Appendix C: City Department Essential Services

The ability of the City of Redmond to provide services will be severely impacted during a pandemic. As part of the departmental COOP planning process, each department identified their essential services. The following factors were used in determining priority service levels:

- Health, welfare and safety of employees;
- Health, welfare and safety of citizens;
- Economic impact of not providing service;
- Impact of performing (or not performing) services;
- Ability to provide services during a pandemic; and
- Availability of alternate methods of delivering services.

Department essential services are identified in the following forms:

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Department:ExecutiveDivision:Mayor's Office

Priority Rank: 1 Service: Executive Powers/Administrative Policy Decisions

	S	Service Delivery Alterations		
<u> </u>	3	Highest; mandatory appial distancing no public access, alt. convice		
City Activation Level		delivery, no meetings, ECC full activation		
Service Delivery Impact:	Potential limited access, resulting in delayed actions/decisions			
Alternate Delivery Method:	Telew	vork with laptops w/VPN; conference calls		
Workplace Modifications:	Limite praction	ed personal contact; communicate by email and telephone where ical		
		Note that the second living to the living to		
City Activation Level		B Voluntary social distancing, limited public access, limited meetings, ECC partial activation		
Service Delivery Impact:		e limits in ability to meet/communicate due to small staff		
Alternate Delivery Method:	confer	vork with laptops w/VPN; decrease in number of meetings; use erence calls when able		
Workplace Modifications:	Limite praction	ed personal contact; communicate by email and telephone where ical		
City Activation Level		Lowest: Standard precautions, Education Occurring, Vendor Agreements, Supplies stockpiled, Plans reviewed/tested, No ECC activation		
Service Delivery Impact:	No impacts			
Alternate Delivery Method:	Telework as needed			
Workplace Modifications:	None	ł		
Department Absented	e Rate	e 50% Of personnel absent from workplace		
Service Delivery Impact:		Potential limited access, resulting in delayed actions/decisions		
Alternate Delivery Method:		Telework with laptops w/VPN; conference calls		
Workplace Modifications:		Limited personal contact; communicate by email and telephone where practical		
Department Absente	e Rate	e 25% Of personnel absent from workplace		
Service Delivery Impact:		Some limits in ability to meet/communicate due to small staff		
Alternate Delivery Method:		Telework with laptops w/VPN; decrease in number of meetings; use conference call when able		
Workplace Modifications:		Limited personal contact; communicate by email and telephone where practical		

Essential Personnel					
Position	Primary's Name	Backup #1	Backup #2		
Mayor	John Marchione	Jane Christenson	TBD		
Assistant to the Mayor	Jane Christenson	John Marchione			
Chief Policy Advisor	Nina Rivkin	Jane Christenson			
Executive Asst to the Mayor	Talley Hudson	Susan Cooper			
Office Coordinator	Susan Cooper	Talley Hudson			

Essential Supplies & Equipment			
Qty to keep on-hand	Description of item or equipment		
2 week supply	Basic office supplies		
2	Laptops w/access to City Intranet, Outlook, Internet		
4 week supply	Hand sanitizer, masks		

