</li> <li>• When services are not being directly provided, 6 feet of physical distance must be maintained. This includes in waiting areas and between clients at all times</li> <li>• Contactless payment encouraged; financial equipment disinfected after each transaction</li> </ul>	<ul style="list-style-type: none"> <li>• Symptom checking of all staff at the beginning of each shift, with a log that can be made available for inspection by health department</li> <li>• Customers must have their symptoms checked before services are rendered</li> <li>• No walk-ins allowed; services by appointment only</li> <li>• Appointments scheduled with enough time allowed to disinfect all procedure surfaces between services</li> <li>• Service provider maintains log of appointments with customer contact information to assist with contact tracing efforts</li> <li>• When services are not being directly provided, 6 feet of physical distance must be maintained. This includes waiting areas and between clients at all times</li> <li>• Contactless payment encouraged; financial equipment disinfected after each transaction</li> </ul>	
Home Repair	<p><b>Operates under the General Guidelines for Employers. Increased hygiene</b></p> <ul style="list-style-type: none"> <li>• Same has high-risk column, except that employers do not need to actively monitor symptoms; employees self-report</li> </ul>	<p><b>Operates under the General Guidelines for Employers. Strict hygiene</b></p> <ul style="list-style-type: none"> <li>• Inquire if homes have symptomatic individuals and exercise caution</li> <li>• Monitor symptoms of employees</li> <li>• Wash or sanitize hands before and after leaving a home</li> <li>• Should wear face coverings and gloves, changing between each site</li> <li>• Disinfect tools after each site</li> <li>• Share estimates, invoices, and other documentation electronically</li> </ul>	<p><b>Operates under the General Guidelines for Employers. Strict hygiene</b></p> <ul style="list-style-type: none"> <li>• Inquire if homes have symptomatic individuals and exercise caution</li> <li>• Monitor symptoms of employees</li> <li>• Wash or sanitize hands before and after leaving a home</li> <li>• Should wear face coverings and gloves, changing between each site</li> <li>• Disinfect tools after each site</li> <li>• Share estimates, invoices, and other documentation electronically</li> </ul>	<p><b>Operates under the General Guidelines for Employers. Strict hygiene</b></p> <ul style="list-style-type: none"> <li>• Inquire if homes have symptomatic individuals and exercise caution</li> <li>• Monitor symptoms of employees</li> <li>• Wash or sanitize hands before and after leaving a home</li> <li>• Should wear face coverings and gloves, changing between each site</li> <li>• Disinfect tools after each site</li> <li>• Share estimates, invoices, and other documentation electronically</li> </ul>
Gyms & Fitness Centers	<p><b>Fitness centers and gyms are open with cleaning guidance</b></p> <ul style="list-style-type: none"> <li>• Space equipment at normal capacity</li> <li>• Make cleaning supplies available throughout the establishment and post signs encouraging patrons to clean all equipment</li> </ul>	<p><b>Fitness centers and gyms are open with some distancing and cleaning guidance</b></p> <ul style="list-style-type: none"> <li>• Employees must go through symptom checking before every shift, including temperature. Log must be kept and available for inspection by health department</li> <li>• Employees working within 6 feet of patrons should wear face coverings</li> <li>• Set an established daily window of time for high-risk individuals to come in without pressure from crowds</li> <li>• Limit the number of patrons in the facility at one time</li> <li>• 1 person per 120 square feet</li> </ul>	<p><b>Recommended closure of fitness centers and gyms; if open, fitness centers and gyms must have an employee on site at all times and must follow strict distancing and cleaning guidance</b></p> <ul style="list-style-type: none"> <li>• Employees must go through symptom checking before every shift, including temperature. Log must be kept and available for inspection by health department</li> <li>• Employees must wear face coverings; patrons should wear face coverings whenever possible</li> <li>• Set an established daily window of time for high-risk individuals to come in with direction from a physician</li> <li>• Limit the number of patrons in the facility at one time</li> <li>• 1 person per 120 square feet</li> <li>• No team or group activities</li> </ul>	<p><b>Fitness centers and gyms are closed</b></p>



