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/](https://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.*

**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*

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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.**