 Department:
 Executive
 Division:
 Communications

Priority Rank: 2 Service: Communications & Community
Outreach

	Se	rvice Delivery Alterations		
City Activation Level		Highest: mandatory social distancing, no public access, alt. service delivery, no meetings, ECC full activation		
Service Delivery Impact:	Decreased ability to inform the community			
Alternate Delivery Method:	Telewo	rk with laptops and VPN		
Workplace Modifications:		ned hygiene strategies, social distancing measures followed, s completed over telephone or email		
City Activation Level	-	Voluntary social distancing, limited public access, limited meetings, ECC partial activation		
Service Delivery Impact:		r no decrease in ability to inform the community		
Alternate Delivery Method:	Telewoi	rk with laptops and VPN		
Workplace Modifications:	Heighte	ned hygiene strategies		
City Activation Level Agreements, Supplies stockpiled, Plans reviewed/tested, No ECC activation No impacts				
Service Delivery Impact:	No impacts			
Alternate Delivery Method: Workplace Modifications:	I elewoi	rk as needed		
Department Absente	e Rate	50% Of personnel absent from workplace		
Service Delivery Impact:		Decreased ability to inform the community		
Alternate Delivery Method:		Require assistance from other department personnel		
Workplace Modifications:				
Department Absente	e Rate	25% Of personnel absent from workplace		
Service Delivery Impact:	- 11010	Slight or no decrease in ability to inform the community		
Alternate Delivery Method:		Telework with laptops and VPN		
/orkplace Modifications:				

Essential Personnel						
Primary's Name	Backup #1	Backup #2				
Patrick Hirsch	Marta Gronlund	N/A				
Karen Conrad	Kiran Gadepalli	Marta Gronlund				
Marta Gronlund	Jim Bove	Patrick Hirsch				
Chip Cornwell	Patrick Hirsch	N/A				
Tom Osborn	Patrick Hirsch	N/A				
	Primary's Name Patrick Hirsch Karen Conrad Marta Gronlund Chip Cornwell	Primary's Name Patrick Hirsch Marta Gronlund Karen Conrad Marta Gronlund Jim Bove Chip Cornwell Patrick Hirsch				

Essential Supplies & Equipment		
Qty to keep on-hand	Description of item or equipment	
2 week supply	Basic office supplies	
	Laptops with access to City Intranet, Outlook, Internet, SharePoint	
4	Designer software (on 2)	
4 week supply	Hand sanitizer, Masks	

Department:ExecutiveDivision:Mayor's Office

Priority Rank: 4		Liaison w/City Departments & Other Community Stakeholders
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		I B II Ald di		
	Ser	vice Delivery Alterations		
City Activation Level	A	Highest: mandatory social distancing, no public access, alt. service delivery, no meetings, ECC full activation		
Service Delivery Impact:	Decreased ability to meet/communicate			
Alternate Delivery Method:	Telewor	k with laptops w/VPN or home computers; conference calls		
Workplace Modifications:	Limited practical	personal contact; communicate by email and telephone where		
City Activation Level	E	partial activation		
Service Delivery Impact:	Some lir	nits in ability to meet/communicate due to small staff		
Alternate Delivery Method:		k with laptops w/VPN or home computers; decrease in number of sand use conference calls when able		
Workplace Modifications:	Limited practical	personal contact; communicate by email and telephone where		
City Activation Level	C	Lowest: Standard precautions, Education Occurring, Vendor Agreements, Supplies stockpiled, Plans reviewed/tested, No ECC activation		
Service Delivery Impact:	No impa	cts		
Alternate Delivery Method:	Telewor	k as needed		
Workplace Modifications:	None			
Department Absented	e Rate	50% Of personnel absent from workplace		
Service Delivery Impact:		Decreased ability to coordinate and plan with staff and other community stakeholder		
Alternate Delivery Method:		Laptops or home computers; telephone; assistance from personnel in other departments		
Workplace Modifications:		Limited personal contact; communicate by email and telephone where practical		
Department Absente	e Rate	25% Of personnel absent from workplace		
Service Delivery Impact:		Slight decrease in ability to coordinate		
Alternate Delivery Method:		Laptops or home computers; telephone; assistance from personnel in other departments		
Workplace Modifications:		Limited personal contact; communicate by email and telephone where practical		

Essential Personnel					
Position	Primary's Name	Backup #1	Backup #2		
Mayor	John Marchione	Jane Christenson	TBD		
Assistant to the Mayor	Jane Christenson	John Marchione			
Chief Policy Advisor	Nina Rivkin	Jane Christenson			
Executive Asst. to the					
Mayor	Talley Hudson	Susan Cooper			
Office Coordinator	Susan Cooper	Talley Hudson			