## Phased Guidelines for the General Public and Businesses to Maximize Public Health and Economic Reactivation

<b>Gyms &amp; Fitness Centers</b>		<ul style="list-style-type: none"> <li>Remove equipment so patrons maintain 10 feet of distance at all times</li> <li>Make cleaning supplies available throughout the establishment and post signs encouraging patrons to clean all equipment</li> <li>Towels should be provided by staff (not self serve)</li> <li>Showers at the facility are discouraged unless proper clearing can be provided by employees</li> <li>Spas and Saunas must be closed</li> </ul>	<ul style="list-style-type: none"> <li>Employees must disinfect all equipment after each use</li> <li>No sign-in sheets, touchpads, or touch surfaces required for entry</li> <li>All lockers must be assigned, and disinfected by employees between each user</li> <li>High-risk individuals are discouraged from using facilities at this time unless directed by a physician.</li> <li>Pools should be limited to one swimmer per lane, 50% pool capacity, congregating on the pool deck is not allowed</li> <li>Space or close off equipment so patrons maintain 10 feet of distance at all times</li> <li>Towels should be provided by staff (not self serve)</li> <li>Showers at the facility are discouraged unless proper clearing can be provided by employees</li> <li>Spas and Saunas must be closed</li> </ul>	
<b>Construction, General Contractors, Real Estate, and Manufacturing</b>	<b>Operates under the General Guidelines for Employers</b>	<b>Operates under the General Guidelines for Employers. Strict hygiene</b> <ul style="list-style-type: none"> <li>Ensure nobody with symptoms enters a job site</li> <li>Provide additional hand washing stations; wash or sanitize hands before and after leaving a site</li> <li>Should wear face coverings and gloves</li> <li>Clean and disinfect project sites, including high-touch surfaces and tools frequently</li> <li>Share estimates, invoices, and other documentation electronically</li> </ul>	<b>Operates under the General Guidelines for Employers. Strict hygiene and reduced group interactions</b> <ul style="list-style-type: none"> <li>Ensure nobody with symptoms enters a job site</li> <li>Provide additional hand washing stations; wash or sanitize hands before and after leaving a site</li> <li>Should wear face coverings and gloves</li> <li>Clean and disinfect project sites, including high-touch surfaces and tools frequently</li> <li>Share estimates, invoices, and other documentation electronically</li> </ul>	<b>Operates under the General Guidelines for Employers. Strict hygiene and reduced group interactions</b> <ul style="list-style-type: none"> <li>Ensure nobody with symptoms enters a job site</li> <li>Provide additional hand washing stations; wash or sanitize hands before and after leaving a site</li> <li>Should wear face coverings and gloves</li> <li>Clean and disinfect project sites, including high-touch surfaces and tools frequently</li> <li>Share estimates, invoices, and other documentation electronically</li> <li>No open houses</li> </ul>
<b>Day Care</b>	<b>Enhanced cleaning and distancing protocols. No symptomatic children</b> <ul style="list-style-type: none"> <li>Enhanced cleaning and disinfecting,</li> <li>Don't use toys that can't be cleaned</li> <li>Children and staff should stay home if they're sick</li> </ul>	<b>Enhanced cleaning and distancing protocols. No symptomatic children</b> <ul style="list-style-type: none"> <li>Employees must go through symptom checking before every shift, including temperature. Log must be kept and available for inspection by health department</li> <li>Enhanced cleaning and disinfecting</li> <li>Limit mixing the groups of children (keep in separate rooms, allow on the playground at different times)</li> <li>Don't use toys that can't be washed and disinfected</li> <li>Groups must be restricted to groups of 20 unless a wall can physically separate each group</li> <li>All individuals must wash hands with soap and running water upon arrival</li> <li>Children and staff get their temperatures checked at the facility</li> <li>If there is a confirmed case, the facility must</li> </ul>	<b>Enhanced cleaning and distancing protocols. No symptomatic children</b> <ul style="list-style-type: none"> <li>Employees must go through symptom checking before every shift, including temperature. Log must be kept and available for inspection by health department</li> <li>Enhanced cleaning and disinfecting</li> <li>Encourage children to be 6 feet apart as much as possible</li> <li>Groups must be restricted to groups of 10 unless a wall can physically separate each group</li> <li>Limit mixing the groups of children (keep in separate rooms, allow on the playground at different times)</li> <li>Curbside drop off and pick up</li> <li>All individuals must wash hands with soap and running water upon arrival</li> <li>Don't use toys that can't be washed and disinfected</li> <li>Children and staff should stay home if they're sick</li> </ul>	<b>Enhanced cleaning and distancing protocols. No symptomatic children</b> <ul style="list-style-type: none"> <li>Employees must go through symptom checking before every shift, including temperature. Log must be kept and available for inspection by health department</li> <li>Enhanced cleaning and disinfecting</li> <li>Encourage children to be 6 feet apart as much as possible</li> <li>Groups must be restricted to groups of 10 unless a wall can physically separate each group</li> <li>Limit mixing the groups of children (keep in separate rooms, allow on the playground at different times)</li> <li>Curbside drop off and pick up</li> <li>All individuals must wash hands with soap and running water upon arrival</li> </ul>



Phased Guidelines for the General Public and Businesses  
to Maximize Public Health and Economic Reactivation

<p><b>Day Care</b></p>		<p>be closed and alert local health department</p> <ul style="list-style-type: none"> <li>All high-touch surfaces should be cleaned and disinfected regularly</li> </ul>	<ul style="list-style-type: none"> <li>Children and staff get their temperature checked at the facility</li> <li>If there is a confirmed case, facility must be closed and alert local health department</li> <li>All high-touch surfaces should be cleaned and disinfected after each use (e.g., toys, keyboards, desks, remote controls) or at least twice a day</li> </ul>	<ul style="list-style-type: none"> <li>Don't use toys that can't be washed and disinfected</li> <li>Children and staff should stay home if they're sick</li> <li>Children and staff get their temperature checked at the facility</li> <li>If there is a confirmed case, facility must be closed and alert local health department</li> <li>All high-touch surfaces should be cleaned and disinfected after each use (e.g., toys, keyboards, desks, remote controls) or at least twice a day</li> </ul>
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## General Guidelines for Employers

