

TIER 1 VIRTUAL



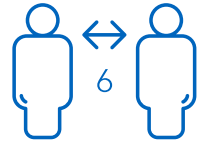
BUSINESS CONDUCTED ELECTRONICALLY

- All business remote whenever possible: email, phone or mail
- Essential: Public Safety, Public Works, Parks, Shops, Promise - in filed as needed or required



BUILDING/FACILITIES CLOSED TO PUBLIC

- Clear signage posted for limited in office and in field staff



STAFF TO TELECOMMUTE

- Staff to work via electronic means whenever possible
- Essential: Public Safety, Public Works, Parks, Shops, Promise - in filed as needed or required
- Stagger shifts & maintain physical distance



SANITIZING & CLEANING LOWER FREQUENCY

- Sanitizer readily available & signage maintained
- High touch areas cleaned nightly
- Staff to clean: phones, desk, keyboard, ipads & laptops 1x day
- Sanitize vehicles before & after use



BUILDING/FACILITIES ENTRY & BEHAVIOR

- Comply with physical distancing
 - follow signage
 - obey markers, barriers, spacing
- Those experiencing symptoms should not enter



FACE COVERINGS

- Staff to wear mask when reporting to work (outside of home):
 - engaging in face-to-face business with the public
 - within 6 feet of another
 - occupying common areas
- Public to wear mask when in City buildings/facilities



GROUP GATHERING ROOM CAPACITY

- Utilize electronic or telephonic means for all meetings



STAFF MOVEMENT WITHIN BUILDING/FACILITIES

- Remain at workstation
- No congregating in common areas

PAPERWORK & PAYMENT PROCESSING

- Paperwork and payments handled electronically
- When not possible, sanitize between transactions
- Do not share pens

