

To provide resources, IPMA-HR Utah has created adaptable guidelines and best practices that should be updated to meet your organization's needs. We hope you will find this template useful while taking the time to look at your individual organization's needs and timeframes of implementation. The purpose of this document is to supplement the State of Utah's Leads Together Plan, not replace it.

Phased Guidelines for Municipal Operations to Maximize Community Health and Delivery of City Services

In cooperation with the State, County, and Local leaders, we are unified in our response to COVID-19 and our economic recovery. In alignment with the Utah Leads economic recovery plan, we have aligned our business operation plan with the State's roadmap for reactivation of the Utah economy, while stabilizing population health. These guidelines may provide appropriate guidance for staff and the general public as it relates to services and programs and ensuring safety of your employees.

***A Note about Best Practices-** HR leaders are seeing multiple concerns across organizations. In recommending best practices, we provide insight and recommendations. Please note that your ability to adapt these practices to your organization will be much more successful than taking these at face value. As a general disclaimer, always have your Legal Counsel review your policies and processes.*

Humans First, then Employees

- Providing basic human needs of safety, security, and stability through communication, resources, and technology is critical in the short-term and long-term success of your organization. Make time to understand, show compassion, and connect with your employees.

Emergency/Situational Management:

- Identify a workplace coordinator or team who will be responsible for COVID-19 issues and their impact in the workplace.
- Develop (or engage a current) pandemic planning task force and review the CDC's business checklist.
- Establish an emergency communication plan with key contacts and backups, chain of communications, and processes for tracking and communicating; share the response plan with employees and communicate expectations.
- Educate workforce about the threat of the pandemic, what the organization is doing, and what they should do to protect themselves and their families.
- Identify essential employees, business functions, and other critical inputs (e.g., raw materials suppliers, subcontractor services/products, logistics required to maintain operations); determine appropriate new policies.
- Consider what reserve supplies might be necessary to stockpile (e.g., cleaning supplies, gloves or other protective equipment).

Managing Concerns of Public/Employees

- Residents and employees may voice their concerns and strong opinions during these times. Ensure your staff has access to a central PIO or communications officer to address citizen concerns. Let residents know you are working closely with the State and County to ensure alignment and decisions are being made with all the information available.
- Each department leader should work through the PIO or communications specialist for messaging to the public. Ensure your organization's messaging is consistent with other departments in the organization.
- Each department should understand their role in the organization. Make sure each employee is coded and can be verified as essential or non-essential with documentation. Be prepared to discuss why certain employees are essential workers.

- Prepare for absenteeism—not only sick employees will stay home; others may need to care for the sick or children if schools close; those employees should notify their supervisors.

Public Safety vs. Individual Freedoms

- Have flexibility in your phased opening plans to balance individual freedom and organization's business necessity. Be prepared to respond to complaints and rallies. Understand laws and ensure you are not taking a stance that is more stringent than the laws allow. Responses should go through the PIO or communications specialist; employees should ensure strong emotions are not dictating a response.
- Organizations positions/enforcement on wearing masks. Work with your legal department to provide wording to your employees about the organization's stance on wearing masks. If you require masks, make sure it is communicated what the action will be for those who chose not to wear masks. Have a plan in place to discuss options for employees if they state they do not want or are unable to wear a mask.
- Engage in interactive processes for accommodations. Employees may have a legal reason they are unable to wear a mask; religion, medical condition etc. Employees may also have an underlying medical condition making them at risk to come back into work or may have medical anxiety and fear of coming into work during a pandemic. Allow employees to discuss concerns in private meetings without fear of discipline or retaliation. HR is a great avenue to have an open door for employees to ask for help or self-report medical issues.
- Managers should never assume they know what is best for the employee. Management should not be the only decision makers on how to handle employee situations. Allow the employee to engage in discussions on accommodations and ensure there is a medical note to verify the information. Allow a medical professional to diagnose the issue and limitations rather than a manager or City leader.

Use Human Resources

- Train managers/supervisors on what to look for when an employee is sick or show signs of symptoms. Managers should always work with HR before sending an employee home. Most employees will understand and leave when they are sick, but others will claim they are fine and want to stay at the workplace. Incentivize the behavior that will protect your organization but take into consideration individual circumstances of limited sick time or money or reasons the employees feel they need to stay at work. Create policies and practices that allow sick employees to go home.
- Work with HR to remind the organization about non-discrimination practices (ADA, age, national origin, etc.). Don't assume it is okay to send everyone 65+yrs home for their safety precautions. This may be viewed as discriminatory.
- Don't be an unemployment expert. Consider consistent messaging to staff on unemployment benefits by referring questions on eligibility to Department of Workforce Services Unemployment Insurance counselors.

Internal Communications

- Identify a workplace coordinator or committee who will be responsible for COVID-19 issues and their impact in the workplace.
- Issue memos and policies to staff about safety, behavioral, environmental precautions. Make sure communication is clear for all levels of staff. Keeping staff informed will better ensure they are receiving the information and they are aware of expectations.
- Use online conferencing, email, or the phone instead of in-person meetings, even when people are in the same building.
- Establish an emergency communication plan with key contacts and backups, chain of communications, and processes for tracking and communicating; share the response plan with employees and communicate expectations.
- Ensure every employee's contact numbers and emergency contact details are up to date; ensure a plan is in place to reach employees quickly.
- Encourage digital files rather than paper formats (e.g., documentation, invoices, inspections, forms, agendas).

- Educate workforce about the threat of the pandemic, what the business is doing, and what they should do to protect themselves and their families.

Symptom Checking and COVID-19 Tests for Employees

- Work with your Legal and HR department to determine requirements on COVID-19 testing. Consider the essential need of the position and the individual’s rights for medical testing. Have a policy about who and how often an employee is tested. Be prepared to discuss why certain individuals or departments will be required for testing while others will not. It is more common for Public Safety and Water Department employees to be tested than for other departments.
- Strongly consider the testing recommendation of a medical provider as the determining factor for testing rather than a blanket city testing policy.
- Have a consistent process in place. If the testing is required by the organization, think about paying that employee for their time and paying for the test. Often insurances will cover the full cost of a COVID-19 test.
- Ensure employees know where to go to get tested, how and when to get results.

Tiered General Guidelines for Public Buildings

	High Risk	Moderate Risk	Low Risk	Normal Risk
Public Building Access	Maintain control measures to limit building access.	Maintain control measures to limit building access.	Reopen buildings to the general public if recommended health guidelines can be maintained.	Reopen buildings to the general public if recommended health guidelines can be maintained.
Provide Alternatives to Accessing Public Buildings	<p>Public encouraged to access services remotely as much as possible including initiatives such as online bill pay.</p> <ul style="list-style-type: none"> • Use all communication channels to educate the public about online services and services offered over the phone. • Post signs outside of the building encouraging patrons not to come in if services can be performed remotely. <p>Public encouraged to schedule an appointment for service when unable to conduct business with the City remotely, via phone, or other technology.</p> <ul style="list-style-type: none"> • Offer web-meeting options. 	<p>Public encouraged to access services remotely as much as possible including initiatives such as online bill pay.</p> <ul style="list-style-type: none"> • Use all communication channels to educate the public about online services and services offered over the phone. • Post signs outside of the building encouraging patrons not to come in if services can be performed remotely. <p>Public encouraged to schedule an appointment for service when unable to conduct business with the City remotely, via phone, or other technology.</p> <ul style="list-style-type: none"> • Offer web-meeting options. 	<p>Those who fall into the “Vulnerable Population” are encouraged to access services remotely as much as possible including initiatives such as online bill pay.</p> <ul style="list-style-type: none"> • Use all communication channels to educate the public about online services and services offered over the phone. • Post signs outside of the building encouraging patrons not to come in if services can be performed remotely. <p>Those who fall into the “Vulnerable Population” are encouraged to schedule an appointment for service when unable to conduct business with the City remotely, via phone, or other technology.</p> <ul style="list-style-type: none"> • Offer web-meeting options. 	
Public Access Requirements	<p>Take extreme precaution to minimize access to public buildings. Consider the following entrance controls:</p> <ul style="list-style-type: none"> • Closing the building to the general public. • Limit hours of service if staffing levels dictate. • Limiting public access to building to one entrance. • Post staff to monitor entrance and perform symptom checking. • Post signage that encourages self-checks. Sign templates can be found on Canva.com or your Health Department Website. 	<p>When allowing the public to enter the building, consider the following entrance controls:</p> <ul style="list-style-type: none"> • Limit hours of service if staffing levels dictate. • Limiting public access to building to one entrance. • Post staff to monitor entrance and perform symptom checking. • Post signage that encourages self-checks. Sign templates can be found on Canva.com or your Health Department Website. • Anyone experiencing any symptoms should not be permitted to enter the building. 	<p>When allowing the public to enter the building, consider the following entrance controls:</p> <ul style="list-style-type: none"> • Post signage that encourages self-checks. Sign templates can be found on Canva.com or your Health Department Website. • Anyone experiencing any symptoms should not be permitted to enter the building. • Post signage informing patron’s requirements inside the building, e.g., masks, sanitizing requirements, no grouping, maintaining 6ft distance from employees, 	

