



EMPLOYEE GUIDE:

Readiness Actions Modification Plan (RAMP) *Infectious Disease/Pandemic*

Salt Lake City is modifying essential City operations to continue providing high quality services while protecting the health, safety, and general well-being of employees and community members. The **Readiness Actions Modification Plan (RAMP)** addresses the recent and highly disruptive changes of COVID-19. It creates a common framework across City operations to evaluate best health and safety practices for Salt Lake City's workforce.

The RAMP

Is a citywide guide on how SLC will modify operations to continue performing & providing essential functions

Categorizes City employees into 5 work environments, as City employees do not have universal work risks.

Summarizes impacts & internal & external guidelines for each work environment based on risk level.

Four Risk Levels

The RAMP presents staff a high-level overview on when and how to modify departmental functions during an emergency. It uses a **four-tiered system to reflect the varying levels of risk** during an emergency response activation.



High Risk

The situation **poses a major risk** to residents, visitors, and staff. City operations will be modified or suspended due to absenteeism or to prevent the spread of disease. Gatherings, activities, and some non-essential functions may be ceased for a period of time.

Moderate Risk

The situation **poses a significant risk** to residents, visitors, and staff. City operations and activities may be modified or canceled due to absenteeism or to prevent the spread of disease.

Low Risk

The situation **poses a minor risk** to residents, visitors, and staff.

New Normal

The situation **poses a minimal immediate risk** to residents, visitors, and staff. The City continues to conduct normal business and monitor threats.

Employees should regularly check slc.gov/ramp/ for department & division updates

Work Environment Guide: **Customer Service**

Employees who frequently interact with the public, whether in an office or open space setting.

Examples: Office assistants, event managers, compliance officers, etc.

WHEN IN **RED**
THROUGH
YELLOW RISK
LEVELS,
EMPLOYEES
SHOULD:



Disinfect high-touch areas



Social distance



Mask & PPE required



No contact with others



Stay home if ill

Work accommodations should be submitted to HR. **Regularly visit slc.gov/ramp/ for updates.**

Red

Telecommuting preferred, but if not possible follow these guidelines:

- *Modified services & non-essential services postponed*



Restrict public building access



No shared appliances



No in-person meetings



Do not share office equipment/tech



Electronic payments only



Stagger schedules



Signage on entrance doors



Virtual communication when possible



Employee health screenings mandatory

Orange

Telecommuting preferred, but if not possible follow both **RED & ORANGE guidelines** at orange risk level:

- *Modified services with some non-essential services provided*



Conduct formal health & safety risk assessments



Enhance cleaning operations

Yellow

Employees back in the office with staggered shifts/modified schedules where possible:

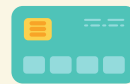
- *Modified services to allow for minimal public contact*



Employee health screenings mandatory



Public access by apt. only



Electronic payments encouraged



Virtual communication when possible



Limit sharing of office equipment/tech

Green

Employees back in the office:

- *Services provided as usual*



Disinfect high-touch areas



Stay home if ill