### Best Practices for Employers

- 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 or 10 feet) where appropriate
- Employers should provide face coverings for their employees
- 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:
  - 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)
  - Avoid hand shaking or unnecessary physical contact
  - Wear face coverings
- [Centers for Disease Control and Prevention](#)
- [OSHA Guidance on Preparing Workplaces for COVID-19](#)

### Cleaning & Hygiene Guidelines for Employers

- 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:
  - 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 in 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

### Employers Monitoring Symptoms

- 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



## Phased Guidelines for the General Public and Businesses to Maximize Public Health and Economic Reactivation

# Appendix: Guidelines for Dine-in Restaurants Open in Orange/Moderate

### Operational Practice

- Limit tables to groups of 6, preferably members of the same household
- Tables with guests must be at least 10 feet<sup>8</sup> apart, from edge to edge. Either move tables or mark off tables not to be used
- In waiting areas, a 6-foot distance must be maintained between parties, whether indoor or outdoor
- Maintain signage to remind individuals from separate parties to stand at least 6 feet apart; waiting area has floor markers to indicate proper spacing
- Hosts preferably 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 symptoms<sup>9</sup> and encourages that if the patron, or someone they live with, has experienced COVID-19 symptoms, to please order takeout instead
  - Recommendation for high-risk individuals<sup>10</sup> to order takeout/delivery instead of dining in for the protection of that individual
- Manager checks each employee for symptoms before every shift with temperatures taken 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 local health officer
- Staff should wear face coverings at all times 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
- Staff avoid touching items that have been placed on the table (menus, plates, utensils, pens, cups, etc.). The table will be cleared by a dedicated staff member once all guests have left
- Dedicated staff member sanitizes the area occupied by customers upon departure including tables, menus, pens, salt and pepper shakers, etc. Consider use of disposable items if necessary
- The restaurant may not operate if PPE, EPA-approved disinfectants and sanitizers, soap, and other necessary cleaning supplies are not available; sanitizer is effective against COVID-19. Chlorine (bleach) at 100-200 ppm is recommended
- Hand sanitizer must be available immediately adjacent to bathrooms
- Close restaurant for cleaning and disinfecting in the morning, afternoon, and evening. Cleaning and disinfecting includes 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

<sup>8</sup> 10-foot distance is required to ensure a 6-foot distance is maintained when pulling out chairs, moving between tables, and to ensure the safety of restaurant patrons during periods of prolonged exposure to one space

<sup>9</sup> Symptoms include fever, cough, muscle aches and pains, sudden changes in smell or taste, sore throat, shortness of breath

<sup>10</sup> High-risk individual<sup>10</sup> includes those over 65, those living at senior living facilities, and those of all ages with underlying medical conditions, including chronic lung disease, asthma, heart conditions, severe obesity, chronic kidney disease, liver disease, or otherwise immunocompromised (undergoing cancer treatment, smoker, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications.

Updated 5/8/2020

The vast majority of City business can be handled through the City website or over the phone. The City of Casper website is [www.CasperWy.gov](http://www.CasperWy.gov). The general City phone number is 307-235-8400.

## **Operations at City Hall**

### **Council Meetings**

- City Council will conduct the business of the public through technology: Go To Meeting.
- Meetings will be streamed on YouTube live as well as cable channel 192.
- Each Council member has the technology to hear the information being presented, see the presentations, and ask questions and participate in the discussion.
- Mayor with one other Council member present will conduct the meeting from City Hall
- Casper citizens can watch the meeting on YouTube or cable 192 as usual.
- Public comment for regular Council meetings will be taken by phone.
- Public comments are not taken during work sessions.
- Council can be contacted at any time at [CouncilComments@casperwy.gov](mailto:CouncilComments@casperwy.gov).

### **Public Services Department - Public Utilities/Engineering**

The following tasks will be handled over the phone or via email, including payment via credit card. Payment or permit verification will be handled via email.

- Street Cut Permits
- Traffic Control Permits (would require initial e-mail from contractor)
- Curb-cut permits
- Permits to construct
- Physical tap fees
- System Investment Charges
- Outside agreement application fees
- Plan reviews

Engineering has provided a drop-box for bids. Bid openings will be done in Council Chambers and broadcast on cable channel 192 and YouTube.

### **Community Development Department - Planning and Building**

The following can be handled over the phone or via email. The phone number is 235-8254 or 235-8264.