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	<ul style="list-style-type: none"> Anyone experiencing any symptoms should not be permitted to enter the building. Post signage informing patron’s requirements inside the building, e.g., masks, sanitizing requirements, no grouping, maintaining 6ft distance from employees, etc. Sign templates can be found on Canva.com or your Health Department Website. 	<ul style="list-style-type: none"> Post signage informing patron’s requirements inside the building, e.g., masks, sanitizing requirements, no grouping, maintaining 6ft distance from employees, etc. Sign templates can be found on Canva.com or your Health Department Website. 	<p>etc. Sign templates can be found on Canva.com or your Health Department Website.</p>	
Patron Requirements	<p>When serving customers inside public buildings consider the following:</p> <ul style="list-style-type: none"> Require patrons to wear masks inside the building when social distancing guidelines cannot be maintained. Meetings with patrons should be done in spaces that can accommodate 6ft distancing between all parties or parties must wear masks. Require patrons to use provided hand sanitizer at the POS. Any patron who refuses to comply with health and safety standards should be asked to leave. 	<p>When serving customers inside public buildings consider the following:</p> <ul style="list-style-type: none"> Require patrons to wear masks inside the building when social distancing guidelines cannot be maintained. Meetings with patrons should be done in spaces that can accommodate 6ft distancing between all parties or parties must wear masks. Require patrons to use provided hand sanitizer at the POS. Any patron who refuses to comply with health and safety standards should be asked to leave. 	<p>When serving customers inside public buildings consider the following:</p> <ul style="list-style-type: none"> Encourage patrons to wear masks inside the building when social distancing guidelines cannot be maintained. Meetings with patrons should be done in spaces that can accommodate 6ft distancing between all parties or parties should wear masks. Require patrons to use provided hand sanitizer at the POS. Any patron who refuses to comply with health and safety standards should be asked to leave. 	<ul style="list-style-type: none"> Encourage “vulnerable” patrons to wear masks inside the building when social distancing guidelines cannot be maintained.
Point of Sales (POS) and Public Spaces	<p>Consider the following changes to POS stations and other public spaces inside the building:</p> <ul style="list-style-type: none"> Post signage at POS that reminds patrons of 6ft distancing requirements. Mark floor around POS with 6ft distancing reminders. Make additional marks for potential queuing. Create a physical barrier between the employee and the patron at the POS, e.g., stanchions, ropes, tables, Plexiglas, etc. Remove pens or provide disposable pens at POS. Encourage contactless pay options if possible; otherwise immediately use disinfectant wipes on the screen and keypad. Remove all furnishings in the building that may encourage social gathering. Move furniture in public spaces so it is 6ft apart from the next piece of furniture. Cover any fixed furniture to maintain 6ft distancing. Post hygiene reminder signs in public restrooms. Sign templates can be found on Canva.com or your Health Department Website. Disable any public vending machines in the building. Establish protocols for period daily cleaning and nightly disinfection of public spaces and high-touch areas. 	<p>Consider the following changes to POS stations and other public spaces inside the building:</p> <ul style="list-style-type: none"> Post signage at POS that reminds patrons of 6ft distancing requirements. Mark floor around POS with 6ft distancing reminders. Make additional marks for potential queuing. Create a physical barrier between the employee and the patron at the POS, e.g., stanchions, ropes, tables, Plexiglas, etc. Remove pens or provide disposable pens at POS. Encourage contactless pay options if possible; otherwise immediately use disinfectant wipes on the screen and keypad. Remove all furnishings in the building that may encourage social gathering. Move furniture in public spaces so it is 6ft apart from the next piece of furniture. Cover any fixed furniture to maintain 6ft distancing. Post hygiene reminder signs in public restrooms. Sign templates can be found on Canva.com or your Health Department Website. Disable any public vending machines in the building. Establish protocols for period daily cleaning and nightly disinfection of public spaces and high-touch areas. 	<p>Consider the following changes to at least one POS station used to service our “Vulnerable Population” and other public spaces inside the building:</p> <ul style="list-style-type: none"> Post signage at POS that reminds patrons of 6ft distancing requirements. Mark floor around POS with 6ft distancing reminders. Make additional marks for potential queuing. Create a physical barrier between the employee and the patron for at least one POS station used to service our “Vulnerable Population”, e.g., stanchions, ropes, tables, Plexiglas, etc. Remove pens or provide disposable pens at POS. Encourage contactless pay options if possible; otherwise immediately use disinfectant wipes on the screen and keypad. Move furniture in public spaces so it is 6ft apart from the next piece of furniture. Cover any fixed furniture to maintain 6ft distancing. Post hygiene reminder signs in public restrooms. Sign templates can be found on Canva.com or your Health Department Website. Establish protocols for period daily cleaning and nightly disinfection of public spaces and high-touch areas. 	