Essential Supplies & Equipment			
Qty to keep on-hand	Description of item or equipment		
2 week supply	Basic office supplies		
2	Laptops w/access to City Intranet, Outlook, Internet		
4 week supply Hand sanitizer, masks			

Department:	Executive	Division:	Prosecuting Attorney

Priority Rank: 3 Service: Court Operations

		Servi	ce Delivery Alterations		
City Activation Level		Α	Highest: mandatory social distancing, no public access, alt. service delivery, no meetings, ECC full activation		
Service Delivery Impact:	Delay in most court hearings; prosecution to work with judges, court staff, and defense attorneys to reset cases (similar to what was done in winter				
			when court was closed due to heavy snowfall)		
Alternate Delivery Method:			hearings pursuant to CrRLJ 3.3(e)(8)Unavoidable or		
,			circumstances or CrRLJ 3.3(f)(2)Continuance required in		
			on of justice		
Workplace Modifications:			ontact only as necessary; close office doors when occupied;		
			te by e-mail and telephone unless face to face communication		
	abs	olutely r	required		
City Activation Level		В	Voluntary social distancing, limited public access, limited meetings, ECC partial activation		
Service Delivery Impact:	Len	gth of co	ourt hearings may increase		
Alternate Delivery Method:	Min	Minimize number of staff personnel needed for court appearances			
Workplace Modifications:	Limited personal contact; communicate by e-mail and telephone where practical				
City Activation Level		С	Lowest: Standard precautions, Education Occurring, Vendor Agreements, Supplies stockpiled, Plans reviewed/tested, No ECC activation		
Service Delivery Impact:		mal ope			
Alternate Delivery Method:	Non				
Workplace Modifications:	Non	ie			
Department Absents	. D.	40 5 (Of a property of the cost from weather less		
Department Absente	e Ka		Of personnel absent from workplace		
Service Delivery Impact:		re	Replies to telephone messages delayed; responses to discovery requests delayed but will be filled within 21 day period allowed by court rule		
Alternate Delivery Method:		Pa ea ad pa	aralegal back legal assistant and vice versa; prosecutors back ach other to cover court calendars; prosecutors take over Iministrative functions and answer telephone as needed if both aralegal and legal assistant absent;		
Workplace Modifications:		No	one		

Department Absentee Rate	25%	Of personnel absent from workplace
Service Delivery Impact:	None – normal operations so long as absence is short term	
Alternate Delivery Method:	None	
Workplace Modifications:	None	

Essential Personnel					
Position	Primary's Name	Backup #1	Backup #2		
Legal assistant	Kathy Van Tassel	Teresa Keogh	Available prosecutor		
Paralegal	Teresa Keogh	Kathy Van Tassel	Available prosecutor		
Deputy prosecutor, full time	Jill Klinge	Larry Mitchell	Stefanie Snow		
Deputy prosecutor, part time	Stefanie Snow	Larry Mitchell	Jill Klinge		
Prosecutor, full time	Larry Mitchell	Jill Klinge	Stefanie Snow		

Essential Supplies & Equipment			
Qty to keep on-hand	Description of item or equipment		
2 week supply	General office supplies		

 Department:
 Executive
 Division:
 Mayor's Office

Priority Rank: 4 Service: Liaison w/City Departments & Other Community Stakeholders

