City Facility Operational Protocol
November 10, 2020

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In light of recent increases and trends in confirmed COVID-19 in Summit County, Park City Municipal continues to prioritize the health and wellbeing of staff and visitors. In the interest of maintaining public health and safety, and consistent with Governor Herbert's Executive Order 2020-73, Temporary Statewide COVID-19 Restrictions, the following protocols are required for all PCMC Offices until further notice.

Workplace Safety Coordinators:
A workplace Safety Coordinator has been assigned for each City workspace and/or facility. The Coordinator is responsible for identifying and tracking potential COVID-19 issues, their impact on you and your workplace, and any requests for additional support or modifications.

Signage:
Exterior door signs will include: Established office hours and departmental email and phone numbers, information to avoid entering if displaying COVID-19 symptoms, and requiring the use of face coverings at all times in common areas such as hallways, lobbies and vestibules and when social distancing is not possible.

Virtual and electronic services remain available for any members of the public and high-risk individuals.

City facilities and public restrooms are signed with additional information regarding hygiene practices and COVID-19 protection information.

Coordinators will work with website managers to ensure webpages are updated appropriately.

Supplies:
Coordinators will continue to supply hand sanitizer, face coverings, and cleaning supplies for their department. Coordinators will manage, track, and communicate additional supply needs to the Emergency Manager.

Customer service points should continue to provide hand sanitizer for staff and for public use, and offer disposable face coverings to members of the public when/if they do not have them.

Office Cleaning:
Staff is encouraged to wipe down all shared work equipment and 'high-touch' areas (e.g. door handles, buttons/switches, handrails, restroom surfaces) frequently. When cleaning, staff should wear gloves and clean surfaces with soap and water (if dirty) before disinfecting.

Symptomatic Visitors:
As reasonable and appropriate, staff and visitors presenting COVID-19 symptoms should be kindly asked to leave City facilities.

Contactless Transactions:
Contactless transactions continue to be strongly encouraged. After accepting cash, check, credit card, paper or other items, staff should clean the work area and wash their hands.

Conference Rooms:
Conference room use is allowed, yet discouraged for large groups. Smaller meetings may occur, but larger meetings should be held virtually or by phone. After each use of a conference room, the table, door handles, any white boards, and conference phones must be cleaned.   Masks during in-person meetings are required, and participants should maintain social distancing for the duration.

Office Coverage and Rotating Schedules:
Staff numbers should be limited within shared work areas. Coordinators, managers and supervisors should implement flexible work hours, and staggered or rotating shifts to support normalization of in-person operations, while at the same time balancing the need to protect the health and safety of staff and the public from unnecessary crowding.

Face Coverings
All City employees shall continue to wear coverings over their mouth and nose while working:
- in any City Facility, unless the employee is the only person in the office. When the employee enters a common area the covering shall be worn;
- with, or in the public;
- with another city employee, regardless of the number and social distancing;
- while operating a vehicle from the City's fleet or a shared vehicle that other employees drive;
- while operating or riding in a vehicle with more than one individual in the vehicle; and
- as may be otherwise ordered by the City Manager consistent with CDC guidelines.

Coverings over the mouth and nose do not need to be worn if an employee is driving a city owned vehicle assigned to them and they are the sole occupant of the vehicle.
Each employee will be provided a mouth and nose covering from the City. If mask is reusable, employees shall launder the covering on a daily basis each time after use.
Employees may purchase or make their face covering, as long as it complies with the following conditions:
- Cloth coverings should cover both the nose and the mouth and should:
  - fit snugly but comfortably against the side of the face;
  - include multiple layers of fabric that cannot be seen through when held to the light;
  - allow for breathing without restriction; and
  - be able to be laundered and machine dried without damage or change to shape.

When not working, employees shall remove the covering by the ties or ear loops and avoid touching the front of the mask in order to prevent transmission of viruses or potential illnesses.

EXEMPTIONS: Masks are not required to be worn in the following circumstances:
- While actively eating or drinking;
- while as the sole occupant of a room, cubicle, or similar enclosure;

- when communicating with an individual who is deaf or hard of hearing and communication cannot be achieved through other means and the speaker wears a face shield or uses alternative protection such as a plexiglass barrier;
- while exercising outdoors, or while exercising indoors and maintaining at least six feet of physical distance from any other individual from a separate household;
- while swimming or on duty as a lifeguard;
- while giving a religious, political, media, educational, artistic, cultural, musical, or theatrical presentation or performance for an audience;
- When engaging in work where wearing a face mask would create a risk to the individual, as determined by government safety guidelines;
- When necessary to confirm the individual's identity, including when entering a bank, credit union, or other financial institution; or
- when Federal or State law or regulations prohibit wearing a face mask.

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Matt Dias, City Manager   Date