High Risk

Moderate Risk

Low Risk

Normal Risk

Tiered General Guidelines for Public Employees and Employers

General Guidelines for Employees	High Risk	Moderate Risk	Low Risk	Normal Risk
	<p>Employees should not come to work if sick or exhibiting signs or symptoms consistent with COVID-19.</p> <ul style="list-style-type: none"> Post staff to monitor entrance and perform symptom checking or post signage at all employee entrances requiring employees to do a symptom checking prior to entering the building. Symptoms include fever of 100.4 degrees Fahrenheit or above, cough, trouble breathing, sore throat, sudden change in taste or smell, muscle aches or pains. Immediately leave the building and notify your supervisor of your symptoms. <p>Employees should increase attention to personal hygiene.</p> <ul style="list-style-type: none"> Frequently wash hands (soap and water/20 seconds) or use an alcohol based (60-95% alcohol) hand sanitizer. Employees are to avoid contact with their mouth (such as smoking, food, chewing, etc.) and then touching commonly touched surfaces without washing or sanitizing in between. Cover sneeze/cough. Employee in each work area are assigned responsibility for frequent cleaning of highly touched areas (e.g. door handles, steering wheels, hand tools, handrails, counter tops, card readers, copy machines, etc.) <p>Employees are also required to adhere to the following:</p> <ul style="list-style-type: none"> Maintain social distancing; a minimum of 6-foot distance from any other coworker or customer. Wear face coverings (e.g. masks, bandanas, etc.) when interacting with another who is wearing a face mask when 6-foot distance cannot be maintained. Avoid unnecessary socialization or in-person interactions with others to provide for enhanced social distancing. Avoid shaking hands or engage in any unnecessary physical contact. Employees and customers should not congregate in groups of more than 10 people. Use online conferencing, email, or the phone instead of in-person meetings, even when people are in the same building, whenever reasonably possible. 	<p>Employees should not come to work if sick or exhibiting signs or symptoms consistent with COVID-19.</p> <ul style="list-style-type: none"> Post staff to monitor entrance and perform symptom checking or post signage at all employee entrances requiring employees to do a symptom checking prior to entering the building. Symptoms include fever of 100.4 degrees Fahrenheit or above, cough, trouble breathing, sore throat, sudden change in taste or smell, muscle aches or pains. Immediately leave the building and notify your supervisor of your symptoms. <p>Employees should increase attention to personal hygiene.</p> <ul style="list-style-type: none"> Frequently wash hands (soap and water/20 seconds) or use an alcohol based (60-95% alcohol) hand sanitizer. Employees are to avoid contact with their mouth (such as smoking, food, chewing, etc.) and then touching commonly touched surfaces without washing or sanitizing in between. Cover sneeze/cough. <ul style="list-style-type: none"> Employee in each work area are assigned responsibility for frequent cleaning of highly touched areas (e.g. door handles, steering wheels, hand tools, handrails, counter tops, card readers, copy machines, etc.) <p>Employees are also required to adhere to the following:</p> <ul style="list-style-type: none"> Maintain social distancing; a minimum of 6-foot distance from any other coworker or customer. Face coverings (e.g. masks, bandanas, etc.) encouraged to be worn in public spaces in when difficult to maintain a 6-foot distance from others. Avoid unnecessary socialization or in-person interactions with others to provide for enhanced social distancing. Avoid shaking hands or engage in any unnecessary physical contact. Employees and customers should not congregate in groups of more than 20 people. Use online conferencing, email, or the phone instead of in-person meetings, even when people are in the same building, whenever reasonably possible. 	<p>Employees should not come to work if sick or exhibiting signs or symptoms consistent with COVID-19.</p> <ul style="list-style-type: none"> Post staff to monitor entrance and perform symptom checking or post signage at all employee entrances requiring employees to do a symptom checking prior to entering the building. Symptoms include fever of 100.4 degrees Fahrenheit or above, cough, trouble breathing, sore throat, sudden change in taste or smell, muscle aches or pains. Immediately leave the building and notify your supervisor of your symptoms. <p>Employees should increase attention to personal hygiene.</p> <ul style="list-style-type: none"> Frequently wash hands (soap and water/20 seconds) or use an alcohol based (60-95% alcohol) hand sanitizer. 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Use digital files rather than paper formats (e.g., documentation, invoices, inspections, forms, agendas). Don't ever use paper again. ☺ Sanitize shared resources or other work tools and equipment, when possible. 	<p>Employees should not come to work if sick or exhibiting signs or symptoms consistent with COVID-19.</p> <ul style="list-style-type: none"> Post staff to monitor entrance and perform symptom checking or post signage at all employee entrances requiring employees to do a symptom checking prior to entering the building. Symptoms include fever of 100.4 degrees Fahrenheit or above, cough, trouble breathing, sore throat, sudden change in taste or smell, muscle aches or pains. Immediately leave the building and notify your supervisor of your symptoms. <p>Employees should maintain proper personal hygiene habits.</p> <p>Healthy employees can return to normal work activity with reasonable precautions in place.</p> <p>Any employee who is sick, unable to work for COVID-19 related reasons, or is considered a "vulnerable" employees should work with their medical providers to determine the appropriate precaution to provide for personal safety. Simultaneously, employees should work with their supervisor and HR to determined reasonable accommodations, discuss alternative work arrangements, and/or their leave and pay options.</p> <ul style="list-style-type: none"> The burden for notice of need should rest with the employee. Employees may be able to use their own sick/vacation leave if policy permits. FFCRA Emergency Federal Paid Sick Leave expires 12/31/20. Emergency Family and Medical Leave Act Expansion (EFMLEA) expires 12/31/20 Employees must contact HR in a timely manner to qualify for leave/pay.

High Risk

Moderate Risk

Low Risk

Normal Risk

	<ul style="list-style-type: none"> Use digital files rather than paper formats (e.g., documentation, invoices, inspections, forms, agendas). Avoid sharing resources or other work tools and equipment, when possible. Ensure contact numbers and emergency contact details are up to date in case your supervisor need to reach you quickly. <p>Any employee who is sick, unable to work for COVID-19 related reasons, or is considered a “vulnerable” employees should work with their medical providers to determine the appropriate precaution to provide for personal safety. Simultaneously, employees should work with their supervisor and HR to determined reasonable accommodations, discuss alternative work arrangements, and/or their leave and pay options.</p> <ul style="list-style-type: none"> The burden for notice of need should rest with the employee. Employees may be able to use their own sick/vacation leave if policy permits. Employees may qualify for FFCRA Emergency Federal Paid Sick Leave. Employees may qualify for Emergency Family and Medical Leave Act Expansion (EFMLEA). Employees must contact HR in a timely manner to qualify for leave/pay. 	<ul style="list-style-type: none"> Use digital files rather than paper formats (e.g., documentation, invoices, inspections, forms, agendas). Avoid sharing resources or other work tools and equipment, when possible. Ensure contact numbers and emergency contact details are up to date in case your supervisor need to reach you quickly. <p>Any employee who is sick, unable to work for COVID-19 related reasons, or is considered a “vulnerable” employees should work with their medical providers to determine the appropriate precaution to provide for personal safety. Simultaneously, employees should work with their supervisor and HR to determined reasonable accommodations, discuss alternative work arrangements, and/or their leave and pay options.</p> <ul style="list-style-type: none"> The burden for notice of need should rest with the employee. Employees may be able to use their own sick/vacation leave if policy permits. Employees may qualify for FFCRA Emergency Federal Paid Sick Leave. Employees may qualify for Emergency Family and Medical Leave Act Expansion (EFMLEA). Employees must contact HR in a timely manner to qualify for leave/pay. 	<ul style="list-style-type: none"> Ensure contact numbers and emergency contact details are up to date in case your supervisor need to reach you quickly. <p>Any employee who is sick, unable to work for COVID-19 related reasons, or is considered a “vulnerable” employees should work with their medical providers to determine the appropriate precaution to provide for personal safety. Simultaneously, employees should work with their supervisor and HR to determined reasonable accommodations, discuss alternative work arrangements, and/or their leave and pay options.</p> <ul style="list-style-type: none"> The burden for notice of need should rest with the employee. Employees may be able to use their own sick/vacation leave if policy permits. Employees may qualify for FFCRA Emergency Federal Paid Sick Leave. Employees may qualify for Emergency Family and Medical Leave Act Expansion (EFMLEA). Employees must contact HR in a timely manner to qualify for leave/pay. 	
<p>General Guidelines for Employer</p>	<p>Public employers take extreme precaution.</p> <p>Managers/leadership should be trained to spot symptoms of COVID-19 and to be clear on relevant protocols.</p> <ul style="list-style-type: none"> Supervisors should send employees home immediately if they report to work sick or exhibiting symptoms. The employee should be instructed to seek the advice of a medical professional about their symptoms and return to work only after being released by their medial professional to do so. <ul style="list-style-type: none"> COVID-19 Testing should be required at the direction of a medical professional. The employees work area should be disinfected immediately. If the employee tests positive for COVID-19, employers should work with their local health department to trace and inform potentially exposed co-workers in a confidential manner. 	<p>Public employers take extreme precaution.</p> <p>Managers/leadership should be trained to spot symptoms of COVID-19 and to be clear on relevant protocols.</p> <ul style="list-style-type: none"> Supervisors should send employees home immediately if they report to work sick or exhibiting symptoms. The employee should be instructed to seek the advice of a medical professional about their symptoms and return to work only after being released by their medial professional to do so. <ul style="list-style-type: none"> COVID-19 Testing should be required at the direction of a medical professional. The employees work area should be disinfected immediately. If the employee tests positive for COVID-19, employers should work with their local health department to trace and inform potentially exposed co-workers in a confidential manner. 	<p>Public employers take reasonable precautions.</p> <p>Managers/leadership should maintain vigilance with respect to symptom detecting and adhering to relevant COVID-19 protocols.</p> <p>Managers/leadership should continue to urge sick employee to stay home and deal with absenteeism as appropriate.</p> <p>Re-evaluation of alternative workplace modifications such as alternate work hours, and workspace redesign. (See COVID Remote Working Questions)</p> <ul style="list-style-type: none"> Hours of operation may come more in-line with “normal” business hours if proper hygiene standards and cleaning protocols can be maintained. Some non-essential work tasks that had been postponed could be performed with appropriate PPE. Consider the recall of furloughed employees. <ul style="list-style-type: none"> Make sure there is a policy on place that documents how the recall of employees is 	<p>Public employers take reasonable precautions.</p> <ul style="list-style-type: none"> Interactions in larger groups, with strict hygiene measures and symptom monitoring Evaluate mass gatherings based on herd immunity and monitoring/testing rates

High Risk

- Those potentially exposed employees should seek the advice of a medical professional about their symptoms and return to work only after being released by their medical professional to do so.
- Managers/leadership should determine who is considered an “essential employee” and communicate the determination to staff.
- This determination may already be in place and documented in your EOP.
 - Employees should understand what that means for them and what responsibilities come with that determination.
 - Essential employees may or may not be eligible for the same work accommodations or leave options (see below) as non-essential employees.
- Managers/leadership should prepare for absenteeism. Not only sick employees will stay home. Other employees may need to be away from work because they:
- They have identified a potential personal exposure to COVID-19.
 - Need to care for the sick
 - Need to deal with childcare issues if schools close
 - Consider themselves among the “vulnerable” population
 - Are responsible for caring for or live with a member of the “vulnerable” population, and/or,
 - Are not comfortable leaving their homes or coming to work.
- In all these cases, Human Resources should work with the employee and the supervisor to identify:
- Pay options (See [Pay Flowchart](#))
 - City provided leave options (Implement a non-punitive leave policy so employees won’t feel pressure to come in to work sick)
 - Federally provided leave options (See [Leave Request Form](#))
 - Reasonable Accommodations as defined by the ADA (See [Reasonable Accommodation Request Form](#) with accompanying [Medical Certification Form](#))
- Managers/leadership should make every effort possible to implement remote working.
- Suspend current remote work policy restrictions.