- Building inspections will remain the same. Call to schedule an inspection time.
- Contractor licensing exams will cease until City Hall physically reopens. Contractors may still call to set a testing date for the exam, with the understanding the date could change.
- Building permits, fence permits, and sign permits can still be requested. Payment methods will remain the same. Administrative technicians will deliver permits outside to customers after they are called at 235-8254.
- Applications and plan submittals are encouraged via email to either [delston@casperwy.gov](mailto:delston@casperwy.gov) or [kshanley@casperwy.gov](mailto:kshanley@casperwy.gov).
- Mechanical, electrical, and plumbing permits will only be taken by phone, fax, or online.



- Consulting services for building and code enforcement divisions at the Community Development Department may be scheduled by calling 235-8254.

### **Finance Department – Customer Service**

To pay utility bills (water, sewer, and trash collection)

- Payments can be mailed via US Postal Service
- Payments can be placed in the City Hall drop box, which is a secured metal box at the southern end of the building. It might be difficult to take cash.
- Credit card payments can be made online or calling 1-844-235-5262.
- Customers can make an electronic payment from their checking account by using their bank's personal banking website.
- Customers can sign up to make ongoing payments from their checking account by signing up for the City's EasyPay service. EasyPay causes the bill to be paid automatically, every month, directly from the customer's checking account

To make a different kind of payment (other than their regular utility bill):

- Payments can be mailed via US Postal Service
- Payments by check can also be taken at the City Hall drop box.
- Payments by credit card can also be taken over the phone. Customers can call the relevant City office directly, or they can call the main City of Casper phone line at 307-235-8400.

To submit forms and similar paperwork:

- Many forms and documents can be submitted electronically. Before making this sort of submission, contact the relevant City department directly (by phone or email), or call the general city phone number at 307-235-8400.
- Forms and documents that will fit into a standard envelope (4 x 9 inches) can be placed in the City Hall drop box. The drop box is a secured metal box at the southern end of the building. The box has a blue lid, and it is labeled "CITY OF CASPER UTILITY."
- If time allows, paperwork can almost always be accepted by regular mail.
- For certain transactions, City staff members can arrange to meet the customer just outside of the City Hall building. Customers who think that this sort of service will be necessary should contact the relevant City department directly (by phone or email), or they can call the general city phone number at 307-235-8400.

### **Attorney's Office**

- Appointments are being handled by phone.
- Michelle from PD no longer enters the office daily to bring the log-in sheets; she meets staff in the vestibule or lobby to exchange papers.
- Staff has been offered the option of working remotely; three have worked at least one day from their respective homes.

### **City Manager's Office and City Clerk's Office**

- Staff from both the City Manager's Office and City Clerk's Office, will be primarily working from home. Carter will conduct all his meetings either by phone or by Go To Meeting.
- Carla will be the main contact for office lines and we will give her number to the public for questions and public comment purposes. Other staff members will be returning calls from voicemails which will go to emails.
- One staff member will go into the office every afternoon to pick up mail and memos and any paperwork departments send over.
- Memos and paperwork should be left in the clerk's office mailbox.
- Staff members will be in for Council Meetings every Tuesday.
- Claims will be received by appointment. Anyone wishing to submit a claim should call Carla or email Christa. They will arrange times to meet to notarize and accept the claim.
- Renée will be answering the phone (235.8224) via VPN and software on her computer. Both Jolene and Renée will also be returning calls from voicemail which will go to email.
- Renée will continue to be Carter's scheduler. Carter will be holding all his appointments and meetings by phone or virtually.
- Paperwork should be left in the City Manager's interoffice mailbox.
- One staff member will go into the office every afternoon to pick up mail, contracts, bid specs, and any other paperwork departments send for Carter's signature. Documents will be logged-in and left for Carter to sign and returned to staff for distribution, which will occur via interoffice mailboxes.
- **Human Resources and Risk Management**
- Internal employee visits are being limited by number and social distancing is being used. Accepting electronic approvals/scanned documents being emailed rather than in person visits.
- New employee orientation is being done via WebEx starting April 27, 2020.
- Most meetings with HR involving more than three people are being held via WebEx.
- HR/RM split staff rotating weeks working remotely/office. Only three or four people in the HR/RM area at a time in their separate work areas.

## **Operations not at City Hall**

### **Police Department Services**

Casper Police Department is doing everything they can to preserve its workforce and continue to provide good service.

- Fingerprinting services are suspended, except by appointment (235-8469), reserved specifically for emergency health care workers.
- VIN inspections are by appointment only (235-8469), carried out under strict conditions ensuring no contact with vehicle interiors or persons during the entire process.
- Police will be using alternate reporting processes for some police issues, when appropriate.
- The Court ordered Community Service office is currently closed to in-person, client consultations. Community Service options are unavailable during the COVID-19 restrictions.
- Pharmaceutical and over the counter medicine drop-off disposal has been suspended due to the hospital's reallocation of staffing priorities which prevent the ability to dispose of the turned in drugs.
- Records has closed their door to all people, including employees. The Records staff has split their work force to minimize cross-contamination in their work group. Half work 5:45 AM to 2:45 PM and half work 3:00 PM to Midnight.
- All personnel will be required to be clean shaven so that masks will fit appropriately.
- One vehicle is being equipped for transporting prisoners so that they do not have to continuously clean every vehicle.
- When transporting prisoners, windows will be used for airflow throughout the vehicle instead of utilizing the vent system.
- Evidence clerks are using social distancing.
- Victim witness soft room is not being used, as it cannot be deep cleaned appropriately for COVID-19. The interview rooms are being used instead.
- A full inventory of their supplies is being taken and evaluated.
- PD briefings are no longer being held in person. They are being done electronically or over the radio.
- PD is using alternative reporting.
- PD is reviewing its calls and what they can take and how to limit exposure to medical calls.
- Volunteers are being curtailed.