	Ser	vice Delivery Alterations	
City Activation Level	A	Highest; mandatory social distancing no public access alt sorvice	
Service Delivery Impact:	Decreas	ed ability to meet/communicate	
Alternate Delivery Method:	Telewor	k with laptops w/VPN or home computers; conference calls	
Workplace Modifications:	Limited practical	personal contact; communicate by email and telephone where	
City Activation Level	E	partial activation	
Service Delivery Impact:		nits in ability to meet/communicate due to small staff	
Alternate Delivery Method:		k with laptops w/VPN or home computers; decrease in number of s and use conference calls when able	
Workplace Modifications:	Limited practical	personal contact; communicate by email and telephone where	
City Activation Level	C	activation	
Service Delivery Impact:	No impa		
Alternate Delivery Method:		Telework as needed	
Workplace Modifications:	None		
Department Absented	e Rate	50% Of personnel absent from workplace	
Service Delivery Impact:		Decreased ability to coordinate and plan with staff and other community stakeholder	
Alternate Delivery Method:		Laptops or home computers; telephone; assistance from personnel in other departments	
Workplace Modifications: Limited personal contact; communicate by email and telephology where practical			
Department Absented	e Rate	25% Of personnel absent from workplace	
Service Delivery Impact:		Slight decrease in ability to coordinate	
Alternate Delivery Method: Laptops or home computers; telephone; assistance personnel in other departments		Laptops or home computers; telephone; assistance from personnel in other departments	
Vorkplace Modifications: Limited personal contact; communicate by email and telephon where practical			

Essential Personnel						
Primary's Name	Backup #1	Backup #2				
John Marchione	Jane Christenson	TBD				
Jane Christenson	John Marchione					
Nina Rivkin	Jane Christenson					
Talley Hudson	Susan Cooper					
Susan Cooper	Talley Hudson					
	Primary's Name John Marchione Jane Christenson Nina Rivkin Talley Hudson	Primary's Name John Marchione Jane Christenson John Marchione John Marchione Nina Rivkin Jane Christenson John Marchione Jane Christenson Susan Cooper				

Essential Supplies & Equipment				
Qty to keep on-hand	Description of item or equipment			
2 week supply	Basic office supplies			
2	Laptops w/access to City Intranet, Outlook, Internet			
4 week supply	Hand sanitizer, masks			

Department: Finance & Information Services	Division:	Information Services
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Priority Rank: 1		Provide support for network and telecommunications infrastructures, computer hardware and software essential for business operations.
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	Ser	vic	e Delivery Alterations
City Activation Level		\	Highest: mandatory social distancing, no public access, alt. service delivery, no meetings, ECC full activation
Service Delivery Impact:	Take all non-essential systems offline. Only essential systems would be supported (i.e. email, telecom systems required for ECC), response will be to break/fix of computers/systems for essential personnel.		
Alternate Delivery Method:			ystem support done remotely
Workplace Modifications:	Limit on:	site	staff to those necessary to support activity of the ECC.
City Activation Level	E		Voluntary social distancing, limited public access, limited meetings, ECC partial activation
Service Delivery Impact:			rect contact with staff will be kept to a minimum.
Alternate Delivery Method:	Majority of support will be accessing computer, servers, etc. with remote control tools to minimize contact with others in the organization.		
Workplace Modifications:	Reduce onsite staff and have more people work from home.		
City Activation Level	Lowest: Standard precautions, Education Occurring, Vendor Agreements, Supplies stockpiled, Plans reviewed/tested, No ECC activation		
Service Delivery Impact:	None		
Alternate Delivery Method:	Continue to use current method of service delivery.		
Workplace Modifications: Provide staff with hand sanitizer, gloves, etc.		with hand sanitizer, gloves, etc.	
Department Absente	Rate	50	Of personnel absent from workplace
Service Delivery Impact:		Net ope pro	suming 50% does not mean everyone in one group (i.e. all twork), focus would be on keeping essential systems erational, responding to break/fix, suspending work on jects as necessary. Triage all requests to determine what will ed to wait.
		ve most staff working from home.	
Workplace Modifications: Limit onsite personnel having others work from home.			

Department Absentee Rate	25% Of personnel absent from workplace	
Service Delivery Impact:	Reduced ability to respond to all inquiries. Begin identifying work that would be suspended if absentee rate increases.	
Alternate Delivery Method:	Have some staff working from home.	
Workplace Modifications:	Provide hand sanitizer, gloves, provide most support remotely and via the phone.	