Moderate Risk

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- They have identified a potential personal exposure to COVID-19.
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- Managers/leadership should make every effort possible to implement remote working.
- Suspend current remote work policy restrictions.

Low Risk

- determined so as to avoid the perception of discrimination in said recall.
- If employees are unwilling to return to work for non-COVID related reasons, follow your normal absenteeism policy.
 - Employees who believe they are at increased risk for complications from COVID-19 due to serious chronic health conditions or age, and who believe returning to work would make them more susceptible to contracting COVID-19, are asked to complete a [Reasonable Accommodation Request Form](#) with accompanying [Medical Certification Form](#)
 - Based on the information provided, additional accommodations may or may not be required.
 - Seek the advice of HR and/or legal counsel to make any determinations.

Normal Risk

High Risk

- Work with IT to determine the hardware supply and tech support capabilities for the organization.
- Work with supervisors to discuss the viability of remote work and what work can be done outside of the office.
- Work with employees to discuss how working from home could work for them.
- Consider drafting a permissive remote work policy that doesn't impede the imperative.

Managers/leadership should make every effort possible to implement alternative workplace modifications such as:

- Divide "essential" employees into smaller teams and restrict their time together to ensure no cross contamination.
- Alternate work hours; staggering start times, or shifts to avoid grouping or overlap of teams
- Workspace redesign
- Postponement of non-essential work tasks that would cause increased risk of exposure.
- Work in small well-spaced teams as much as possible
- Minimize face-to-face interactions as much as possible, including with customers (e.g., drive through, partitions)

Managers/leadership may need to consider layoffs and/or furloughs if business closures or programming cannot continue.

- Make sure there is a policy on place that documents how the layoff/furlough of employees is determined so as to avoid the perception of discrimination in said practices.
- Encourage employees being affected to consult any unemployment councilor rather than providing unemployment eligibility projections.

Train employees on the following Coronavirus concerns:

- Prevention measures to avoid transmission of COVID-19.
- Proper use and limitations of facemasks.
- Proper use and limitations of required PPE.
- Proper use and hazards of chemicals (hand sanitizer and cleaning products).
- And department/division specific COVID-19 protocols.

Moderate Risk

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- Consider drafting a permissive remote work policy that doesn't impede the imperative.

Managers/leadership should make every effort possible to implement alternative workplace modifications such as:

- Divide "essential" employees into smaller teams and restrict their time together to ensure no cross contamination.
- Alternate work hours; staggering start times, or shifts to avoid grouping or overlap of teams
- Workspace redesign
- Postponement of non-essential work tasks that would cause increased risk of exposure.
- Work in small well-spaced teams as much as possible
- Minimize face-to-face interactions as much as possible, including with customers (e.g., drive through, partitions)

Train employees on the following Coronavirus concerns:

- Prevention measures to avoid transmission of COVID-19.
- Proper use and limitations of facemasks.
- Proper use and limitations of required PPE.
- Proper use and hazards of chemicals (hand sanitizer and cleaning products).
And department/division specific COVID-19 protocols.

Low Risk

Normal Risk

High Risk

Moderate Risk

Low Risk

Normal Risk

	High Risk	Moderate Risk	Low Risk	Normal Risk
The General Workplace	<p>Consider making the following physical changes to the work environment help maintain the health and safety of employees:</p> <ul style="list-style-type: none"> • Redesign of work spaces for social distancing and to discourage group gatherings. • Tape off workstations or seating that isn't 6-feet away from the next workstation or seat. • If cubicles, desks or work stations are not 6-feet apart, move employees to other areas of the building to create social distancing. • Discourage the use of high trafficked doors or hallways that take employees too close to others' work stations. • Add directional arrows to narrow hallways to discourage employees crossing paths. • Close all large gathering areas like conference rooms to meetings and gatherings. Use those spaces to create spaced out workstation for social distancing instead. • Close break rooms, locker rooms, or any other shared spaces that cannot be used by multiple employees while maintaining social distancing or cleaned properly between uses. • Kitchens must be used by one employee at a time, or if large enough for employees must maintain social distance requirements when accessing kitchen areas. Kitchen users must clean and disinfect each touchpoint after use. • Close employee vending machines. • Close shared drink or coffee machines unless they can be properly cleaned after each use. • Communicate that sharing of food (e.g. potlucks, shared delivery) is temporarily discontinued. • Post signs listed in the Communications/Postings Section below. 	<p>Consider making the following physical changes to the work environment help maintain the health and safety of employees:</p> <ul style="list-style-type: none"> • Redesign of work spaces for social distancing and to discourage group gatherings. • Tape off workstations or seating that isn't 6-feet away from the next workstation or seat. • If cubicles, desks or work stations are not 6-feet apart, move employees to other areas of the building to create social distancing. • Discourage the use of high trafficked doors or hallways that take employees too close to others' work stations. • Add directional arrows to narrow hallways to discourage employees crossing paths. • Close all large gathering areas like conference rooms to meetings and gatherings. Use those spaces to create spaced out workstation for social distancing instead. • Close break rooms, locker rooms, or any other shared spaces that cannot be used by multiple employees while maintaining social distancing or cleaned properly between uses. • Kitchens must be used by one employee at a time, or if large enough for employees must maintain social distance requirements when accessing kitchen areas. Kitchen users must clean and disinfect each touchpoint after use. • Close employee vending machines. • Close shared drink or coffee machines unless they can be properly cleaned after each use. • Communicate that sharing of food (e.g. potlucks, shared delivery) is temporarily discontinued. • Post signs listed in the Communications/Postings Section below. 	<p>Consider making the following physical changes to the work environment help maintain the health and safety of employees:</p> <ul style="list-style-type: none"> • Some work design may transition back to allow small employee gatherings (20-50) if proper hygiene and cleaning protocols can be maintained. • Redesign of work spaces for social distancing and to discourage group gatherings. 	
Work Meetings & Employee Events	<ul style="list-style-type: none"> • Limited to no more than 10 and six feet apart • If meetings are necessary, stagger meeting times and hold several meeting with smaller groups comprising of no more than 10 people. 	<ul style="list-style-type: none"> • Limited to no more than 20 and six feet apart. • If meetings are necessary, stagger meeting times and hold several meeting with smaller groups comprising of no more than 20 people. 	<ul style="list-style-type: none"> • Limited to no more than 50 and six feet apart with ten feet distancing preferred if seated. • If holding an in-person meeting, provide opportunities for "vulnerable" employees to continue to participate remotely. 	<ul style="list-style-type: none"> • Interactions allowable in larger groups, with strict hygiene measures and symptom monitoring.
Shared Use of Vehicles & Equipment	<ul style="list-style-type: none"> • Consider temporarily suspending "take-home" vehicle policy to allow employees to take a vehicle home and dispatch to the field directly to avoid workplace interactions. • In support of social distancing guidelines, shared use of vehicles or equipment should be avoided as much as possible. 	<ul style="list-style-type: none"> • In support of social distancing guidelines, shared use of vehicles or equipment is still discouraged. • Shared use of vehicles and equipment is limited to 1 driver and 1 passenger only. It is recommended that windows remain down to provide for increased air circulation and that both employees wear face coverings. 	<ul style="list-style-type: none"> • Shared use of vehicles and equipment is permitted provided employees wear appropriate face covering. • After use, high touch areas in the vehicle (e.g. steering wheel, console, door handles) must be wiped down with disinfectant. 	