### **Fire Department Services**

- Public access and tours of fire stations have been suspended.
- Public education activities have been suspended.
- They are reviewing their response to all calls.

### **Municipal Court**

- Online, phone and mail-in payments are being encouraged.
- In person payments are being taken between 8 a.m. and 12 p.m.
- All cases which require court appearances or that have been scheduled for bench trial or case review for the next three (3) weeks are being rescheduled.
- Court will also be following social distancing guidelines.
- Court staff will be following money handling protocols, which includes wearing gloves, for any cash customers, or for any transference of paperwork from the public.
- There is a public drop mail slot with envelopes outside the court payment window. Customers must provide their name, docket number/charge, and a current mailing



address. All payments will be processed daily and a receipt mailed to the address provided.

- The staff will continue diligently working, taking phone calls and answering questions.

### **Metro Animal Shelter**

- Metro Animal Shelter has limited public access by appointment only. Visitations, adoptions, and surrenders can be scheduled.
- Business that can be conducted over the phone is encouraged

### **Solid Waste**

- Winter hours (7:30 a.m. – 4:00 p.m. Monday-Saturday) will remain in effect.
- All buildings are currently closed to the public with the exception of the scale house.
- The baler building is currently closed; all waste will be landfilled.
- The scale house has a hand sanitizer table with note to Customers that customers are required to use hand sanitizer before approaching the payment counter. Access has been restricted to one person at a time.
- A UV light will be installed near the sanitizer table to further assist with killing germs. before the customers approach the counter for payment.
- Clerks will be wearing nitrile gloves and disinfecting counters and customer area throughout the day.
- At this time, non-essential services will continue as normal - recycle depot, extra trash collection, compost yard, and hazardous waste drop off. These services will discontinue if a 30% reduction in solid waste staff is realized. This staff would be diverted to the essential services of collecting and disposing of trash.
- Discussions are ongoing on having customers drop off their infectious waste (sharps containers and double bagged infectious wastes) at the biohazard landfill instead of dropping off at the Special Waste Bldg.
- Recycling depots have been closed.
- The metals bin and cardboard bin at the Solid Waste Facility are open.
- The e-waste building has been closed and e-waste cannot be accepted. It is prohibited from being placed with regular trash, and citizens have been asked to hold it until e-waste collection can reopen
- The self-serve drop-off for residential hazardous waste and special waste has been closed and the service is being continued by appointment only. These appointments can only be done on Fridays. Hazardous waste and infectious waste are also prohibited from being placed with regular trash.
- Commercial hazardous waste, infectious waste and special waste is regularly by appointment only. This service will continue as usual.
- The compost yard is open.

### **Water Treatment Plant, Wastewater Treatment Plant, Water Distribution Garage**

- All processes are being reviewed and changed where needed to safeguard the health of the employees.
- They are screening all vendors who come into the plants and distribution garage.

### **Casper Service Center**

- A drop box is being installed to accept documents including bids for Fleet Services.

### **Cemetery Office Services**

- There is limited public access to the cemetery office.

### **Casper Recreation Center**

- Limited opening. Current activities are limited to the aerobic fitness equipment and half of the gym for non contact sports. Reservations are preferred. Two full-time employees have been re-tasked to the Emergency Operations Center (EOC).
- Recreation Center parking lot, or inside in the case of inclement weather, is serving as a pickup point for school lunches.
- Ice arena has been shut down until fall to start construction on the ice plant.

### **Casper Events Center**

- Closed. Designated as a large-scale medical shelter for quarantined people, people waiting to be tested who have symptoms, and confirmed cases that have no other place to go. Full-time and part-time staff are being trained for this function. One full-time employee has been re-tasked to the EOC.

### **Hogadon Ski Area**

- Closed.

### **Ft Caspar Museum**

- Closed. One full-time employee has been re-tasked to the EOC.