Essential Personnel					
Primary's Name	Backup #1	Backup #2			
Mark Bailey	Rick Evans	Keith Laycock			
Rick Evans	Keith Laycock	Mark Bailey			
Keith Laycock	Rick Evans	Mark Bailey			
Miriam Radtke	Keith Laycock	Vendor			
Melissa Faga	Nate Fears	Kevin Klein			
Melissa Faga	Rick Evans				
Karen Conrad	Kiran Gadepalli	Marta Gronlund			
Gary Jenson*	Ston Johnson	Jan Fuller			
Karen Luhrs	Mark Pratt-Barlow	Kiran Gadepalli			
Carole Stewart	Corey Smith	Kiran Gadepalli			
Ston Johnson	Daniel Bolong	Jay Smoot			
		Linda Hermanson/Corey			
Barb Heriot	Mark Bailey	Smith			
	Primary's Name Mark Bailey Rick Evans Keith Laycock Miriam Radtke Melissa Faga Melissa Faga Karen Conrad Gary Jenson* Karen Luhrs Carole Stewart Ston Johnson	Primary's NameBackup #1Mark BaileyRick EvansRick EvansKeith LaycockKeith LaycockRick EvansMiriam RadtkeKeith LaycockMelissa FagaNate FearsMelissa FagaRick EvansKaren ConradKiran GadepalliGary Jenson*Ston JohnsonKaren LuhrsMark Pratt-BarlowCarole StewartCorey SmithSton JohnsonDaniel Bolong			

^{*}May have a requirement to depend on the vendor for CAD support. Gary is currently sole support for Spillman. Jan does have some knowledge of the application.

Essential Supplies & Equipment		
Qty to keep on-hand	Description of item or equipment	
	Clorox wipes (current quantity sufficient)	
	Gloves	
	Hand Sanitizer	

Department:	Finance	Division:	Accounting Services

Priority Rank: 2 Service: Accounting/Payroll

Note: Payroll would be considered the highest priority or 2A in the group with all other accounting services considered 2B

	Service Delivery Alterations		
City Activation Level	Highest: mandatory social distancing, no public access, alt. service delivery, no meetings, ECC full activation		
	Reduced customer service levels. Reductions include limited financial		
	service to other departments, longer delays in getting new accounts set-		
Service Delivery Impact:	up, posting times lengthen and travel reimbursements delayed.		
	E-mail, E- fax, US mail, phone, use of paper receipts, remote access to		
	City applications, network drives, saved favorites from home computer or		
Alternate Delivery Method:	City laptop.		
	Realign staff to provide cover duties in descending order of importance: 1-Payroll, 2-Posting of transactions, 3-Maintain financial system. Increased		
Workplace Modifications:	telecommuting options, use of mask, gloves, hand sanitizers, etc.		
City Activation Level	B Voluntary social distancing, limited public access, limited meetings, ECC partial activation		
	Some customer service levels reduced. Impact on accounting would be a		
	reduction in posting schedule, account set-ups delayed and financial		
Service Delivery Impact:	support to other departments slowed.		
	E-mail, E- fax, US mail, remote access to City applications, network		
Alternate Delivery Method:	drives, saved favorites from home computer or City laptop.		
	To minimize impact on Payroll, reassign staff from accounting to ensure pay dates are met. Use of mask, hand sanitizers, etc. and some		
Workplace Modifications:	telecommuting options.		
City Activation Level Lowest: Standard precautions, Education Occurring, Vendor Agreements, Supplies stockpiled, Plans reviewed/tested, No ECC activation			
Service Delivery Impact:	Very Little		
	E-mail, E- fax, US mail, phone, remote access to City applications,		
Alternate Delivery Method:	network drives, saved favorites from home computer or City laptop.		
Workplace Modifications:	Encourage proper hygiene, hand sanitizers, etc.		