	High Risk	Moderate Risk	Low Risk	Normal Risk
	<ul style="list-style-type: none"> If shared use of vehicles and equipment is deemed needed, it is limited to 1 driver and 1 passenger only. It is recommended that windows remain down to provide for increased air circulation and that both employees wear face coverings. After use, high touch areas in the vehicle (e.g. steering wheel, console, door handles) must be wiped down with disinfectant. 	<ul style="list-style-type: none"> After use, high touch areas in the vehicle (e.g. steering wheel, console, door handles) must be wiped down with disinfectant. 		
Travel Guidelines	<ul style="list-style-type: none"> Non-critical Employee travel for work purposes is cancelled. Employees who travel for personal purposes to an area deemed by the local health department to be a high exposure or high risk area are required to follow the health department recommendations and may be require to self-quarantine or provide a negative COVID-19 test. Employees may use their personal leave, FFCRA available leave, or unpaid time. 	<ul style="list-style-type: none"> Limit travel only to in-state essential travel, following guidelines of destination and avoiding areas of high exposure. Hotel stay discouraged; no more than one employee per hotel room. Employees who travel for personal purposes to an area deemed by the local health department to be a high exposure or high risk area are required to follow the health department recommendations and may be require to self-quarantine or provide a negative COVID-19 test. Employees may use their personal leave, FFCRA available leave, or unpaid time. 	<ul style="list-style-type: none"> Limit out of state travel as much as possible, following guidelines of destination and avoiding areas of high exposure. Hotel stay discouraged; no more than one employee per hotel room. Employees who travel for personal purposes to an area deemed by the local health department to be a high exposure or high risk area are required to follow the health department recommendations and may be require to self-quarantine or provide a negative COVID-19 test. Employees may use their personal leave, FFCRA available leave, or unpaid time. 	<ul style="list-style-type: none"> Traveling restrictions mostly lifted, self-monitor symptoms 14 days upon return; avoid areas of high transmission
Communication/Postings	<ul style="list-style-type: none"> Signage at employee entrances requiring symptom checking prior to entry: <ul style="list-style-type: none"> “SELF-SCREENING: In the past 24 hours have you experienced any of the following symptoms: cough, shortness of breath or difficulty breathing, or at least two of these symptoms: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell? If YES, do not enter facility and call your supervisor.” Signage that encourage proper hand washing at all sink areas. Signage in the workplace reminding employees of social distancing, hygiene, and not report to work sick in all employee traffic points or congregating areas. 	<ul style="list-style-type: none"> Signage at employee entrances requiring symptom checking prior to entry: <ul style="list-style-type: none"> “SELF-SCREENING: In the past 24 hours have you experienced any of the following symptoms: cough, shortness of breath or difficulty breathing, or at least two of these symptoms: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell? If YES, do not enter facility and call your supervisor.” Signage that encourage proper hand washing at all sink areas. Signage in the workplace reminding employees of social distancing, hygiene, and not report to work sick in all employee traffic points or congregating areas. 	<ul style="list-style-type: none"> Signage at employee entrances requiring symptom checking prior to entry: <ul style="list-style-type: none"> “SELF-SCREENING: In the past 24 hours have you experienced any of the following symptoms: cough, shortness of breath or difficulty breathing, or at least two of these symptoms: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell? If YES, do not enter facility and call your supervisor.” Signage that encourage proper hand washing at all sink areas. Signage in the workplace reminding employees of social distancing, hygiene, and not report to work sick in all employee traffic points or congregating areas. 	
Cleaning & Disinfecting	<ul style="list-style-type: none"> Provide hand sanitizer for employees as they enter and exit the building. Make hand sanitizer, soap and water, or effective disinfectant readily available at or near the entrance, at checkout counters, or anywhere else where people have direct interactions. Provide disposable wipes so that commonly used surfaces (e.g., doorknobs, keyboards, remote controls, phones, desks, keypads) can be wiped 	<ul style="list-style-type: none"> Provide hand sanitizer for employees as they enter and exit the building. Make hand sanitizer, soap and water, or effective disinfectant readily available at or near the entrance, at checkout counters, or anywhere else where people have direct interactions. Provide disposable wipes so that commonly used surfaces (e.g., doorknobs, keyboards, remote controls, phones, desks, keypads) can be wiped 	<ul style="list-style-type: none"> Provide hand sanitizer for employees as they enter and exit the building. Make hand sanitizer, soap and water, or effective disinfectant readily available at or near the entrance, at checkout counters, or anywhere else where people have direct interactions. Provide disposable wipes so that commonly used surfaces (e.g., doorknobs, keyboards, remote controls, phones, desks, keypads) can be wiped 	<ul style="list-style-type: none"> Regularly disinfect high-touch areas (e.g. door handles, buttons/switches, handrails, counter-tops)

	High Risk	Moderate Risk	Low Risk	Normal Risk
	<p>down by employees before each use; provide no-touch trash bins</p> <ul style="list-style-type: none"> Personal Protection Equipment (PPE) should not be shared and should be disposed of properly Put protocols in place for cleaning and disinfecting employee and public areas periodically throughout the day. Increased attention by professional cleaning contractor for public building 	<p>down by employees before each use; provide no-touch trash bins</p> <ul style="list-style-type: none"> Personal Protection Equipment (PPE) should not be shared and should be disposed of properly Put protocols in place for cleaning and disinfecting employee and public areas periodically throughout the day. Increased attention by professional cleaning contractor for public building 	<p>down by employees before each use; provide no-touch trash bins</p> <ul style="list-style-type: none"> Personal Protection Equipment (PPE) should not be shared and should be disposed of properly Put protocols in place for cleaning and disinfecting employee and public areas periodically throughout the day. Increased attention by professional cleaning contractor for public building 	
Planning for Next Transition	<ul style="list-style-type: none"> Supervisors should prepare to move to orange. Supervisors evaluate risks that may be prevalent with public access to buildings. Prepare to change communications and signage. Prepare to reverse or make new physical alteration to the public spaces in the building. Re-evaluate workplace modifications in anticipation of dialing down to lower risk phase. <ul style="list-style-type: none"> Glass or plastic barriers Change in work processes Design of employee meeting rooms or work spaces. Alternative work schedules and remote working changes based on changes on offerings, re-establishment of service and/or programing, or desired customer service levels. 	<ul style="list-style-type: none"> Supervisors should prepare to move to yellow as well as moving back to red. Supervisors evaluate risks that may be prevalent with public access to buildings. Prepare to change communications and signage. Prepare to reverse or make new physical alteration to the building. Re-evaluate workplace modifications in anticipation of dialing down to lower risk phase. <ul style="list-style-type: none"> Glass or plastic barriers Change in work processes Design of employee meeting rooms or work spaces. Alternative work schedules and remote working changes based on changes on offerings, re-establishment of service and/or programing, or desired customer service levels. 	<ul style="list-style-type: none"> Supervisors should prepare to move to green as well as moving back to orange. Supervisors evaluate risks that may be prevalent with public access to buildings. Prepare to change communications and signage. Prepare to reverse or make new physical alteration to the building. Re-evaluate workplace modifications in anticipation of dialing down to lower risk phase. <ul style="list-style-type: none"> Glass or plastic barriers Change in work processes Design of employee meeting rooms or work spaces. Alternative work schedules and remote working changes based on changes on offerings, re-establishment of service and/or programing, or desired customer service levels. 	

Tiered Recommendations for Delivery of Specific Services, Programs, Events, etc.

