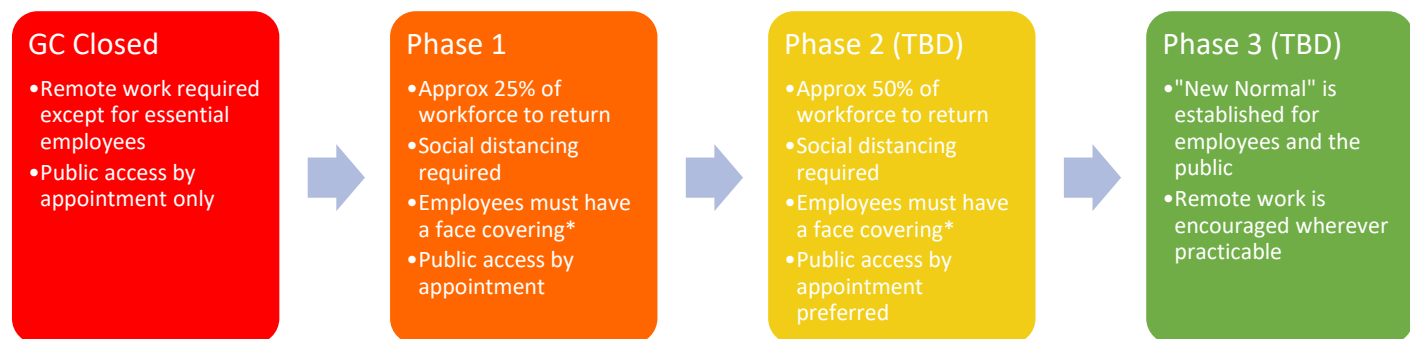


# Government Center Phase 1 Reopening Guidelines

This document provides guidance for a phased reopening of the Salt Lake County Government Center (GC). The recommendations are built upon [CDC Best Practices](#), the [State's Utah Leads Together](#) recovery plan as well as guidance from the [Salt Lake County Health Department](#). Decisions to reopen the GC are data-driven and subject to change at any time. The success of a phased reopening is based on four key principles:

1. Strict Adherence to Public Health Guidance
2. Protections for Higher-Risk Populations
3. Protective Hygiene and Cleaning
4. Common Sense and Personal Responsibility

Generally, phases are noted by the following distinctions. Progression through the phases may not be linear and Phases 2 and 3 may change based on the success of Phase 1:



## Phase 1 Opening Guidelines

Below are **PHASE 1** opening requirements for overall GC operations and maintenance, employees and managers, and the public. Elected officials and agencies will be asked to develop a phased reopening plan. Criteria and a proposal template are included.

### Overall GC Operation and Maintenance:

The health and safety of County employees and the public is the top priority. Facilities Management in partnership with all GC agencies will follow the Utah Leads Together ["General Guidelines for Employers"](#), including but not limited to:

1. Signage – in partnership with the Health Department and Internal Communications, a signage strategy will be developed and implemented for the GC that includes:
  - a. Guidance for who is permitted to enter the GC (i.e. non-symptomatic, by appointment etc.).
  - b. Tips on how to stop the spread of germs, as well as hygiene and social etiquette.
  - c. Direction regarding where the signs will be placed (including requests for agencies to post within office suites) will be created.
2. Sanitation – Facilities Management will direct the County's janitorial contractor to continue following COVID-19 cleaning best practices as outlined by the [CDC](#):

- a. Facilities Management will make a list of common touchpoints including elevator buttons, railings, drinking fountains, door handles etc. to clean as frequently as possible, but no less than twice per day.
- b. Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emergent viral pathogens and follow the manufacturer's instructions for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, PPE) will continue to be used as recommended by [OSHA](#).
- c. Individuals using these disinfectants will use and dispose of PPE properly.
- d. Agencies must supplement the overall cleaning of the GC with additional sanitizing efforts within individual suites and offices. Workstations and equipment should be [cleaned with disinfectant](#) twice per day. As cleaning supplies are limited, disinfectants must be used judiciously. If an agency is unable to restock their own supplies, requests may be sent to [workrequest@slco.org](mailto:workrequest@slco.org)
- e. Hand sanitizer, soap and water, or effective disinfectant should be made readily available at entrances and public counters.

