SWEETWATER COUNTY

# PUBLIC NOTICE

**THE**
**SWEETWATER COUNTY COMMISSIONERS**
**WILL HAVE**
**A SPECIAL MEETING**
**ON**
**MONDAY, MAY 11, 2020**
**AT 8:30 A.M.**

**THE PURPOSE OF THE MEETING WILL BE FOR THE FOLLOWING:**

1. **CONSIDERATION OF OPENING COUNTY BUILDINGS**

**TO COMPLY WITH STATE PUBLIC HEALTH ORDERS AND COVID-19 RESTRICTIONS, THE BOARD OF COUNTY COMMISSIONER'S SPECIAL MEETING SCHEDULED FOR MAY 11, 2020, WILL NOT BE ACCESSIBLE AT THE COUNTY COURTHOUSE; BUT RATHER, IT WILL BE HELD USING VIDEO CONFERENCING TECHNOLOGY.**

**AS ALWAYS, THE PUBLIC IS INVITED TO WATCH THE PROCEEDINGS ON THE COUNTY YOUTUBE CHANNEL https://www.youtube.com/channel/UCPe1fuV_mrPq8dVoZ3FttNA/live WHERE THE MEETING WILL BE BROADCAST.**

****Notice sent to the Green River Star on Tuesday, May 5, 2020**

****Advertise on Wednesday, May 6, 2020****

RESOLUTION NO. 2020-05-CC-01

# A RESOLUTION AUTHORIZING THE REOPENING OF COUNTY FACILITIES

***WHEREAS,*** Due to the outbreak of the COVID-19/Coronavirus, the Sweetwater County Board of County Commissioners adopted **Resolution NO. 2020-03-CC-02**, closing certain Sweetwater County Buildings to the public, effective March 18, 2020.

***WHEREAS***, the President of the United States of America signed on April 16, 2020 the Opening Up American Again plan; and

***WHEREAS***, Wyoming Governor Mark Gordon and the Wyoming State Public Health Officer Alexa Harrist have issued various new public health orders and recommendations, easing restrictions on public places and public gatherings; and

***WHEREAS***, the Sweetwater County Commissioners believe that opening County government is a necessary step in the county recovering from the COVID-19 outbreak.

***NOW, THEREFORE, BE IT RESOLVED BY THE SWEETWATER COUNTY BOARD OF COUNTY COMMISSIONERS*** that effective May 18, 2020 that the Sweetwater County Courthouse shall be open to the public, as well as other County facilities more particularly described in the attached **COVID-19 REOPENING PLAN FOR SWEETWATER COUNTY.**

**Adopted and approved this the 11th day of May 2020.**

SWEETWATER COUNTY BOARD OF COUNTY COMMISSIONERS

Wally J. Johnson, Commission Chairman

Jeffrey W. Smith, Commissioner

Lauren Schoenfeld, Commissioner

Randal M. Wendling

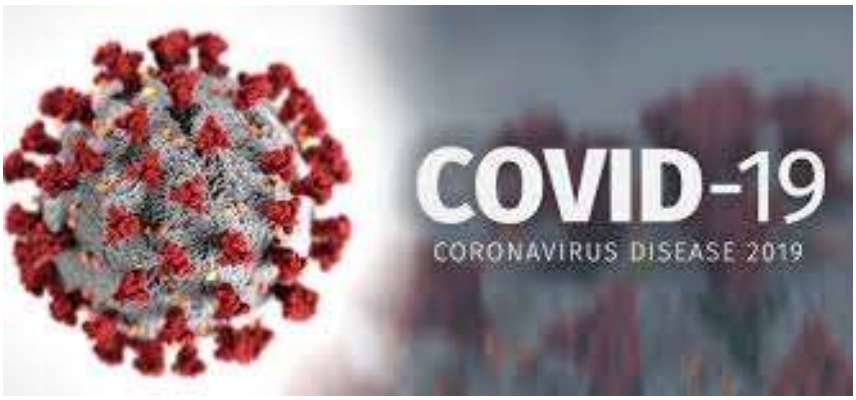
Roy Lloyd, Commissioner

ATTEST:

