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

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### Additional Information

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
- 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
www.dol.gov
## FOR YOUR CUSTOMERS

<table>
<thead>
<tr>
<th>Create special shopping hours</th>
<th>Encourage and facilitate social distancing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dedicated days or times for people at higher risk of severe illness from COVID-19</td>
<td>Provide hand sanitizer at entrance</td>
</tr>
<tr>
<td>Encourage use of masks, gloves, or face coverings</td>
<td>Use contactless methods</td>
</tr>
<tr>
<td>Install shields or barriers between customers and employees</td>
<td>Contactless payment methods, no-touch trash cans, etc.</td>
</tr>
</tbody>
</table>

## RESOURCES

- health.wyo.gov/
- www.dol.gov/
- wyomingbusiness.org/covid19
- mainstreet.org/thepoint987
- wyomingsbdc.org
- wyomingbusiness.org/shopsafe
- www.cdc.gov/coronavirus