Department Absentee Rate	50% Of personnel absent from workplace	
Service Delivery Impact:	Focus staff on processing payroll thus directing impact on accounting and financial system. Posting may be delayed, account number set-up deferred.	
Alternate Delivery Method:	E-mail, E-fax, US mail, phone, telecommuting options, remote access to City applications, network drives, saved favorites, monitoring of E1 system by IS.	
Workplace Modifications:	Increased telecommuting options, use of mask, gloves, hand sanitizers, etc. To meet reporting deadlines within payroll, may need to allocate staff from Accounting thus may not be able to provide full services	
Department Absentee Rate	25%	Of personnel absent from workplace
Service Delivery Impact:	Impact on payroll should be limited to transmitting of taxes, retirement, etc. Reduced response to Financial system updates, account number set-up, research items.	
Alternate Delivery Method:	Telecommuting, access to City applications	
Workplace Modifications:	Reassign some staff from accounting to ensure pay dates are met.	

Essential Personnel			
Position	Primary's Name	Backup #1	Backup #2
Payroll Supervisor	Gail Whitley	Nida Hermosa	_
Payroll Accountant	Nida Hermosa	Gail Whitley	
Payroll Analysts	Shirley Lu	Michael Benson	Nida Hermosa
Senior Analyst	Jill Long	Stephanie Woo	Huimin Liu
Senior Accountant	Stephanie Woo	Huimin Liu	Jill Long
Senior Accountant	Huimin Liu	Jill Long	Stephanie Woo

Essential Supplies & Equipment		
Qty to keep on-hand	Description of item or equipment	
Supplies on hand	Manual paper receipts	
12 months	Hand sanitizers, masks, front counter shield, kleenex, gloves, etc.	
1	Laptop – Access City applications (eg: Payroll, E1)	
1	General supplies- printer, telephone, copier	

Department:	Finance	Division:	Purchasing

Priority Rank: 3 Service: Procurement / Accts Payable

	Serv	vice Delivery Alterations	
City Activation Level	A	Highest: mandatory social distancing, no public access, alt. service delivery, no meetings, ECC full activation	
Service Delivery Impact:	Payment to vendors extended to 45-60 days. Non-essentials acquisitions on hold. Prioritize P.O.'s in favor of emergency items/defer others		
Alternate Delivery Method:	Staff Tele computer	ecommutes. Rotate schedule. Can use paper forms/fax if	
Workplace Modifications:	_	ed hygiene strategies, social distancing measures followed, no contact with the public	
City Activation Level	В	Voluntary social distancing, limited public access, limited meetings, ECC partial activation	
Service Delivery Impact:	•	to vendors extended to 30-45 days. Slower response times. ven to emergency items	
Alternate Delivery Method:	Staff Tele	ecommutes	
Workplace Modifications:	Heightened hygiene strategies pursued		
City Activation Level Service Delivery Impact:	C None ant	Lowest: Standard precautions, Education Occurring, Vendor Agreements, Supplies stockpiled, Plans reviewed/tested, No ECC activation	
Alternate Delivery Method:	None and	icipateu	
Workplace Modifications:			
Workplace Modifications.			
Department Absented	e Rate	50% Of personnel absent from workplace	
Service Delivery Impact:		Non essential acquisitions on hold	
Alternate Delivery Method:		Invoice payments delayed or extended	
Workplace Modifications:	Priority given to emergency acquisitions		
Demontraced Absorption	- D-1-	050/	
Department Absented		25% Of personnel absent from workplace	
Service Delivery Impact: Alternate Delivery Method:		Response times slow on non essentials Some invoice payments delayed	
Workplace Modifications:		Slower response times	
Workplace Modifications.		Olowor response unies	