### **Municipal Golf Course**

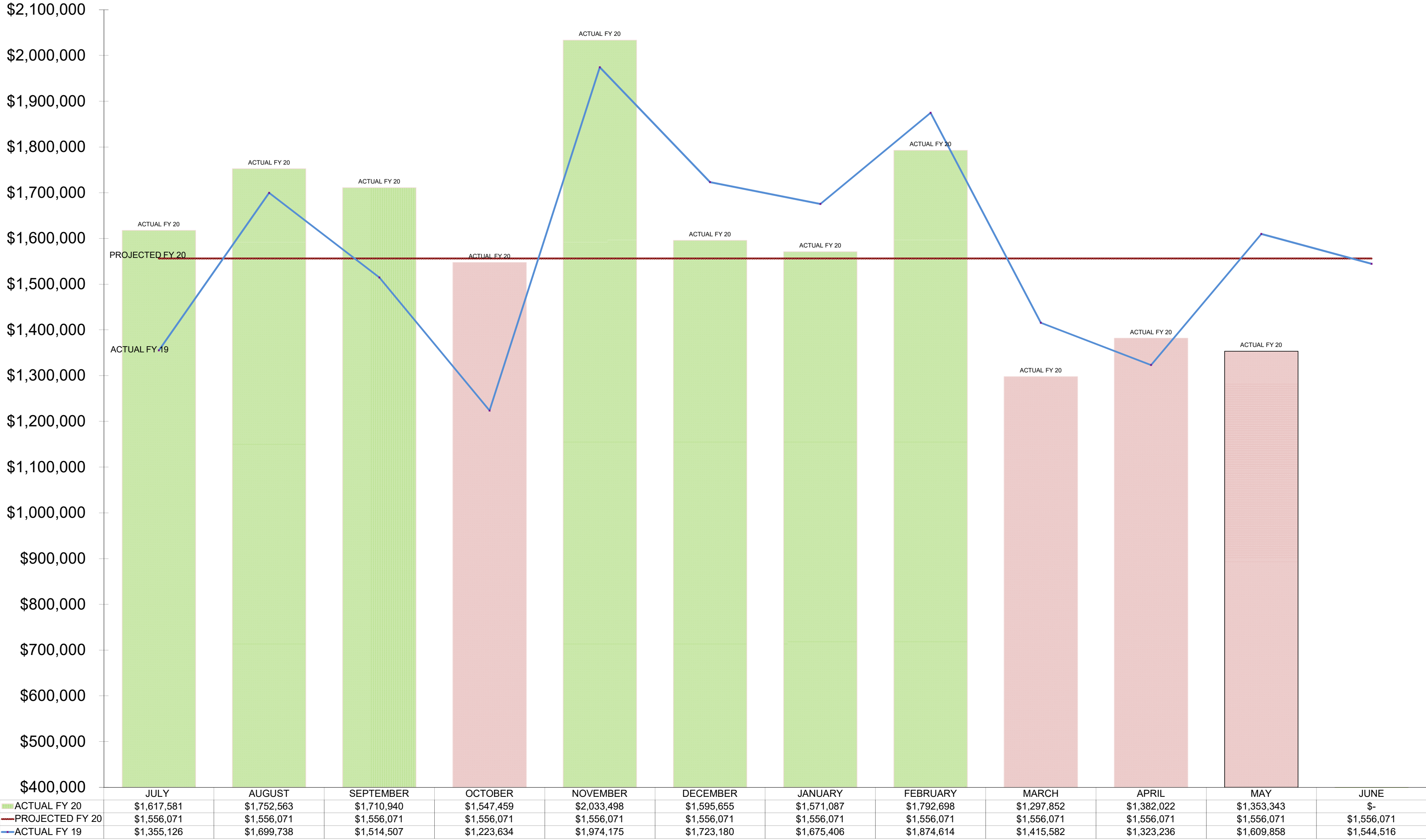
- The golf course is fully function except for the driving range which will open on May 11<sup>th</sup>.
- The food and beverage operation is set to begin on May 23<sup>rd</sup>.

**City of Casper**  
**Optional 1% and State Shared Sales Tax Receipts**  
**91.67% of Fiscal Year 2020 has Lapsed**

Below is the optional Sales tax report for FY20 we are currently at 91.67% of the budget year.  
 General Fund is up 3.14% from projected year to date which is at 94.55% of budget.  
 1%16 is down 2.72% from projected year to date which is at 89.18% of budget.