**General Guidance for Managers and Employees:**

1. Approximately 25% of the workforce in each office should work from the GC during Phase 1 reopening. The remote/rotation schedule will be at the discretion of the agency/division director who is encouraged to remain sensitive to employee concerns and challenges during this initial phase of reopening.
2. Sick employees may not come in the office and if they do, must be sent home immediately. As the list of [COVID-19 symptoms](#) evolves, employees showing ANY symptoms of illness should go home.
3. Employees who fall into higher risk of serious illness [categories](#) may continue to work at home. Those quarantined must work from home. Employees who live with or care for higher risk individuals may continue to work from home at the discretion of the division/agency director. Questions or concerns should be directed to [HR](#).
4. All individuals at the GC must follow strict [social distancing](#) guidelines at all times.
5. All employees who come to the GC must have a face covering, which must be used if strict adherence to social distancing guidelines is not possible.\*
6. Managers should prevent employees from sharing equipment (such as keyboards, phones, desks etc.).
7. For any shared workspaces or equipment that must be used (such as countertops and printers), the manager should develop protocol for cleaning these items after each use.
8. Employees should access secure doors using cards instead of keypads whenever possible.
9. Employees should avoid in-person meetings and opt for electronic interaction instead, even when they are within the same building or office.
10. Employees are asked to limit unnecessary movement around the GC. As weather permits, employees are encouraged to take breaks outdoors.
11. Employees should bring food from home or use their lunch break to pick up food following best practice guidelines. The cafeteria and break rooms will remain closed during Phase 1 reopening.
12. Managers are encouraged to provide flexibility for those employees with daycare challenges. The County daycare will remain open and operate per State Early Childhood Education

guidelines. Additional resources for employees, such as the One Utah Child Care program can be found on the [HR website](#) as well as information regarding the [Families First Coronavirus Response Act \(FFCRA\)](#) that mandates paid child care leave for covered employees whose child care is disrupted by COVID.

13. Managers are encouraged to consider rotating staff schedules to limit personnel in the office, yet provide flexibility to deliver services.

#### **General Guidance for Managing the Public at the GC:**

1. Agencies may receive patrons by appointment-only.
2. When making appointments, agencies should communicate to patrons that they must reschedule if they are symptomatic on the day of their appointment. They should also be reminded about social distancing and must wear a face covering while in the building.
3. Physical contact (i.e. shaking hands) must be avoided.
4. The exchange of physical documents or money is discouraged. If necessary, employees should wear gloves.
5. Members of the public must exit the GC after their business is complete.

#### **Elected Offices and Agency Re-Opening Proposals:**

Due to the unique operations of the County, each elected office and agency should develop a phased [reopening proposal](#) for review that takes all sections of this document into consideration and meets the following criteria:

- ✓ Identifies a workplace coordinator who is responsible for COVID-19 issues and adherence to best practices in each office.
- ✓ Identifies which operations will be conducted at the GC and the number of employees expected during Phase 1 and Phase 2
- ✓ A plan to monitor and track who comes into the office in case [contact tracing](#) is necessary.
- ✓ A plan to follow strict social distancing guidelines, including modified workspaces if necessary (this may require the reassignment of employee workstations to maintain necessary distancing).
- ✓ If interacting with the public, a plan to follow social distancing and following sanitation best practices.
- ✓ Review of [CDC's Interim Guidance](#) for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19).

Phase 1 protocols and guidelines will remain in effect until further notice. It is anticipated that the GC will remain in Phase 1 for several weeks.

For questions or concerns, please contact Megan Hillyard, Administrative Services Department Director at [MHillyard@slco.org](mailto:MHillyard@slco.org).