Cindy Lane, County Clerk

# *COVID-19*
# *REOPENING PLAN*
# *FOR*
# *SWEETWATER COUNTY FACILITIES*

***MAY***




***2020***

SWEETWATER COUNTY

## Purpose

On March 18, 2020, the Sweetwater County Board of County Commissioners approved **RESOLUTION No. 2020-03-CC-02**, which effectively closed specified Sweetwater County facilities as part of the national, statewide and local strategy to combat the spread of the COVID -19 virus. The purpose of this plan is to set forth the strategy to reopen Sweetwater County Public facilities for public use and the delivery of important governmental services, in accordance with the principles set forth in the White House's "Opening Up American Again" guidance, the principles of Wyoming Governor Mark Gordon's executive directives and the Wyoming State Health Department's initiatives to have local government create strategies for reopening that are relevant to the unique needs of the community. More specifically, Sweetwater County wishes to reopen Sweetwater County facilities gradually, while balancing the needs of the community with the health and safety of the served public and the County employees. Attainment of this goal is dependent upon the individual commitment of Sweetwater County residents and County staff.

### Adapting to a New Normal with Creative Solutions

Since the closing of Sweetwater County facilities in March, County departments have worked diligently, to meet public needs for County services in innovative ways, while avoiding the hazards of community gathering and face-to-face communications. Through this process, Sweetwater County has learned that the challenges presented by the COVID-19 virus have revealed opportunities to develop more efficient, cost effective and convenient strategies for the delivery of public services. As such, part of the Sweetwater County strategic reopening plan is to continue to expand and develop alternative service delivery methods in the following areas;

1. **On-Line Services:** The use of on-line services permits the public to obtain required services at a time and location that is convenient for them, as opposed to traveling to a public facility open Monday through Friday, 8:00 a.m. – 5:00 p.m. In addition, service delivery in this form limits exposure to COVID-19 and other communicable diseases. While not all services are appropriate for this service model, many are, and our goal is to continue to develop robust online services.

2. **Mail and Drop Boxes:** Many County services simply require remitting payment or a completed form or document and are not particularly time dependent, such as license plate tag renewals. These types of services are efficiently managed by simply placing them in the mail or dropping documents off in a drop box located outside of the facility. While the postal service is not expedient, many processes, such as tax payment, permit applications and license plate renewals have broad timeframes within which to complete and extensive notifications times within which to complete.

3. **Video Conferencing:** Throughout, the COVID-19 crisis, businesses and government alike have relied upon ZOOM, Microsoft Teams, Google Hangouts and many other innovative work collaboration and conferencing tools. Industry has made these tools inexpensive and widely available. For Sweetwater County, a County of 10,491 square miles, these tools are an effective way to meet with people, without creating the health risks associated with face-

to-face interaction. In addition, employees and members of the community can operate more efficiently, as they are not losing hours out of their day traveling the great open space of the County.

4. **Technology:** The application of technology has permitted many County business processes to move forth, despite the public health orders limiting personal interaction. Tools that permit digital document signing for example, have allowed the execution of agreements and forms, without physically being in the same location, thus minimizing exposure to contagious diseases and also providing a convenient and economical means of service delivery.

5. **Remote Payment:** The ability to process tax payments, fee payment, application fees, etc., using credit card transactions, electronic fund transfers (EFT's) and ACH payments, permits many processes in County government to proceed without congregating in a public building or traveling great distances for the public to conduct business. The main objection in these areas continues to be the additional payment required under Wyoming Law to accept credit card transactions.

6. **Public Access:** Public governance by its very nature must be open and transparent to the public. With social media, tools, such as Facebook, Twitter and You-Tube, the County has provided access to County government, previously made impossible. Continued development of these tools permits greater public participation and involvement. It allows people who are homebound or cannot travel, to participate. These tools allow people in remote parts of the County to participate, when they otherwise may not participate due to time and distance. This is a win-win situation, because we are increasing public access to government, while also helping minimize public and staff exposure to contagious diseases.

While none of these solutions are perfect or meet all the needs of Sweetwater County residents, they do offer tools for making the County more resilient to future disease outbreaks and, in many cases, provide better and more efficient services than simply driving to the courthouse.

