



**Big Horn County**

**COVID-19  
BUSINESS TRANSITION PLAN**

July 16, 2020

Big Horn County Incident Management Team

# Business Preparation for Transition Template

## Big Horn County Stance On: Variances to Wyoming State Public Health Orders

Big Horn County will follow the Governor's Statewide Public Health orders as they are released. The county intends to remain centric on the Governor's policies.

This is a template to help prepare your business for the future as we move forward in our economic recovery phase of this COVID-19 response emergency. This is only a template and not an exhaustive list of necessary components. Additional requirements may be necessary as Big Horn County Plans are developed and State guidance and/or Public Health Orders are revised. Nothing in this template gives any individual or business the authority to act outside the scope of the current Statewide Public Health Orders.

*The County does not waive sovereign immunity by publication of this transition plan, and specifically retains immunity and all defenses available to them as a sovereign pursuant to relevant Wyoming Statute and all other state law.*

The most current versions of the State of Wyoming Public Health Orders:

#1 [https://www.bighorncountywy.gov/images/Order1\\_EighthContinuation\\_71320.pdf](https://www.bighorncountywy.gov/images/Order1_EighthContinuation_71320.pdf)

#2 [https://www.bighorncountywy.gov/images/Order2\\_EighthContinuation\\_71320.pdf](https://www.bighorncountywy.gov/images/Order2_EighthContinuation_71320.pdf)

#3 [https://www.bighorncountywy.gov/images/Order3\\_EighthContinuation\\_71320.pdf](https://www.bighorncountywy.gov/images/Order3_EighthContinuation_71320.pdf)

After review of current orders, if you feel that a variance for your business is appropriate, you may submit a written plan for this request. A written variance for Big Horn County must be approved by the Incident Management Team including the County Health Officer, as well as the State Health Officer and the Office of the Attorney General; this is the only variance that is valid and enforceable. All other forms of written or verbal authority that have not been approved through this process are not valid or enforceable. Submission requirements and instructions are included in the plan components on pages 3-5.

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**PLEASE NOTE: FAILURE TO COMPLY BY ANY BUSINESS OR INDIVIDUAL WITH COUNTY AND STATE PUBLIC HEALTH ORDERS OR AN APPROVED, WRITTEN VARIANCE MAY RESULT IN THE CRIMINAL PROSECUTION OF THAT PERSON(S) OR BUSINESS.**

Process:

1. Submit written request with Template components included.
2. Big Horn County Incident Management Team review of requests that are within the current transition phase of Wyoming State Public Health Order revisions.
3. Big Horn County Health Officer forwards plans approved at the county level, to State Health Officer for consideration.
4. State Health Officer reviews and consults with Attorney General’s Office.
5. Plan is approved or denied. If denied, necessary changes may be discussed by State Health Officer and County Health Officer as appropriate.

| Checklist | Plan Components  | Special Needs to Complete |
|-----------|--|---------------------------|
|           | <b>Pre-Planning:</b>   |                           |
|           | Forecast supplies that may be needed to properly disinfect the business on a regular basis and ensure adequate cleaning supplies are on hand.  |                           |
|           | Develop a plan for how you will operate if absenteeism spikes from increases in sick employees.  |                           |
|           | Develop a plan to support respiratory etiquette and hand hygiene for employees, customers, and worksite visitors.  |                           |
|           | Create a plan for performing enhanced cleaning and disinfection after persons suspected/confirmed to have COVID-19 have been in the facility. If a sick employee is suspected or confirmed to have COVID-19, follow the <a href="#">CDC cleaning and disinfection recommendations</a> .  |                           |
|           | Make sure that policies and practices are consistent with public health recommendations and are consistent with existing state and federal workplace laws (for more information on employer responsibilities, visit the <a href="#">Department of Labor’s</a> and the <a href="#">Equal Employment Opportunity Commission’s</a> websites). |                           |

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|  | <b>For Building:</b>   |  |
|  | Change or alter ingress and egress methods. Separate incoming from outgoing. Try to achieve the 6-foot distance for travel flow in the building. Use floor signs to control direction and spacing.   |  |
|  | Change seating in lunch and break rooms if needed. Remove tables and chairs as needed to reduce the number of potential seating opportunities.   |  |
|  | Consider plexiglass shields at check outs or registers to separate staff from patrons.   |  |
|  | Adapt receiving procedures to minimize contact with vendors or delivery services. Arrange product storage/warehousing to reduce staff crowding when dealing with inventory.  |  |
|  | <b>For Staff:</b>  |  |
|  | Check in procedures. Avoid having multiple people attempting to check in or use time clock at same time.   |  |
|  | Adjust schedules. Change lunch and break times to minimize number of employees in lunch or break room at one time. Maintain the less than 10 people rule with the 6-foot distancing.   |  |
|  | Train staff in disinfection including proper cleaning of registers, counter tops, drinking fountains, phones, touch pads, and other common touch areas with doorknobs and handrails cleaned several times per shift. Social distancing best practices as well as proper mask use should be required. |  |
|  | <b>For Patrons:</b>  |  |
|  | Plan for how you will provide services to/for the vulnerable population at high risk.  |  |
|  | Screening: Personal service locations, such as schools, gyms, or recreation facilities should plan to provide screening of patrons for health concerns.  |  |

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|  | <b>Final Preparations:</b>   |   |
|  | <p>Once you have the establishment ready for opening, perform a walk through to ensure that the prohibition of 10 or more people in a single confined space can be adhered to. Check that signage and markers are in place to assist patrons in maintaining a 6-foot distance while in your establishment. Look for any opportunity to provide protection for your employees and customers that may not have been considered in your initial planning.</p> |   |
|  | <p>Prior to the opening, partial opening or enhancement of services outside the scope of the current Wyoming State Health Orders:<br/> <b>A written business plan incorporating the above health and safety concerns must be submitted to:</b><br/> <a href="mailto:Covid-19@bighorncountywy.gov">Covid-19@bighorncountywy.gov</a> for review by the Incident Management Team and approval by the Big Horn County Health Officer.</p>                      | <p><b>Business Plan Cover Sheet must include:</b><br/>           Business Name<br/>           Business Address<br/>           Mailing Address<br/>           Type of service/business<br/>           Contact Name<br/>           Phone Number and Email</p> |
|  | <p>County approved plans will be forwarded for State Health Officer and Attorney General review and approval/denial.</p>   |   |
|  | <p><b>Additional requirements may be necessary as County Plans are developed and State guidance is received. This is a living document which will be updated and modified in accordance with current state health orders.</b></p>  |   |