In response to President Trump’s Declaration of National Emergency and Governor Gordon’s declared State of Emergency, the Washakie County Commissioners have implemented the following procedures:

**Level 1 – 0 cases in the State of Wyoming but sustained transmission in other parts of the country**

- Encourage people to stay home when sick
- Cancel non-essential business travel
- Increase cleaning frequency in county offices, focusing on surfaces that are frequently touched such as shared desks, countertops, kitchen areas, electronics, and doorknobs.
- Limit public gatherings to 250 people or less at the direction of the state and local health officers.
- Recommend long-term care, assisted living facilities, and healthcare facilities limit visitors
- Department heads should begin identifying essential services and staff who can perform those services
- Make plans for employees to work remotely, if possible
- Verify 24/7 contact information for employees

**Level 2 – 3 cases in the State of Wyoming**

- Encourage people to stay home when sick
- Limit the number of patrons at county government offices at department head discretion. Post signage accordingly
- Limit people needing service to 6 ft distance from county employees
- Prioritize essential functions and report any degradation in the ability to maintain essential functions to the county commissioners
- Increase cleaning frequency of public areas to 4 times per day or more, as needed
- Encourage the public to use phone or mail for conducting business
- Limit public gatherings to 50 people or less at the direction of the state and local health officers
- Limit large public gatherings or visitor services that confine a large group (10 or more) in a small confined area where people need to be closer than 6 ft apart to participate.
- Each county department will consider the needs of high-risk clients and plan accordingly in an effort to meet those needs.
- Finalize essential service plans
- Consider use of virtual collaboration tools (i.e. Zoom)
- County employees who choose to travel during this phase may be asked to self-quarantine upon their return. They should consider for this when making travel plans.

**Level 3 – Any case in the Big Horn Basin, or 4 localities or 25 cases in the State of Wyoming**

- Encourage people to stay home when sick
- Close county offices to the public. Continue with essential functions according to department-specific essential functions plans.
- If the unit does not maintain any essential functions, consider full closure of the unit and execute the telework plan for individuals that are telework ready
- Use voluntary and temporary reassignments of essential employees, cross-trained and back-up personnel, and all available human resource options available to maintain mission essential functions and essential support activities.
- Cancel gatherings of any size at the direction of the state and local health officers
- Ensure essential staff have been appropriately vaccinated with available vaccines, supplied with antivirals (if available), and PPE
- Eliminate non-essential travel
- Level 3 status will be re-evaluated within 14 days.