## COVID-19 and the Five Important Facility Safety Recommendations

COVID-19 is a respiratory illness. Current information about symptoms is on the Centers for Disease Control and Prevention (CDC) website. COVID-19 is thought to mainly spread through droplets expelled when someone breathes, talks, sings, coughs, sneezes, etc. In most instances of transmission, close contact (sometimes called "face-to-face interaction") is believed to be responsible for spreading the virus when an uninfected individual breathes in the droplets from an infected individual. Close contact is when a person is within 6 feet of another person for a prolonged period of time (currently thought to be around 10 minutes).

Although it is not thought to be the primary mode of transmission, COVID-19 can also spread when a person touches a surface where droplets have settled and then touches their nose, mouth or eyes. These two main types of transmission are the basis for the core actions individuals can

take to prevent the spread of COVID-19. The County will encourage the practice of these five (5) core prevention strategies in County facilities.

**1) Physical Distancing**

Physical distancing (also called social distancing) means keeping space between yourself and other people who do not live with you. To practice physical distancing:

- Stay at least 6 feet from people who are not part of your household – "Farther is better."
- Do not gather socially in groups greater than 10 people.
- Stay out of crowded places and avoid mass gatherings.

**2) Cloth Face Coverings**

When outside the home, the wearing of cloth face coverings (masks) by all individuals who are unable to consistently maintain 6 feet of distance is strongly encouraged and at times required. Cloth face coverings are intended to trap droplets leaving the wearer's mouth and nose. This reduces the risk of spreading COVID-19 if someone is asymptomatic or is pre-symptomatic, which means they do not look or feel sick but can still pass COVID-19 on to others. Wearing a cloth face covering protects your neighbor. When your neighbor wears a cloth face covering, they are protecting you. Cloth face coverings also help to remind you not to touch your face with unwashed hands. The CDC has guidance on how to make, wear and care for a cloth face covering. When not wearing a cloth face covering (at home or when eating, for example), it is important to cough or sneeze into your elbow or a tissue and not your hand.

**3) Proper Handwashing**

Washing your hands with soap and water for at least **20 seconds** helps to remove the virus from your hands if you come in contact with the virus. If soap and water is not available and your hands are not visibly soiled, hand sanitizer that contains at least 60% alcohol can be used.

Remember to wash your hands after you have been in a public place or touched an item or surface that may be frequently touched by other people, such as door handles, tables, gas pumps, shopping carts, or electronic cashier registers/screens, etc. Wash your hands before touching your eyes, nose, or mouth because this is one way COVID-19 enters our bodies. The CDC website has more information on when and how to wash your hands.

**4) Cleaning Surfaces**

Regularly disinfecting surfaces with soap and water or EPA-registered household disinfectants (including bleach and cleaners containing at least 70% alcohol) helps to prevent transmission from droplets that may have settled on surfaces or have transferred to commonly used surfaces through touch, such as door handles and light switches.

**5) Stay Home if Sick or You are Instructed to Isolate/Quarantine by a Medical or Public Health Professional**

If you are sick or instructed to stay home, stay home. The strategies listed above rely on people staying home when they know they feel sick or have been told to isolate/quarantine. If you feel sick and are concerned, contact your doctor's office to determine if you need to be seen. If possible, ask others to deliver needed supplies instead of going to the store. If you live with others, follow CDC guidance for caring for someone who is sick at home.

# County Agency Facilities

Sweetwater County has numerous facilities occupied by various agencies. It is not the intent of this document to direct, or manage the operation of these agencies. As such, it shall be the responsibility of each agencies and their respective boards to set forth policies for the reopening of the facilities they occupy and operations they manage. The Board of County Commissioners encourages each agency to find creative ways to open public facilities for public use, while maintaining public and staff safety, following the recommendations herein, from the CDC and State and local Public Health orders and recommendations. Specifically, the following entities located in County facilities will need to develop their own reopening strategies and policies;

**County Agencies**

1. Memorial Hospital of Sweetwater County
2. Sweetwater County Events Complex
3. Southwest Counseling Service
4. Sweetwater County Board of Health
5. Sweetwater County Museum
6. Sweetwater County Library

**Other Agencies**

1. Golden Hour Senior Center
2. Sweetwater County Youth Home
3. Hospice of Sweetwater County
4. Wyoming Family Planning
5. Sweetwater County Respite Care
6. Sweetwater County Child Developmental Center
7. Sweetwater County Foodbank