Essential Personnel			
Position	Primary's Name	Backup #1	Backup #2
Buyer – to issue			
purchase orders	Luis Baez	Dale Taylor	Mason Skinner
Mgr Purchasing & Accts			
Payable – if computers			
are up and we can print			
claims checks	Connie Allen	Ken Lehman	
If computers are down			
and we have to prepare			
manual checks, the	John Marchione		
following are check	Mike Bailey		
signers on file at the	Malisa Files		
bank for this account	Kelley Wood		
Transmit "positive pay"			
file to bank –			
electronically if possible			
via telephone if not	Kim Roth	Michele Ayrs	Kathy Sturges
Check approval –			
"positive pay" on-line			
approval	Kelley Wood	Irene Mock	Malisa Files

Essential Supplies & Equipment		
Qty to keep on-hand	Description of item or equipment	
900	Emergency Checks (pre-numbered containing A/P Claims Check bank acct. #)	
180 – Active cards, already on hand throughout all city departments	Procards	
100 photocopies – we could make more copies if needed, these are only single ply not multiple part forms	Paper Requisition Forms	
Set by Ordinance	Petty Cash – see Helen's spreadsheet for totals	

Department: Finance Division: Revenue	
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Priority Rank: 4 Service: Cashier, Business License & Utility Billing

	Service Delivery Alterations	
City Activation Level	Highest: mandatory social distancing, no public access, alt. service delivery, no meetings, ECC full activation	
Service Delivery Impact:	Decreased customer service level, no front counter service, reduced staffing, limited services in licensing, cashiering (eg: may not be able to deposit within 24 hours of receipt, unable to provide state mandated final bill estimates within 3 business days), invoicing, utility billing services, petty cash (recommend pro-card use), and no advance travel.	
Alternate Delivery Method:	E-mail, E- fax, US mail, phone, use of paper receipts, remote access to City applications, network drives, saved favorites from home computer or City laptop.	
Workplace Modifications:	Close office to the public, increased telecommuting options, use of mask, gloves, hand sanitizers, etc. Proper early determination of activation level (policy), and notification of all essential employees and backup personnel.	
City Activation Level	B Voluntary social distancing, limited public access, limited meetings, ECC partial activation	
Service Delivery Impact:	Reduced customer service level, reduced front counter staffing,	
Alternate Delivery Method:	E-mail, E- fax, US mail, remote access to City applications, network drives, saved favorites from home computer or City laptop.	
Workplace Modifications:	Use of mask, hand sanitizers, etc. and some telecommuting options.	
City Activation Level	Lowest: Standard precautions, Education Occurring, Vendor Agreements, Supplies stockpiled, Plans reviewed/tested, No ECC activation	
Service Delivery Impact:	None	
Alternate Delivery Method:	E-mail, E- fax, US mail, phone, remove access to City applications, network drives, saved favorites from home computer or City laptop.	
Workplace Modifications:	Encourage proper hygiene, hand sanitizers, etc.	

Department Absentee Rate	50% Of personnel absent from workplace	
Service Delivery Impact:	Slow response and may not be able to provide some direct services to the public in person.	
Alternate Delivery Method:	E-mail, E-fax, US mail, phone, telecommuting options, remote access to City applications, network drives, saved favorites, monitoring of Utility Billing IVR system by IS.	
Workplace Modifications:	As a preventative measure, close office to the public. Increased telecommuting options, use of mask, gloves, hand sanitizers, etc. To meet coverage requirements, may need to allocate staff to vacant positions. May not be able to provide full services if more than 50% of personnel are absent from workplace (eg: cashiering, licensing, collections, customer service). Proper early determination of activation level (policy), and notification of all essential employees and backup personnel is critical to continued operation.	
Department Absentee Rate	25% Of personnel absent from workplace	
Service Delivery Impact:	Delayed response if primary staff in any areas are absent. For example, if the primary cashier is absent, business license personnel will need to be moved into secondary cashier position which will delay licensing response.	
Alternate Delivery Method:	Telecommuting, access to City applications	
Workplace Modifications:	Realign staff to provide 75% service level coverage depended on availability of primary personnel in each major areas.	

