



**WYOMING WORKING TOGETHER  
BUSINESS RECOVERY CHECKLIST**

*as of May 20, 2020*

*This information is intended as general guidelines and suggestions only. For specific recommendations and guidelines, please refer to your local or state guidelines.*

When deciding when to reopen your business, it is important to follow local health guidelines.

In Wyoming, the first place to look is your local health department. County health departments are working with your elected officials to determine the best healthcare protocol.

**COUNTY AND CITY GUIDELINES**

<https://tinyurl.com/wycounties>

**CURRENT STATE GUIDELINES**

[www.health.wyo.gov](http://www.health.wyo.gov)

**GENERAL REOPENING GUIDELINES**

**Review new rules and regulations**



Review county health department regulations and your accrediting organization's recommendations with your staff. Staff needs to know their responsibilities and yours.

**Examine your sick leave policy**



If anyone on your team feels sick or has symptoms of COVID-19, act from a place of caution.

If the staff are feeling sick (flu-like, cold-like, or seasonal allergy symptoms), they need to go to a medical provider and get an "all clear" before returning to work.

**Understand the Family Medical Leave Act**



Understand your responsibilities under the FMLA as an employer.

New FMLA guidelines apply to businesses with 500 or fewer employees.

The COVID-19 FMLA guidelines apply to every small business in America unless they ask for an exemption.

Visit the US Department of Labor for rules.

Check with your payroll provider to make sure you are appropriately tracking hours with FMLA.

# IN YOUR WORKPLACE

---

- Deputize workplace coordinator(s) charged with addressing COVID-19 issues

The business owner is ultimately responsible for effectively implementing COVID-19 safety



- Encourage social distancing

Maintain a 6-foot distance when possible and discourage shared spaces

- Sanitize highly touched areas frequently

See the CDC for specific requirements



- Post signage for employees and customers on good hygiene

- Implement system monitoring protocols

Workplace temperature monitoring and symptom screening questions

- Eliminate or regularly sanitize any items in shared spaces

Condiments, coffee makers, vending machines, and other items that are shared should be sanitized regularly or removed



- Provide protective gear and encourage appropriate use

Use gloves, masks, and face coverings properly

## Additional Information

[www.cdc.gov/coronavirus](http://www.cdc.gov/coronavirus)

# FOR YOUR EMPLOYEES

---

Encourage the wearing and proper usage of face masks



Communicate and review disinfecting plan

Provide handwashing areas and hand sanitizer



Review any changes to sick leave policies

Discuss physical distancing and crowd control plans

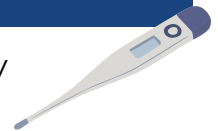
6 feet

Review human resource policies

Ensure that policies and practices are consistent with public health recommendations and state and federal workplace laws

Symptom monitoring protocols

Screen employees for fever and COVID-19 symptoms each day  
Employees showing symptoms should be sent home



## Additional Information

[www.health.wyo.gov](http://www.health.wyo.gov)

[www.dol.gov](http://www.dol.gov)

# FOR YOUR CUSTOMERS

## **Create special shopping hours**

Dedicated days or times for people at higher risk of severe illness from COVID-19

## **Encourage and facilitate social distancing**

## **Provide hand sanitizer at entrance**

## **Encourage use of masks, gloves, or face coverings**

## **Use contactless methods**

## **Install shields or barriers between customers and employees**

Contactless payment methods, no-touch trash cans, etc.

---

## **RESOURCES**

---

[health.wyo.gov/](https://health.wyo.gov/)  
[www.dol.gov/](https://www.dol.gov/)  
[wyomingbusiness.org/covid19](https://wyomingbusiness.org/covid19)  
[mainstreet.org/thepoint987](https://mainstreet.org/thepoint987)  
[wyomingsbdc.org](https://wyomingsbdc.org)  
[wyomingbusiness.org/shopsafe](https://wyomingbusiness.org/shopsafe)  
[www.cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)