# Sweetwater County Government Facilities

# Opening Dates and Restrictions

Sweetwater County has numerous facilities used for many diverse purposes. As such, each facility will be addressed individually in regards to reopening dates, restrictions and safety protocols, as follows;

**SWEETWATER COUNTY COURTHOUSE**
**80 WEST FLAMING GORGE WAY**
**GREEN RIVER, WY 82935**

***Note:*** *These guidelines shall apply to all areas of the County Courthouse, except the areas of the facility used by the District Court, which are managed by the Wyoming Supreme Court COVID-19 response plan.*

**Reopening Date:** Monday, May 18, 2020 **Contact:** Gene Legerski: 307-872-3921

The Sweetwater County Courthouse provides a variety of County services, and as such, is a potential location for staff and the public to aggregate and therefore a potential location for spreading COVID-19. To ensure public and staff safety, the following COVID-19 precautions shall be implemented at this facility;

1. **Door Screening:** An attendant stationed at the Flaming Gorge entrance to the Sweetwater County Courthouse will limit the number of persons coming into the courthouse at any one time. By limiting the number of people coming into the courthouse at one time, social distancing can be maintained within the halls, bathroom facilities, meeting rooms and within respective department offices. State and local public health guidance on group size will be followed.

2. **Ingress/Egress:** The South entrance to the Sweetwater County Courthouse from Flaming Gorge Way shall be the primary designated entrance to the Sweetwater County Courthouse, due to the proximity of handicap access, wheel chair ramps, automatic doors and a large foyer to accommodate the screening station and any groups that may develop. Persons visiting the courthouse will be asked to depart the facility using the West exit, onto North 1st West Street. This movement of the public will minimize congestion and help maintain social distancing by minimizing interaction between incoming and outgoing traffic, given the limited width of County hallways. (***See attached traffic flow diagrams)***

3. **Hand Washing:** Hand Sanitizer stations shall be available throughout the public areas of the Courthouse, including the entrances, hallways and public waiting rooms of the respective offices. Public bathrooms will be available with soap and water for proper handwashing. Staff will be provided with hand sanitizer as requested at their individual workstations.

4. **Face Coverings:** Consonant with the public health recommendations, face coverings will be required for all County staff while interacting with the public and/or other County staff when the social distancing guidelines contained herein cannot be maintained. Face coverings for the public shall be encouraged in public communications and by the door screening personnel, but are not required. Disposable masks will be provided to the public, if needed, and contingent upon supply and availability.

5. **Social Distancing:** In addition to the entrance screening, locations where patrons may be waiting in a line, will be demarcated with lines on the floor indicating the six (6) foot, social distancing guidelines.

6. **Public Communication:** Using the Public Information Officer in the Sheriff's Department, a public communication effort will communicate facility opening and safety procedures to the public prior to opening. Appropriate signage in and around the County Courthouse shall be placed to further communicate safe practices and recommended behavior for the safety of staff and the visiting public.

7. **Alternative Service Solutions:** Any member of the public requesting County services, but is uncomfortable with receiving services in accordance with these guidelines can request an accommodation from the Department Head or Elected Official managing the service. The Department Head or Elected Official will work with the requesting party to find alternative solutions to the desired public service.

**SWEETWATER COUNTY HEALTH AND HUMAN SERVICES (HHS) BUILDING**
**333 BROADWAY**
**ROCK SPRINGS, WY 82935**

***Note:*** *These guidelines shall apply to all areas of the County Health and Human Services Facility, except the areas managed by the Sweetwater County Board of Health.*

**Reopening Date:** Monday, May 18, 2020

**County Services at this location:**

- **Board of Health**
  **Contact:** Kim Lionberger: 307-922-5390

- **Sweetwater County Juvenile Probation Department**
  **Contact:** Karin Kelley: 307-872-3859

- **Sweetwater County Veteran Services**
  **Contact:** Sam Esquibel: 307-352-5442

1. **Ingress/Egress:** The South entrance to the Sweetwater Health and Human Services Building from Broadway shall be the primary designated entrance to this facility. Persons visiting the Health and Human Services Building for one of the above-mentioned County services can use the stairs or elevator to travel to the County Offices. Persons needing to visit public health will access the public health portion of the facility in accordance with the Sweetwater County Public Health guidelines, which may change from time-to-time to meet the demands of their response to COVID -19.

