

*Board of Commissioners  
Converse County, Wyoming*

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*107 No. 5<sup>th</sup> St., Suite 114 • Douglas, WY 82633-2448 • 307-358-2244 • Fax 307-358-5998  
Robert G Short, Chair • Jim Willox, Vice-Chair • Mike Colling • Tony Lehner • Rick Grant*

**SOCIAL DISTANCING PROCEDURE FOR CONVERSE COUNTY**

The following procedures for Converse County are intended to protect County employees and the public while setting an example of best practices as recommended by the Centers for Disease Control, the Wyoming Department of Health, and other health organizations. Within the last several weeks, Coronavirus (COVID) cases have substantially increased within Converse County and across the state, resulting in Wyoming reporting the highest increase in the COVID cases in the nation only one week ago. County personnel have already been affected, and the potential is present that the increased cases could further impact both County personnel and the customers we serve, not only due to illness, but due to the inability to effectively and adequately serve the public as a result of required quarantine measures. After discussion with the elected officials on October 7, 2020, the Board of Converse County Commissioners hereby incorporates the following procedures and recommendations for all County employees during work hours within County-owned property:

1. Employees will wear a face covering while within the confines of any County-owned property whenever servicing customers, whether or not the customer is wearing a face covering.
2. Employees are recommended to wear a face covering while conversing with other employees when there is not six feet of separation between employees.
3. Employees are recommended to wear a face covering while within the Courthouse hallway and restrooms due to the public nature of the building.
4. Signs will be placed at the entrances of County buildings and in the Courthouse hallways requesting that all customers, vendors, and anyone else entering the building wear a face covering. Similar signs may be posted on office doors by the responsible elected official or department head.
5. Face coverings will be made available to the public in the offices of the responsible elected officials and department heads, and may also be available to the public in the Courthouse hallways.
6. Customers or vendors who are not wearing a face covering may be offered one by the employee assisting him or her. The County will not, however, try to force a customer to wear a face covering, nor should customers or vendors be turned away for refusing to wear a face covering.
7. The County will provide face coverings for all county employees.
8. The elected officials and department heads may authorize and/or require an employee to take a COVID test, which shall be paid for by the County invoiced against the elected officer's budget.

These procedures are effective Monday, October 12, 2020 until removed and rescinded by the Converse County Commissioners.

/s/ Robert G. Short, Chairman  
Board of Converse County Commissioners