	High Risk	Moderate Risk	Low Risk	Normal Risk
Meetings of the City Council	<ul style="list-style-type: none"> Reference Governor Herbert’s Utah Executive Order 2020-1 declaring a state of emergency in response to COVID-19, and pursuant to Utah Executive Order 2020-5 modifying the Open and Public Meetings Act requirements allowing electronic meetings without an anchor location. To be established by the City Council May be held electronically in order to comply with current social distancing guidelines. May be held on site and in person when State and County guidelines may be accommodated at the given location. 	<ul style="list-style-type: none"> Verify Executive Order 2020-1 and Utah Executive Order 2020-5 have not been updated or expired. May be held electronically in order to comply with current social distancing guidelines. May be held on site and in person when State and County guidelines may be accommodated at the given location. 	<ul style="list-style-type: none"> Verify Executive Order 2020-1 and Utah Executive Order 2020-5 have not been updated or expired. May be held electronically in order to comply with current social distancing guidelines. May be held on site and in person when State and County guidelines may be accommodated at the given location. 	<ul style="list-style-type: none"> Verify Executive Order 2020-1 and Utah Executive Order 2020-5 have not been updated or expired. May be held electronically in order to comply with current social distancing guidelines. May be held on site and in person when State and County guidelines may be accommodated at the given location.
City provided FOOD SERVICES (Golf Course, Aquatic Center, Programs, & Community Events)	<p>Takeout, curbside pickup, and delivery only. Extreme caution taken in food preparation. Physical distancing maintained. Encourage contactless payment. Create safe environment for staff</p>	<p>Takeout, curbside pickup, or delivery encouraged. Dine-in services allowable with extreme caution following strict guidelines around physical distancing</p>	<p>Dine-in service opened, with tables arranged so there is at least 10-feet between diners. Increased hygiene practices for customers and staff.</p> <ul style="list-style-type: none"> Symptom checking of employees is required. 	<p>Dine-in restaurants operating under proper safety precautions for staff and customers Review general guidelines for all levels below and follow Department of Health Guidance.</p>

	High Risk	Moderate Risk	Low Risk	Normal Risk
<p>Link to State Guidelines on Food Services</p>	<p>For take-out services:</p> <ul style="list-style-type: none"> • Symptom checking of employees is required. • Stagger workstations so workers are not facing one another and can maintain a 6-foot distance. • If contactless payment is not possible, sanitize between transactions. Post signs that indicate that credit card payment is preferred to cash. • Staff should sanitize hands between handling payment options and food/containers. • When delivering food, drivers should use hand sanitizer before passing delivery to customers and should use disposable containers and packaging that do not need to be returned. • Employers provide personal protection equipment such as face coverings, hair nets, gloves, overalls if applicable. • Organize staff into teams to reduce interaction between the groups. 	<p>and staff monitoring. Encourage contactless payment. Create safe environment for staff.</p> <p>Dine-in services are not recommended. If permitted, see Phased Health Guidelines V3.</p> <p>For take-out services:</p> <ul style="list-style-type: none"> • Symptom checking of employees is required. • Staff wear face coverings. • Stagger workstations so workers are not facing one another and can maintain a 6-foot distance. • If contactless payment is not possible, sanitize between transactions. Post signs that indicate that credit card payment is preferred to cash. • Staff should sanitize hands between handling payment options and food/containers. • When delivering food, drivers should use hand sanitizer before passing delivery to customers and should use disposable containers and packaging that do not need to be returned. • When delivering food, drivers should use hand sanitizer before passing delivery to customers and should use disposable containers and packaging that do not need to be returned. • Packaged food recommended. • Call-in or online orders encouraged. • Add signage to pick-up area to ensure 6-foot distancing. • Organize staff into teams to reduce interaction between the groups. <p>Concessions</p> <ul style="list-style-type: none"> • Call-in order and window pick up only. • Consider soft open of only providing pre-packaged food items and drinks. • The fountain drinks will be the last mechanism brought back into the food service line. 	<ul style="list-style-type: none"> • Always maintain 6 feet distance between parties, with 6 or less individuals per table and tables spaced at least 10 feet apart. • Limit the number of people in a restaurant at any time to allow for adequate distancing. • Limit wait times inside to 15 minutes to avoid crowding. Encourage patrons to wait outside. • Consider setting established window for high-risk groups to come in without pressure from crowds. • Maintain signage to remind individuals from separate parties to stand at least 6 feet apart • Avoid letting guests handle food at buffets or change tongs frequently • Clean any surfaces customers touch frequently (e.g. drink machines). • Stagger workstations so workers are not facing one another and can maintain a 6-foot distance • Encourage contactless payment; sanitize between transactions. • Take-out options should still be encouraged. • Continue use of signage to ensure 6-foot distancing. • Consider restricting staff handling payment from touching food products. • Clean all dishes and silverware provided to customers, even if they were not used. • Organize staff into teams to reduce interaction between the groups. • Consider seeking certification with the state for providing additional hygiene and distancing precautions. Certification should be displayed publicly if obtained. <p>Concessions</p> <ul style="list-style-type: none"> • Encourage call-in order and window pick up only. 	
<p>Parks & Playgrounds</p> <p>See also ULCT Parks and Recreation Taskforce Recommendations and Utah’s Health Guidance System https://coronavirus.utah.gov/utahs-health-guidance-system/</p>	<p>CLOSED</p> <ul style="list-style-type: none"> • Signage posted. • Consider adding caution tape on the playgrounds to discourage use. 	<p>CONSIDER REMAINING CLOSED</p> <ul style="list-style-type: none"> • Maintain signage to remind groups to stand at least 6 feet apart or remain closed. • Signage posted, use at risk. • Regular disinfection of playgrounds with pressure washing recommended. <p>Playgrounds: The Governor has recommended that the playgrounds remain closed. Consider keeping</p>	<p>OPEN</p> <ul style="list-style-type: none"> • Maintain signage to remind groups to stand at least 6 feet apart. • Regular disinfection of playgrounds with pressure washing recommended. • Symptom check before engaging in close contact or team sports. • Gatherings in groups of 50 or fewer permitted • Face coverings worn when social distancing is difficult to maintain. 	<p>OPEN</p> <ul style="list-style-type: none"> • Maintain signage to remind groups to stand at least 6 feet apart. • Regular disinfection of playgrounds with pressure washing recommended. • Symptom check before engaging in close contact or team sports. • Face coverings worn when social distancing is difficult to maintain.

	High Risk	Moderate Risk	Low Risk	Normal Risk
		<p>caution tape on the playgrounds until further guidelines form the State Health Department.</p> <p>Sports Fields: Team sports are not recommended in the “Moderate Level” so it is recommended to continue with a closed status for all Baseball, Football, Softball and Soccer Fields. Staff should maintain fields in preparation for when team sports are allowed through the health guidelines.</p> <p>Pickle Ball Courts: Personal and Family play has been encouraged by the State Health Department. Consider soft open on the pickle ball courts. Establish timing to unlock and lock nets and courts and when to provide public announcement of opening. Tournament play strongly discouraged at this time.</p>		
<p>Outdoor Public Bathroom Facilities</p> <p>See Health Department Guidance</p>	<p>CLOSED</p> <ul style="list-style-type: none"> Signage posted. 	<p>OPEN</p> <ul style="list-style-type: none"> Determine effective date to re-open restrooms and which parks to start with. Post signage regarding frequency of cleaning, use at your own risk, and to please help keep them clean. Continue established schedule to lock and unlock based on staffing availability. <p>Restrooms will continue to be locked up each night and opened each morning. Reduced staffing levels for the “stay home and stay safe” directive will reduce the ability to re-open restrooms each morning at a regular time.</p>	<p>OPEN</p> <ul style="list-style-type: none"> Continue established schedule to lock and unlock based on staffing availability. 	<p>OPEN</p> <p>Incorporate Health Department Guidance into regular cleaning and maintenance.</p>
Community Events & Entertainment	ULCT Task forces have been developed to provide guidance and best practice recommendations to local governments regarding community events. Link to ULCT Document			
<p>Inside Events</p> <p>Community Events & Entertainment</p> <p>[List of Events]</p> <p>See State Phased Health Guidelines</p>	<p>Allowable under increased cleaning regimen and operational protocols in place to ensure social distancing restrictions are met.</p> <ul style="list-style-type: none"> Consider ability to follow restrictions for employee and public safety. Consider moving to virtual programming for delivery of services when possible. 	<p>Allowable under increased cleaning regimen and operational protocols in place to ensure social distancing restrictions are met.</p> <ul style="list-style-type: none"> Consider ability to follow restrictions for employee and public safety. Follow Health Department and Utah Leads Guidelines. Groups fewer than 20 permitted. Design controls in place to provide for six feet social distancing parameters. Move to virtual programming for delivery of services when possible. 	<p>Allowable under social distancing restrictions, increased cleaning regimen and operational protocols in place to ensure social distancing restrictions are met.</p> <ul style="list-style-type: none"> Consider ability to follow restrictions for employee and public safety. Follow Health Department and Utah Leads Guidelines. Groups fewer than 50 permitted. Design controls in place to provide for six feet social distancing parameters. <p>Consider ways to increase ventilation, such as opening doors.</p>	<p>Allowable for large groups. Mass gatherings follow proper safety procedures and precautions for monitoring symptoms.</p> <ul style="list-style-type: none"> Follow Health Department and Utah Leads Guidelines.
<p>Outside Events</p> <p>Community Events & Entertainment</p>	<p>Allowable under increased cleaning regimen and operational protocols in place to ensure social distancing restrictions are met.</p>	<p>Allowable under increased cleaning regimen and operational protocols in place to ensure social distancing restrictions are met.</p>	<p>Allowable under social distancing restrictions, increased cleaning regimen and operational protocols</p>	<p>Allowable for large groups. Mass gatherings follow proper safety procedures and precautions for monitoring symptoms.</p>