2. **Hand Washing:** Hand sanitizer stations shall be available throughout the public areas of the HHS facility, including the entrances, hallways and public waiting rooms of the respective offices. Public bathrooms will be available with soap and water for proper handwashing. County staff will be provided with hand sanitizer as requested at their individual workstations.

3. **Face Coverings:** Consonant with the public health recommendations, face coverings will be required for all County staff while interacting with the public and/or other County staff when the social distancing guidelines contained herein cannot be maintained. Face coverings for the public shall be encouraged in public communications and by County personnel, but are not required. Disposable masks will be provided to the public, if needed, contingent upon supply and availability.

4. **Public Communication:** Using the Public Information Officer in the Sheriff's Department, a public communication effort will communicate facility opening and safety procedures to the public prior to opening. Appropriate signage in and around the HHS Building shall be placed to further communicate safe practices and recommended behavior for the safety of staff and the visiting public.

5. **Alternative Service Solutions:** Any member of the public requesting County services, but is uncomfortable with receiving services in accordance with these guidelines can request an accommodation from the person managing the service. The person managing the service will work with the requesting party to find alternative solutions to the desired public service.

**SWEETWATER COUNTY JUSTICE CENTER**
**50140 US-191**
**ROCK SPRINGS, WY 82901**

***Note:*** *The Justice Facility is a public facility, which houses the Circuit Courts, Circuit Court Judges, Public Defender's Office and County Attorney's Office. Access to this facility will be managed in accordance with the Wyoming Supreme Court COVID-19 response plan.*

**Reopening Date: OPEN**, subject to restrictions of the Wyoming Supreme Court COVID-19 response plan

**Justice Center Security Post: 307-922-5318 Sweetwater County Circuit Court: 307-922-5220**
**Sweetwater County Attorney: 307-922-5260 Wyoming Public Defender's Office: 307-362-4474**

1. **Ingress/Egress:** There is one primary entrance to the Justice Center on the East side of the building. This access point is staffed by security personnel who will enforce the provisions of the Wyoming Supreme Court COVID-19 response plan.

2. **Hand Washing:** Hand sanitizer stations shall be available throughout the public areas of the Justice Center facility, including the entrances, hallways and public waiting rooms of the respective offices. Public bathrooms will be available with soap and water for proper handwashing. County staff will be provided with hand sanitizer as requested at their individual workstations.

3. **Face Coverings:** Consonant with the public health recommendations, face coverings will be required for all County staff while interacting with the public and/or other County staff when the social distancing guidelines contained herein cannot be maintained. Face coverings for the public shall be encouraged in public communications and by County personnel, but are not required. Disposable masks will be provided to the public, if needed, contingent upon supply and availability.

4. **Public Communication:** Using the Public Information Officer in the Sheriff's Department, a public communication effort will communicate facility opening and safety procedures to the public prior to opening. Appropriate signage in and around the Justice Center Building shall be placed to further communicate safe practices and recommended behavior for the safety of staff and the visiting public.

5. **Alternative Service Solutions:** Any member of the public requesting County services, but is uncomfortable with receiving services in accordance with these guidelines can request an accommodation from the person managing the service. The person managing the service will work with the requesting party to find alternative solutions to the desired public service.

**SWEETWATER COUNTY DETENION CENTER**
**50140 US-191**
**ROCK SPRINGS, WY 82901**
**Phone: 307-352-4900**

**Reopening Date:** Monday, May 11, 2020

The Sweetwater County Detention Center is only open for public access in the front lobby area. Visitation for prisoners can only be managed through virtual means by contacting the Detention Center at the above number. To ensure public and staff safety, the following COVID-19 precautions shall be implemented at this facility;

1. **Sneeze Guards/Service Windows:** All staff are enclosed behind a service window, with a pass-through drawer.

2. **Ingress/Egress:** The East entrance to the Sweetwater County Detention Facility shall be the primary designated entrance to the facility.

3. **Hand Washing:** Hand sanitizer stations shall be available throughout the public areas of the Detention Center. Public bathrooms will be available with soap and water for proper handwashing. Staff will be provided with hand sanitizer as requested at their individual workstations.

