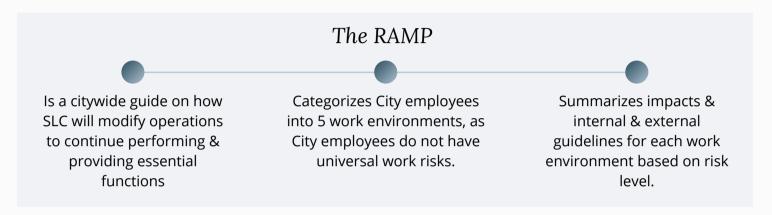


EMPLOYEE GUIDE: Readiness Actions Modification Plan (RAMP) Infectious Disease/Pandemic

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.



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 <u>slc.gov/ramp/</u> for department & division updates

Work Environment Guide: Workshop/Warehouse

Employees who spend much, if not all, of their time in a warehouse or workshop. *Examples: Fleet mechanic, carpenter, etc.*