<b>State Shared Sales Tax</b>					
	<b>Date Received</b>	<b>Amount Received</b>	<b>Amount Budgeted</b>	<b>Actual-Budget</b>	<b>Percent of Annual Budget</b>
<b>FY 2020 General Fund</b>	7/5/2019	\$ 1,617,581	\$ 1,556,071	\$ 61,510	8.66%
	8/7/2019	1,752,563	1,556,071	196,492	18.05%
	9/6/2019	1,710,940	1,556,071	154,869	27.21%
	10/8/2019	1,547,459	1,556,071	(8,612)	35.50%
	11/6/2019	2,033,498	1,556,071	477,427	46.39%
	12/5/2019	1,595,655	1,556,071	39,584	54.93%
	1/6/2020	1,571,087	1,556,071	15,016	63.35%
	2/6/2020	1,792,698	1,556,071	236,627	72.95%
	3/5/2020	1,297,852	1,556,071	(258,219)	79.90%
	4/6/2020	1,382,022	1,556,071	(174,049)	87.30%
	5/6/2020	1,353,343	1,556,071	(202,728)	94.55%
	June	-	1,556,071		
	<b>Total FY 2020</b>		<b>\$ 17,654,697</b>	<b>\$ 18,672,852</b>	<b>\$ 537,916</b>
<b>Optional 1% Tax</b>					
<b>FY 2020 1%16</b>	7/5/2019	\$ 1,348,645	\$ 1,379,092	(30,447)	8.15%
	8/7/2019	1,464,190	1,379,092	85,098	17.00%
	9/6/2019	1,432,890	1,379,092	53,799	25.66%
	10/8/2019	1,303,046	1,379,092	(76,046)	33.53%
	11/6/2019	1,696,732	1,379,092	317,640	43.78%
	12/5/2019	1,332,786	1,379,092	(46,306)	51.84%
	1/6/2020	1,313,264	1,379,092	(65,827)	59.77%
	2/6/2020	1,495,655	1,379,092	116,563	68.81%
	3/5/2020	1,087,426	1,379,092	(291,666)	75.38%
	4/6/2020	1,153,606	1,379,092	(225,486)	82.35%
	5/6/2020	1,129,687	1,379,092	(249,404)	89.18%
	June	-	1,379,092		
	<b>Total FY 2020</b>		<b>\$ 14,757,927</b>	<b>\$ 16,549,101</b>	<b>\$ (412,082)</b>
<b>Total</b>		<b>\$ 32,412,624</b>	<b>\$ 35,221,953</b>	<b>\$ 125,834</b>	

# Sales Tax FY 2020 Versus Projection and Prior Year



	<u>ACTUAL FY 19</u>	<u>PROJECTED FY 20</u>	<u>ACTUAL FY 20</u>
YTD TOTAL	\$ 17,389,055	\$ 17,116,781	\$ 17,654,697
YTD VARIANCE			\$ 537,916
		<b>% Difference</b>	<b>In Dollars</b>
CHANGE FROM FY20 PROJECTED TO FY20 ACTUAL-SAME MONTH		-13.03%	-\$202,728
CHANGE FROM FY20 PROJECTED TO FY20 ACTUAL-YEAR TO DATE		3.14%	\$537,916
CHANGE FROM FY19 ACTUAL TO FY20 ACTUAL-SAME MONTH		-15.93%	-\$256,515
CHANGE FROM FY19 ACTUAL TO FY20 ACTUAL-YEAR TO DATE		1.53%	\$265,641



**From:** Justin Schilling <jschilling@wyomuni.org>  
**Sent:** Tuesday, May 5, 2020 11:02 AM  
**Subject:** WAM Legislative Update

Good Morning WAM!

In an effort to keep our members up to date on the status of the legislative activity surrounding the CARES Act money received by the State of Wyoming, WAM Legislative Specialist Bob McLaurin prepared the following legislative update.

### **Legislative Update**

The purpose of this email is to give the WAM membership a quick update on the status of the CARES funding that the State of Wyoming recently received.

The Coronavirus Aid, Relief and Economic Security (CARES) Act provided \$150 billion in aid to state and local governments to address necessary shortages related to the coronavirus pandemic. Wyoming was allocated the minimum state allocation – \$1.25 billion which was received last week.

Since these funds were authorized, WAM has been working with WCCA and the Governor's Office to determine how much of these funds cities and towns would receive and how they would be disbursed amongst the cities, towns, counties and special districts.

To date the U.S. Treasury has released limited guidance on the use of these funds. Initial indications are that payments from the CARES Act can only be used to cover expenses that:

- Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19).
- Were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government;
- Were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.

#### Eligible expenses include:

- Medical and public health, including state and local expenses responding to the COVID-19 emergency.
- Payroll expenses for public safety, public health, healthcare, human service, or other similar personnel,
- Expenses of actions to facilitate compliance with COVID-19-related public health measures,
- Expenses associated with the provisions of economic support in connection with the COVID-19 public health emergency, including expenditures related to a State, territorial, local, or Tribal government payroll support program.

#### Ineligible Expenses:

- Payroll or benefit expenses for non-public health personnel are ineligible.
- Revenue replacement is also an ineligible expense.

Governor Gordon and the Legislature's Management Council have been meeting to determine how these funds will be distributed. The Management Council has met three times on this matter, most recently an all-day meeting last Friday.

On Friday May 1<sup>st</sup>, the Management Council reviewed, modified and approved three bills to address this crisis. These bills will be considered by the full legislature in a future special session. They included:

#### LSO 700

Provided for Legislative Findings, appropriated \$388 million to various entities impacted by the COVID crisis. Specifically, it appropriated funds to public hospitals (\$200 million), local governments and special districts (\$70 million), Wyoming Life Resource Center and the Wyoming State hospital (\$15 million), Judicial Branch (\$2 million). It also expanded the Governor's flex authority for the 2020 budget between programs, agencies and active capital construction projects.