4. **Face Coverings:** Consonant with the public health recommendations, face coverings will be required for all County staff while interacting with the public and/or other County staff when the social distancing guidelines contained herein cannot be maintained. Face coverings for the public shall be encouraged in public communications, but are not required. Disposable masks will be provided to the public, if needed, and contingent upon supply and availability.

5. **Social Distancing:** Any locations where patrons may be waiting in a line, will be demarcated with lines on the floor indicating the six (6) foot, social distancing guidelines.

6. **Public Communication:** Using the Public Information Officer in the Sheriff's Department, a public communication effort will communicate facility opening and safety procedures to the public prior to opening. Appropriate signage in and around the County Courthouse shall be placed to further communicate safe practices and recommended behavior for the safety of staff and the visiting public.

7. **Alternative Service Solutions:** Any member of the public requesting County services, but is uncomfortable with receiving services in accordance with these guidelines can request an accommodation from the Elected Official managing the service. The Elected Official will work with the requesting party to find alternative solutions to the desired public service.

## ROAD AND BRIDGE FACILITIES, VEHICLE MAINTENANCE, PURCHASING AND FIRE DEPARTMENTS

**Rock Springs Road and Bridge Shop**
**Contact:** David Gil: 307-352-6772
1616 W. 2nd St.
Rock Springs, WY 82901

**Green River Road and Bridge Shop**
**Contact:** Tony Carson: 307-872-6471
95 Uinta Dr.
Green River, WY 82935

**Sweetwater County Vehicle Maintenance Shop**
**Contact:** Phil Brown: 307-922-5454
430 W. Blair Ave.
Rock Springs, WY 82901

**Sweetwater County Fire Department**
**Contact:** Mike Bournazian: 307-922-5360
430 W. Blair Ave.
Rock Springs, WY 82901

**Sweetwater County Purchasing Department**
**Contact:** Marty Dernovich: 307-922-5434
50140A US-191
Rock Springs, WY 82901

**Old Hospital**
**Contact:** Gene Legerski: 307-872-3921
731 "C" Street
Rock Springs, WY 82901

**Reopening Date:** These facilities do not provide direct public service and will remain closed to the public, except by appointment. Anyone needing to communicate with these facilities shall call the number listed above for an appointment.

## Sweetwater County Parks

**Sweetwater County Parks & Recreation Department**
**Contact:** Chris Bradford: 307-922-5450
655 Gookin-White Mountain Road
Rock Springs, WY 82901

The Sweetwater County Archery Range south of Rock

**Reopening Date:** Park facilities have not been closed and will remain open with the following restrictions. Big Sandy Youth Center in Farson will remain closed until further notice.

1. **Public Gatherings:** Any gathering at a Sweetwater County Park shall be in accordance with any public health orders in effect at the time.

2. **Use of Playground Equipment and Sports Areas:** These areas are open to the public so long as public use is consistent with all public health orders in effect. It will be the responsibility of the public using the park equipment to sanitize equipment prior and after use.

3. **Portable Bathrooms:** The facilities are open, however, it shall be the public responsibility to use proper hygiene before and after use.

