



Safely Reopening Municipal Facilities Operational Protocol

April 28, 2020

Park City Municipal continues to prioritize the health and wellbeing of staff and the public. The following protocols are required for all Park City Municipal facilities open to staff or the public.

Workplace Safety Coordinators:

Each department must designate a Workplace Safety Coordinator responsible for creating an operating plan and tracking potential COVID-19 workplace issues. Coordinators will establish an internal process for effective COVID-19 communications. Coordinators will ensure emergency staff contact information is up to date, and share the communication plans with their division and the Emergency Manager.

Signage:

Signage templates will be provided by the Communications Team:

- Exterior door signs will encourage virtual interaction and include department contact information, social distancing protocols, and hygiene measures, including the preference for face masks.
- Public restroom signs will include information regarding hygiene practices, social distancing protocols, and personal protection information.
- Coordinators will work with website managers to ensure webpages are updated appropriately.

Face Masks and other Health Safety Supplies:

Masks are encouraged in the office, and required when interacting with the public and/or colleagues. Coordinators will be supplied with hand sanitizer, masks, and cleaning supplies for their department. Additional supplies are available upon request. Coordinators will manage and track the use of supplies and communicate additional needs to the Emergency Manager.

Office Cleaning:

The Emergency Manager, working with the Building Department, will ensure facilities continue to receive deep overnight cleaning. Staff is encouraged to wipe down all shared work equipment prior to, and after, use. When cleaning, staff should wear gloves, cleaning dirty surfaces with soap and water, before disinfecting.

Shared Equipment & Appliances:

Coffee makers, toasters and other small appliances will be removed or posted out of operation if they cannot be safely sanitized between users. Avoid sharing work tools, office supplies, and work spaces when possible.

High Risk Population:

Make reasonable accommodations for high risk staff and visitors (65 years and older or underlying medical conditions) by minimizing in-person contact and encouraging virtual communications.

High risk staff should contact their supervisor to discuss additional accommodations.



Customer Interactions:

Interior customer service lines are strongly discouraged. Visitors must practice social distancing, and signage and tape demarcations will be installed to identify 6 foot separations. Staff should make every attempt to serve customers virtually and reduce the necessity for in-person interaction and transactions.

After accepting cash, check, credit, or other items, staff should clean the work area and wash hands.

Conference Rooms:

Conference room use is discouraged. Meetings should be held virtually when possible, even when staff is in the same building. If you must meet in person, social distancing requirements are applicable and no more than 4 people, 6 feet apart, are allowed in any one room at a time.

After each use of a conference room, all surfaces, including table, door handles, white boards and conference phones, must be cleaned.

Public Meetings:

Council meetings, Planning Commission, and other public meetings will continue virtually throughout the Orange level risk period (restrictions may be reduced as risk is lowered).

Staffing:

Coordinators will ensure, on a daily basis and at the beginning of each shift, no staff presenting COVID-19 symptoms are permitted to work. Staff who feel sick or who appear to have symptoms should be sent home immediately, and the area immediately cleaned and disinfected. If a staff member is confirmed to have COVID-19, the Coordinator, manager or supervisor should inform Human Resources for additional protocols.

Rotating Schedules:

Working from home, telecommuting and video conferencing remains strongly encouraged. If you must work in the office, Coordinators, managers and supervisors should consider flexible work hours and staggered shifts to reduce unnecessary in-person interaction.

Rotating schedules are recommended for staff members with close work stations. For example, each office space could be divided into a Group A or Group B. Group A could work Monday, Wednesday and Friday in the office, while Group B could work Tuesday, Thursday and Saturday (if typical). Every other week the groups could rotate schedules.

Staff Training & Safety:

Citywide health and safety training will be provided to explain what the City is doing to protect staff and community members, how to identify COVID-19 symptoms, and the new protocols provided herein.

Coordinators will provide additional updates regarding any new COVID-19 protocols as soon as information becomes available.



Matt Dias, City Manager

4/28/20

Date