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: General Office**

Employees who work at a desk and have almost no face-to-face interaction with the public. **Examples: Finance, communications, etc.**

### Red

Telecommuting preferred, but if not possible follow these guidelines:
- *Modified services available & non-essential services postponed*

- No public building access
- No shared appliances
- No in-person meetings
- No handling cash. Cash payment in drop boxes
- Do not use shared office equipment/tech
- 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 available with some non-essential services provided*

- Conduct formal health & safety risk assessments

### Yellow

Employees back in the office with staggered shifts/modified schedules:
- Employee health screenings mandatory
- Public access by apt. only
- Electronic payments encouraged
- Virtual communication when possible
- Do not share office equipment/tech

### Green

Employees back in the office:
- Disinfect high-touch areas
- Stay home if ill
- Mask & PPE as needed