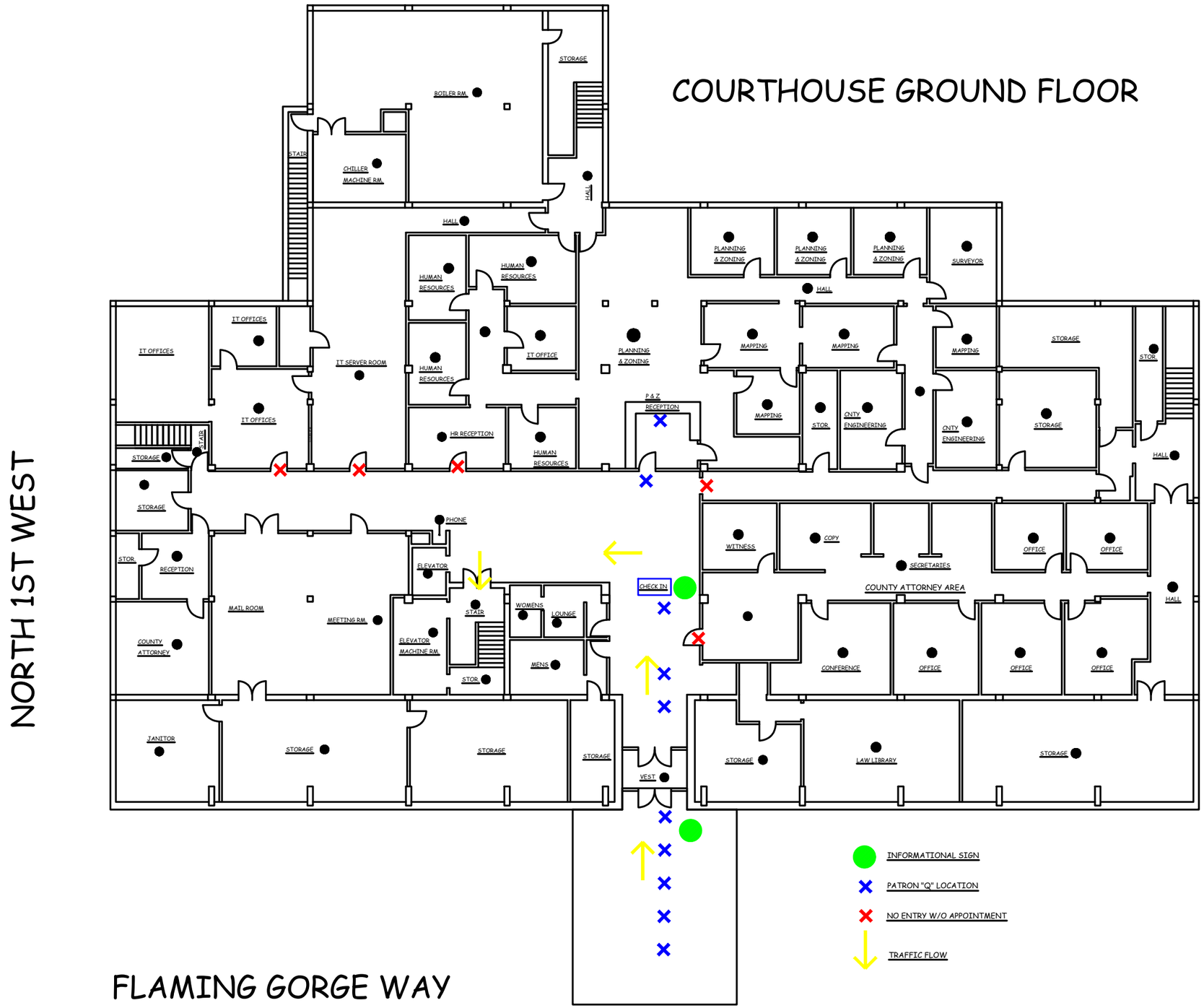
4. **Face Coverings:** Consonant with the public health recommendations, face coverings will be required for all County staff while interacting with the public and/or other County staff when the social distancing guidelines contained herein cannot be maintained. Face coverings for the public shall be encouraged in public, but are not required.

5. **Social Distancing:** Use of the Park facilities is contingent upon patrons continued adherence to any social distancing orders in effect.

6. **Public Communication:** Using the Public Information Officer in the Sheriff's Department, a public communication effort will communicate facility opening and safety procedures to the public prior to opening. Appropriate signage in and around the County parks shall be placed to further communicate safe practices and recommended behavior for the safety of staff and the visiting public.

7. **Overnight Camping:** Sweetwater County does not authorize any overnight camping in any Sweetwater County park and the Sheriff's Department will enforce such rules.

8. **Alternative Service Solutions:** Any member of the public requesting County services, but is uncomfortable with receiving services in accordance with these guidelines can request an accommodation from the Department Head managing the service. The Department Head will work with the requesting party to find alternative solutions to the desired public service.