Phased Guidelines for Municipal Operations to Maximize Community Health and Delivery of City Services

	High Risk	Moderate Risk	Low Risk	Normal Risk
<p>[List of Events]</p> <p>See State Phased Health Guidelines</p>	<ul style="list-style-type: none"> Consider ability to follow restrictions. Consider moving to virtual programming for delivery of services when possible. 	<ul style="list-style-type: none"> Consider ability to follow restrictions. Groups fewer than 20 permitted. 	<p>in place to ensure social distancing restrictions are met.</p> <ul style="list-style-type: none"> Groups fewer than 50 permitted. 	<ul style="list-style-type: none"> Follow Health Department and Utah Leads Guidelines.
<p>Use of City Facilities for Leagues, Recreation Programs, Youth Sports, and Similar Events</p> <p>ULCT Taskforce Team Sports Link</p>	<p>Use of City Facilities for such events is suspended as close-contact and team sports are not permitted.</p>	<p>Use of City Facilities for such events is suspended as close-contact and team sports are not permitted.</p>	<p>Allowable under social distancing restrictions, increased cleaning regimen and operational protocols in place to ensure social distancing restrictions are met.</p>	<p>Allowable for large groups. Mass gatherings follow proper safety procedures and precautions for monitoring symptoms.</p> <p>Follow Health Department and Utah Leads Guidelines.</p>
<p>Golf Course</p>	<p>Allowable under increased cleaning regimen and operational protocols in place to ensure social distancing restrictions are met.</p> <ul style="list-style-type: none"> Consider ability to follow restrictions. 	<p>Allowable under increased cleaning regimen and operational protocols in place to ensure social distancing restrictions are met.</p> <ul style="list-style-type: none"> Consider ability to follow restrictions Groups fewer than 20 permitted. 	<p>Allowable under social distancing restrictions, increased cleaning regimen and operational protocols in place to ensure social distancing restrictions are met.</p> <ul style="list-style-type: none"> Consider installing physical barriers, such as clear plastic sneeze guards at POS Consider allowing patrons to shop at the pro shop. by appointment Consider allowing League and group activities smaller than the recommended 20 persons if a minimum of six feet social distancing can be maintained. Golf etiquette and safety procedures already provide for this, but it should be emphasized. Review programming to determine if modifications can be made to follow guidelines. Consider ways to get equipment in place so that the participants do not share equipment but can check out a set of clubs for the duration of the program. 	<p>Allowable for large groups. Mass gatherings follow proper safety procedures and precautions for monitoring symptoms.</p> <p>Follow Health Department and Utah Leads Guidelines.</p>
<p>Cemetery</p>	<p>Only members of the same household or residence may attend funerals.</p> <ul style="list-style-type: none"> Consider moving to virtual programming for delivery of services when possible. Consider requirement burial arrangement meetings by appointment or virtually. 	<p>Small group of close family and friends may attend funerals, if they have been following social distancing and hygiene practices for two weeks.</p> <ul style="list-style-type: none"> Consider requirement burial arrangement meetings by appointment or virtually. 	<p>Medium sized group that enables all social distancing guidelines to be followed at funerals.</p>	<p>Interactions allowable in larger groups for funerals, with strict hygiene measures and symptom monitoring.</p>
<p>Museum</p>	<p>In-person operation of this industry is allowable under increased cleaning regimen and operational protocols in place to ensure safe distancing restrictions are met.</p> <ul style="list-style-type: none"> Consider moving events, tours, and programming may be moved to a virtual platform 	<p>In-person operation of this industry is allowable under increased cleaning regimen and operational protocols in place to ensure safe distancing restrictions are met.</p> <ul style="list-style-type: none"> Groups fewer than 20 permitted. Limit the number of people in a confined area to enable adequate distancing at all times 	<p>In-person operation of this industry is allowable under increased cleaning regimen and operational protocols in place to ensure safe distancing restrictions are met.</p> <ul style="list-style-type: none"> Groups fewer than 50 permitted. 	<p>In-person operation of this this industry is allowable for large groups. Mass gatherings follow proper safety procedures and precautions for monitoring symptoms.</p>

	High Risk	Moderate Risk	Low Risk	Normal Risk
		<ul style="list-style-type: none"> Maintain signage to remind and help individuals stand at least 6 feet apart when in common areas while visiting exhibits Congregating at any point is not allowed Design controls in place to provide for six feet social distancing parameters 	<ul style="list-style-type: none"> Design controls in place to provide for six feet social distancing parameters Consider ways to increase ventilation, such as opening doors 	
<p>Aquatic Center</p> <p>Link to ULCT Recreation Taskforce Recommendations</p> <p>Link to ULCT Recreation and Pools Document</p> <p>See to State Health Dept. on Public Pools</p>	<p>Closed to the Public</p> <ul style="list-style-type: none"> Consider facility deep clean if social distancing restrictions can be adhered to. 	<p>In-person operation of this industry is allowable under increased cleaning regimen and operational protocols in place to ensure safe distancing restrictions are met.</p> <ul style="list-style-type: none"> Pools are limited to lap swim only, one swimmer per lane; no congregating on pool decks. Swim team is allowed as long as social distancing is allowed on pool deck. Symptom screening required. Maintain signage that encourages social distancing guidelines to be met at all times. Consider removal or closure of chairs, benches, tables to address removal potential for congregating. Consider changing locker rooms and shower access. Consider implementing protocol in pool area that no one allowed on the deck. <ul style="list-style-type: none"> Consider accommodations for pool walkers and aerobics. Create cleaning protocol increased for high touch areas. Create & plan for staff retraining of emergency response procedures in the event hands or emergency response is needed. Plan staff retraining on PPE. 	<p>In-person operation of this industry is allowable under increased cleaning regimen and operational protocols in place to ensure safe distancing restrictions are met.</p> <ul style="list-style-type: none"> Groups fewer than 50 permitted. Design controls in place to provide for six feet social distancing parameters. Swim lessons may commence if social distancing as maintained. Limited locker room and shower access with controls for social distancing in place. Consider allowing lap swimming as space permits Consider soft opening for water aerobics and walkers. Establish cleaning protocol for high touch areas. Provide staff training on PPE and emergency response procedures. Pools are opened at a capacity that enables 6' social distance to be maintained at all times. 6' social distancing is maintained on pool deck and in pools. Swim team and swim lessons are allowed as long as social distancing is allowed on pool deck. Maintain signage that encourages social distancing guidelines to be met at all times. 	<p>Mass gatherings follow proper safety procedures and precautions for monitoring symptoms.</p> <ul style="list-style-type: none"> Resume normal operations
<p>Library</p>	<p>In-person operation of this industry is allowable under increased cleaning regimen and operational protocols in place to ensure safe distancing restrictions are met.</p> <ul style="list-style-type: none"> Consider closing Library building to the public. Consider moving programming and events to a virtual platform. Online and virtual access to digital items continues. Consider changing to online-only temporary cards issued by phone. 	<p>In-person operation of this industry is allowable under increased cleaning regimen and operational protocols in place to ensure safe distancing restrictions are met.</p> <ul style="list-style-type: none"> Consider closing Library building to the public Consider continuing programming and events on a virtual platform. Online and virtual access to digital items continues. Consider changing to online-only temporary cards issued by phone. Consider increasing Wi-Fi access to expand to library parking lot and grounds. 	<p>In-person operation of this industry is allowable under increased cleaning regimen and operational protocols in place to ensure safe distancing restrictions are met.</p> <ul style="list-style-type: none"> Consider opening Library building to the public under enhanced cleaning guidelines including cleaning between each transaction. Follow capacity limits to provide for appropriate social distancing. Consider altered hours to allow for enhanced cleaning. Consider closing stacks. Consider setting an established window time for high-risk groups to come in without pressure 	<p>In-person operation of this this industry is allowable for large groups. Mass gatherings follow proper safety procedures and precautions for monitoring symptoms.</p> <ul style="list-style-type: none"> Library open under enhanced cleaning guidelines including cleaning between each transaction Regular cards issued in the library. Temporary cards expire. Consider opening partial stocks.