#### LSO 701

Provided protection to employees and relief to employers. It expanded unemployment benefits, created programs to avoid eviction of needy persons, amended the unemployment insurance program, amended the workers compensation program and provided additional authority to the governor.

Specifically, the bill made COVID-19 an injury that can be covered under the Workman's Comp program. It allows the Governor to declare an executive order that benefits paid because of COVID should not be charged to an employer's unemployment account. It authorizes the Governor to enter into an agreement with the Federal Government to operate a sort-term workshare/short time compensation program. Finally, this bill provides \$10 million for WCDA to administer an eviction protection program to landlords whose residential tenants cannot pay rent to due COVID issues.

#### LSO 702

This bill established Legislative Findings, allows the Governor to "establish by order or rule any emergency program consistent with the terms of the statute". It also appropriates \$1.25 billion from the CAREs Act.

The bill provided that these funds be use for the following purposes. While the bill outlined categories of expenditures, it not appropriate specific amounts. We assume this will be left to the Governor's discretion.

- COVID related expenses incurred by state departments and agencies.
- COVID related expenses incurred by Cities, Towns, Counties and other political subdivisions. The allocation of distributions to entities will be subject to approval of the SLIB board.<sup>[1]</sup>
- Grants to Health Care providers and Health Care facilities

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<sup>[1]</sup> An issue that will need to be addresses is revenue replacement. The CAREs Act specifically prohibits the use of the funds for revenue replacement.



- Expenses incurred by the state to respond to public health emergency and to address food insecurity created by the COVID crisis.

Finally, the bill established the timing of the distribution of the federal funds. It requires that \$450 million be expended between the date of the bill adoption and July 15, 2020. The second tranche of \$400 million is to be expended between July 16 and September 14. The final tranche of \$400 million (plus unexpended funds from the previous distributions) be expended between September 15 and December 30.

The Management Council also directed the Mineral's Committee to draft a fourth bill to address the COVID crisis. This bill would be for a grant/loan program for small businesses impacted by COVID. The Mineral's Committee is scheduled to meet on May 14 and 15th.

On Friday the Management Council modified LSO 700 to eliminate the appropriations from the bill. This leaves LSO 702 to provide the policy guidance for the distribution of the federal funds. Therefore, we believe that Governor Gordon will be making the decisions regarding municipal funding for the COVID crisis.

WAM staff will be meeting with the Governor's staff as soon as possible to determine funding amounts and the process for distributing them.

We expect the special session to occur later this spring to ratify these committee bills. It has not yet been determined whether this will be a zoom meeting or if they will try to meet in person. We are also hearing there will be a second special session in the fall to address the shortfall in the current budget. The Coronavirus crisis, falling sales tax and oil revenue has made the budget adopted last march not viable. The fall session will attempt to address the budget short fall.

I hope this provides a little more clarity on this situation. Please do not hesitate to contact me, Justin, or Dave if you have questions or need additional information.

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**From:** Justin Schilling <[jschilling@wyomuni.org](mailto:jschilling@wyomuni.org)>  
**Sent:** Monday, May 4, 2020 3:53 PM  
**Subject:** WAM Working to Find Financial Aid for Our Members

Good Afternoon Members,

We hope this message finds you and your community well. As the full economic impact of the COVID-19 pandemic starts to come in to focus, and understanding the hardship it will potentially cause, we have been very active in working to secure funding for the cities and towns out of Wyoming's \$1.25 billion share of the CARES Act funding.

As you know, the guidance set forth by the US Treasury Department provides for very strict rules governing use of the funds. (It's really designed to go to expenses stemming directly from COVID, and is strictly prohibited from being used as a replacement for lost revenue.) That said we're working on creative angles to justify getting funds to the cities, towns, and counties. WAM's Executive Committee met with the Executive Committee from the Wyoming County Commissioner's Association (WCCA) several weeks ago to plot a cooperative strategy going into these recent Management Council meetings and the forthcoming legislative special sessions. From those discussions, it was agreed upon that we would work together for local government funding.

WAM Director Dave Fraser and WCCA Director Jerimiah Rieman were both invited to sit on Governor Gordon's work group to guide the spending and appropriation of the CARES Act funds. Those discussions are ongoing, but we have two seats at the table and the Governor is in agreement that local governments will need help. As things become clearer, we will keep everyone informed when and if we need call to action style help. Right now though, stay in contact with your legislators. Give them your honest concerns and forecasts for revenue shortfalls. Illustrate the need. Notes to the congressional delegation will be important as well, as congress weighs a forth stimulus that could include direct local government funding. Director Fraser has been busy collaborating with his fellow state league and association directors on calls put together by the National League of Cities to support this effort on the Federal level. It's starting to build momentum, especially in the house, where Speaker Pelosi has signaled support.

If you have any other questions or concerns please let us know, but know we're working to leverage as much of this funding for our members as we can given the strings attached.

Warm regards,  
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