SWEETWATER COUNTY

FACILITIES & ENGINEERING DEPARTMENT

# SWEETWATER COUNTY COURTHOUSE GROUND FLOOR COVID-19 TRAFFIC PLAN

Drawn By: GL
Checked By: GL
Date: 5/08/20
Revised:

1/1

DRAWING FILENAME: P:\SWC_GIS_CAD\DATA\Facilities\GR_Courthouse\GRCH Ground & First Floors COVID19.dwg LAYOUT NAME: 11x17H - GROUND FLOOR DATE: May 08, 2020 - 11:09am CAD OPERATOR: toomerm

LIST OF XREFS: [Copy of 3dCourtHouse] [GR Fire Escape (Ground)]

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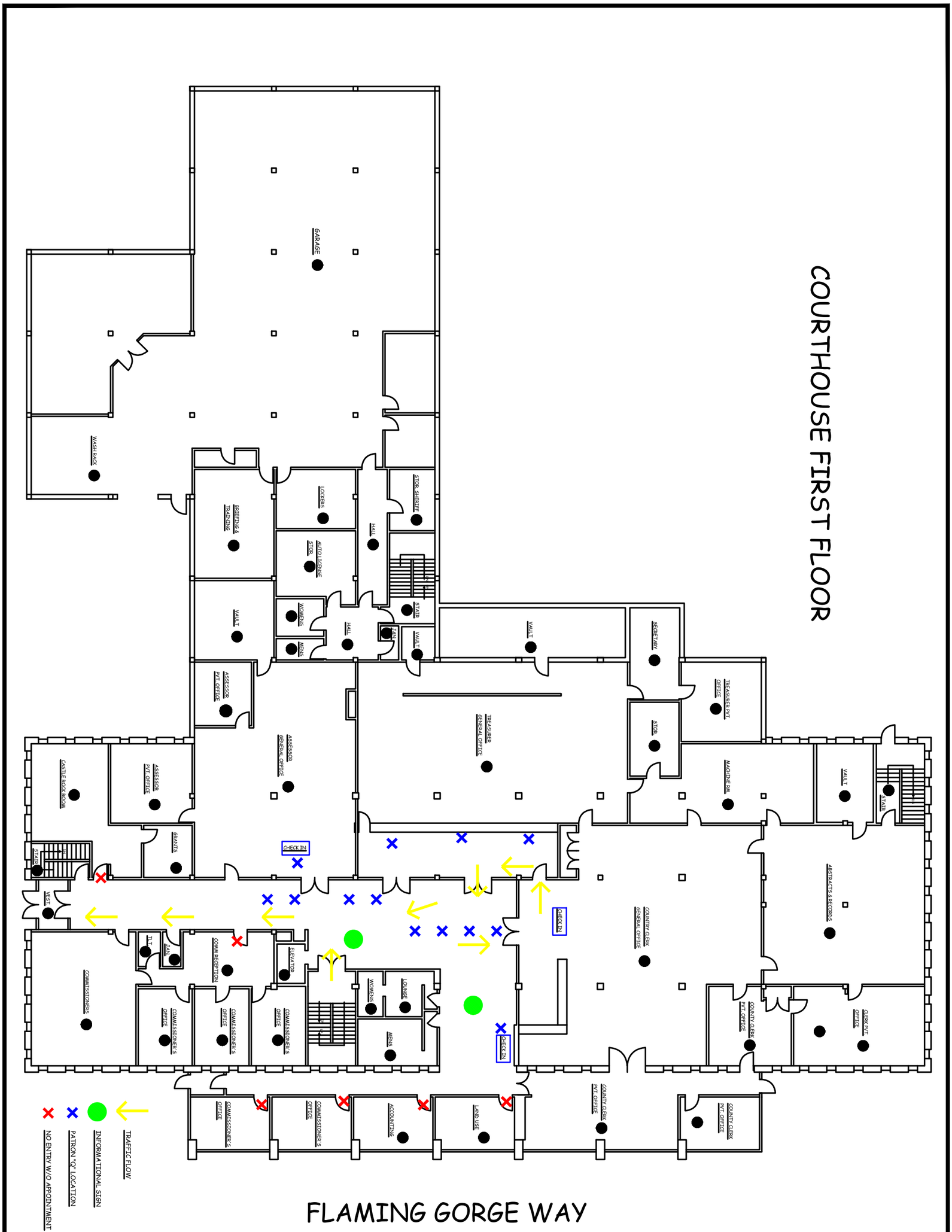


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| 1/1 | Drawn By: GL<br>Checked By: GL<br>Date: 5/08/20<br>Revised: | SWEETWATER COUNTY<br>COURTHOUSE FIRST FLOOR<br>COVID-19 TRAFFIC PLAN |

SWEETWATER COUNTY

FACILITIES & ENGINEERING DEPARTMENT