	High Risk	Moderate Risk	Low Risk	Normal Risk
	<ul style="list-style-type: none"> Consider hold/pick-up/car-side delivery program as internal controls are established to provide for employee and patron safety. Consider Item return quarantine period. No handling during hold pick up. Consider taking payments by phone only. 	<ul style="list-style-type: none"> Continue evaluation of alternative touchless ways to issue full library cards to enable physical hold pick up for new card holders. Consider Item return quarantine period. No handling during hold pick up. Consider taking payments by phone only. 	<p>from crowds and/or separate entrances and queues.</p> <ul style="list-style-type: none"> Consider continuing Item return quarantine period no handling of both outgoing and incoming items. Consider issuing regular cards in library and continuing temporary cards). Consider taking payments by phone or on kiosks. 	
Animal Shelter	<ul style="list-style-type: none"> Consider modification to shelter operating hours. Consider shelter access limit to adoption needs only and then 2 members of the same family at one time with appropriate social distancing between members of the public and employees. Consider bringing animals through different routes to allow for social distancing a during adoptions. Consider temporarily suspending volunteer program. Consider allowing rescue groups access, limited to no more than 2 people and under appropriate social distancing with staff members. 	<ul style="list-style-type: none"> Consider modification to shelter operating hours Consider shelter access limit to adoption needs only and then 2 members of the same family at one time with appropriate social distancing between members of the public and employees; Consider bringing animals through different routes to allow for social distancing a during adoptions. Consider temporarily suspending volunteer program. Consider allowing rescue groups access, limited to no more than 2 people and under appropriate social distancing with staff members. 	<ul style="list-style-type: none"> Reevaluate shelter operating hours to allow for additional cleaning. Consider shelter access limit to adoption needs only and then 2 members of the same family at one time with appropriate social distancing between members of the public and employees. Re-evaluate access to all areas of the shelter to follow guidelines. Reevaluate volunteer programs. Consider allowing rescue groups access, limited to no more than 2 people and under appropriate social distancing with staff members. 	<ul style="list-style-type: none"> Normal Operations Follow state guidelines
Police Services Follow Police Department Emergency Protocol	<ul style="list-style-type: none"> Consider strictly limiting tours and facility access. Consider suspending community policing group presentations & services. SROs reassigned due to school closures Consider reassigning crossing guards to departments as practical to continue working. Follow all procedure requirements for sworn police officers 	<ul style="list-style-type: none"> Consider limiting use of community rooms. Make efforts to minimize potential for exposure in police facility and to officers. SROs reassigned due to school closures Consider limiting community policing group presentations & services to 20 individuals or less with six-foot social distancing Consider reassigning crossing guards to departments as practical to continue working. Follow all procedure requirements for sworn police officers 	<ul style="list-style-type: none"> Make efforts to minimize potential for exposure in police facility and to officers. Consider limiting community policing group presentations & services to 50 individuals or less with proper social distancing. Follow all procedure requirements for sworn police officers. 	<ul style="list-style-type: none"> Normal Operations
CD/Building Department	<ul style="list-style-type: none"> Consider temporarily suspending enforcement of sign ordinances. Consider suspending any door-to-door business licenses process, if applicable. Consider suspending Inspections of occupied residences or where possible move to virtual means of inspection. 	<ul style="list-style-type: none"> Consider temporarily suspending enforcement of sign ordinances. Consider suspending any door-to-door business licenses process, if applicable. Continue monitoring guidelines to determine when it is safe to reissue transient vendor (door-to-door) business licenses. Consider suspending Inspections of occupied residences or where possible move to virtual means of inspection. Consider implementing safety protocols for on-site inspections to protect employees and the general public. 	<ul style="list-style-type: none"> Consider alternative ways to avoid in person enforcement for ordinances. Consider alternative ways to issue business licenses without in-person contact. Provide proper PPE and training to employees that are required to meet the public in person. 	<ul style="list-style-type: none"> Normal Operations
Wastewater/Sewer Back-up Protocols	<ul style="list-style-type: none"> Normal Operations with PPE Precautions 	<ul style="list-style-type: none"> Normal Operations with PPE Precautions 	<ul style="list-style-type: none"> Normal Operations with PPE Precautions 	<ul style="list-style-type: none"> Normal Operations with PPE Precautions

Phased Guidelines for Municipal Operations to Maximize Community Health and Delivery of City Services

	High Risk	Moderate Risk	Low Risk	Normal Risk
Finance/Utility Services	<ul style="list-style-type: none"> Consider communicating that electronic payments are preferred, temporarily offer payments by phone Encourage virtual interactions. 	<ul style="list-style-type: none"> Consider communicating that electronic payments are preferred, temporarily offer payments by phone. Encourage virtual interactions. 	<ul style="list-style-type: none"> Considering continuing communication that electronic payments are preferred. Consider discontinuing payment by phone. Encourage virtual interactions. 	<ul style="list-style-type: none"> Normal Operations Consider adopting virtual and paperless methods going forward.
Human Resources	<ul style="list-style-type: none"> Consider suspending in-person interviews if social distancing 6 feet or more is not possible. Consider move to virtual platform using Zoom or other technology that as available for interviews, orientations, employee meetings. Consider modified new hire orientation for paperless transactions. Stickers placed on floors and conference tables to ensure proper distancing. Employee events or trainings cancelled, postponed, or conducted in a manner consistent with social distancing guidelines. Consider moving to appointment only if physical barriers cannot be put in place to provide proper distancing. 	<ul style="list-style-type: none"> Consider continuation of suspending in-person interviews if social distancing 6 feet or more is not possible. Consider continuing use of virtual platform using Zoom or other technology that as available for interviews, orientations, employee meetings. Consider continuation of modified new hire orientation for paperless transactions Groups limited to 20 people with six feet social distancing. Modified new hire orientation if virtual and paperless is not possible; groups limited to 5 or less with proper social distancing. Employee events or trainings cancelled, postponed, or conducted in a manner consistent with social distancing guidelines. 	<ul style="list-style-type: none"> Consider continuation of virtual interviews or limiting in-person interviews to groups to allow proper distancing. Training and meetings may resume, with limited up to 50 people with six feet social distancing. Virtual meetings preferred. 	<ul style="list-style-type: none"> Normal Operations guidelines. Consider adopting virtual and paperless methods going forward.

Additional Useful Links and Resources

- [Centers for Disease Control and Prevention](#)
- [OSHA Guidance on Preparing Workplaces for COVID-19](#)
- [Coronavirus.Utah.gov](#)
- [Utah Department of Health](#)
- [Utah League of Cities and Towns COVID-19 Information for Local Governments](#)
- [IPMA-HR Utah COVID-19 INFO with Templates](#)
- [Considerations of Continuing Working at Home \(W@H\)](#)
- [COVID-19 Pay Flow Chart](#)
- [COVID-19 FFCRA Leave Request Form](#)
- [Reasonable Accommodation Request Form](#)
- [Medical Inquiry Form](#)

IPMA-HR Utah Contact Info

www.ipmahrutah.org

[Email: ipmahrutah@gmail.com](mailto:ipmahrutah@gmail.com)

Board Members:

David Kitchen, Lehi City, dkitchen@lehi-ut.gov

Cindy Walter, Provo City, cwalter@provo.org

Trish Dixon, Riverton City, tdixon@rivertonutah.gov

Rachelle Baadsgaard, State of Utah DHRM, rbaadsgaard@utah.gov

Noreen Barnes, Central Davis Sewer District, noreen@cdsewer.org