



## 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/](http://slc.gov/ramp/) 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.*

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/](http://slc.gov/ramp/) for updates.**

## Red

- *Restrictions on services provided*



No shared tools



Adjust operations to prevent group gatherings



Do not share office equipment/tech.



Only staff allowed in office



Modify schedules



Virtual Internal & external communication



Take vehicles home. 1 person per vehicle



Employee health screenings mandatory

## Orange

Employees should follow both **RED & ORANGE guidelines** at orange risk level:

- *Some restrictions on services provided lifted*



Review schedule modifications

## Yellow

- *Some restrictions on services provided lifted*



Stagger schedules



Limited tool sharing



Employee health screenings mandatory



1 person per vehicle & take home fees cont.



Virtual communication when possible

## Green

Normal business hours and schedules resume

- *All services provided as usual*



PPE required



Disinfect high-touch areas



Stay home if ill