



# RAMP Plan for SLC Employees



In “high level transmission” COVID risk status, departments and workgroups should assess and consider the following:



## Stay Home (Telework)

All employees who have the ability to telework should do so. Alternate work scheduling is another option for employees who need some worksite presence. Remote employees visiting the office should conduct a self-assessment wellness screening prior to the visit. **Any employee who is feeling sick should stay home.**



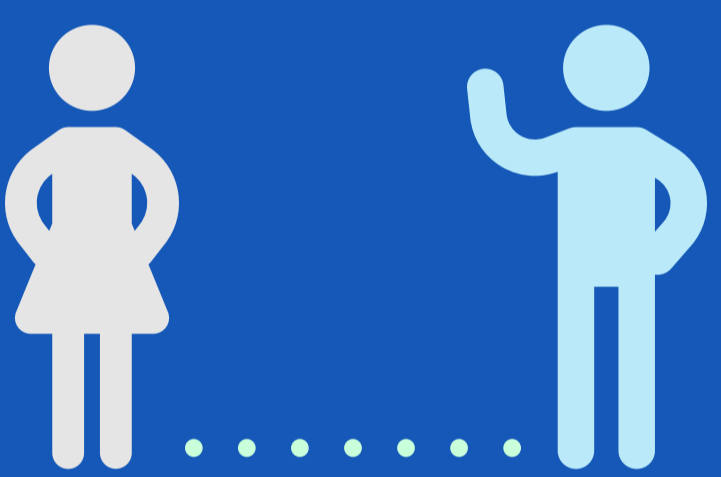
## Wear Masks

Masks must be worn by employees at all times in public indoor settings (hallways, restrooms, other circumstances where employee may encounter others), and outdoor shared spaces. Masks are not required in a private office or location where an employee can work alone. Managers with an employee who state a medical reason for not wearing mask should contact their HR Business Partner.



## Personal Sanitation

Stress the importance of hand washing and to cover the mouth (either with tissue or elbow) when coughing or sneezing. Remind employees to clean and disinfect after touching common surfaces and work station.



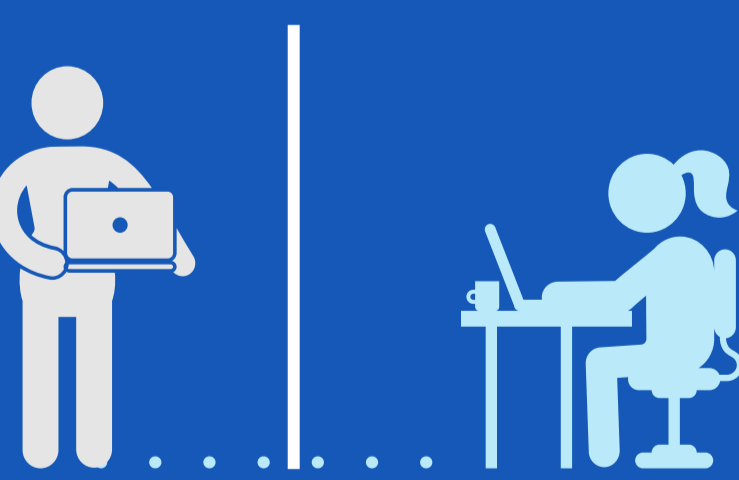
## Social Distancing

Supervisors should consider staggering schedules, lunches, and breaks to minimize direct employee contact. Employees should have separate vehicle assignments whenever possible. Employees traveling together in the same vehicle must wear masks (not optional).



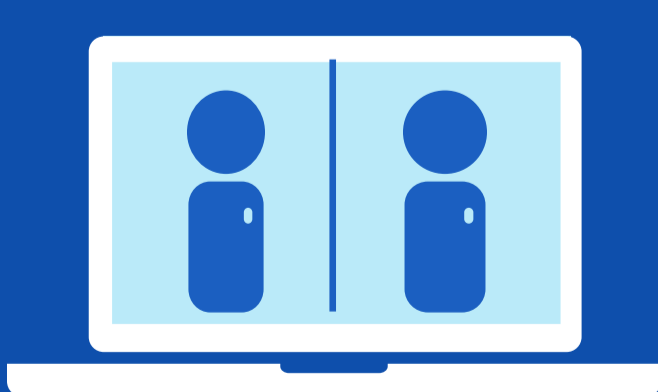
## Personal Protective Equipment (PPE) & Screenings

If you do not have the PPE you need (masks, thermometers, gloves, cleaning supplies), a City supply is available and can be requested through the department by submitting a **Service Now ticket**. Touchless temperature checks and wellness screenings must be completed by an employee prior to entering a City building. Minimize entry points into the building to ensure all employees are screened. Tracking responses to the screening is not necessary in most cases.



## Customer Service

Provide customer service with proper distancing and sensible plexiglass barriers to protect employees and the public. Interactions with the public should be by appointment only. Supervisors can request a workspace assessment through Service Now to have Facilities evaluate the need for plexiglass barriers and workplace reconfiguration.



## Meetings & Conference Calls

All gatherings should be 10 or fewer, and meetings should be done virtually whenever possible.



## Together, we can overcome this!

If you share a building with other departments, collaborate to share duties if possible. Refer to the “SLC Coronavirus Wellness Screening Protocols” for more information.