Essential Personnel					
Position	Primary's Name	Backup #1	Backup #2		
Cashier	Mason Darnall	Laurie Leahy	Laura Pendergraft		
Cashier	Backup #4-Irene Mock				
Business License	Laura Pendergraft	Laurie Leahy	Mason Darnall		
Utility Billing-Billing,	-	•			
Customer Service	Sandra Cantelon	Staci Edge	Maria Lisenko		
Utility Billing-Collections,					
Customer Service	Lynnette Mockli	Theresa Barker	Sandra Cantelon		

Essential Supplies & Equipment		
Qty to keep on-hand	Description of item or equipment	
Supplies on hand	Manual paper receipts	
12 months	Hand sanitizers, masks, front counter shield, kleenex, gloves, etc.	
	Laptop – Access City applications (eg: Quadrant, Springbrook, business	
2	license)	
1	General supplies-computer, receipt printer, printer, telephone, copier	
1	Credit card terminal	

Department: Finance	Division:	Admin
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Priority Rank: 5 Service: Treasury

	Service Delivery Alterations		
City Activation Level	Highest: mandatory social distancing, no public access, alt. service		
Service Delivery Impact:	None if internet, e-mail and voice accessible. Telecommute with laptop and personal phone/cell. Function does rely on A/P, Acctg., Cashiers and Payroll to obtain information on certain transactions affecting bank accts so activity could be slowed by their affected capabilities.		
Alternate Delivery Method:	Without internet will contact banks or other agencies via phone and make transfers as needed manually. Function does rely on A/P, Acctg., Cashiers and Payroll to obtain information on certain transactions affecting bank accts so activity could be slowed by their affected capabilities.		
Workplace Modifications:	Other depts/divisions may need assistance during event. Alternative approaches used to communicate deposits made, manual checks issued, payroll check coverage and other City related banking services.		
Oite Activation Land	Voluntary social distancing, limited public access, limited meetings, ECC		
City Activation Level	partial activation		
Service Delivery Impact:	None if internet, e-mail and voice accessible. Telecommute with laptop and personal phone/cell or function will be performed by back-up staff in office. Function does rely on A/P, Acctg., Cashiers and Payroll to obtain information on certain transactions affecting bank accts so activity could be slowed by their affected capabilities.		
Alternate Delivery Method:	Use back-up staff to handle banking issues. Function does rely on A/P, Acctg., Cashiers and Payroll to obtain information on certain transactions affecting bank accts so activity could be slowed by their affected capabilities.		
Workplace Modifications:	In cases of extended periods, may need to provide additional staff access to bank systems. Can contact bank by phone to set-up		
City Activation Level	Lowest: Standard precautions, Education Occurring, Vendor Agreements, Supplies stockpiled, Plans reviewed/tested, No ECC activation		
Service Delivery Impact:	None		
Alternate Delivery Method:	None		
Workplace Modifications:	None		
Department Absente			
Service Delivery Impact:	Minimal, but depends on staff absent and ability to get information		
Alternate Delivery Method:	Minimal, but depends on staff absent and ability to get information		
Workplace Modifications:	Telecommute to avoid exposure		

Department Absentee Rate	25%	Of personnel absent from workplace
Service Delivery Impact:	Minimal, but depends on staff absent and ability to get information	
Alternate Delivery Method:	Minimal, but depends on staff absent and ability to get information	
Workplace Modifications:	Telecommute to avoid exposure	

Essential Personnel					
Position Primary's Name Backup #1 Backup #2					
Treasury Mgr	Kelley Wood	Irene Mock	Malisa Files		

Essential Supplies & Equipment		
Qty to keep on-hand	Description of item or equipment	
1	Laptop – currently only the primary and back-up #2 have them to take home.	

Department:FinanceDivision:Financial Planning

Priority Rank: 6 Service: Forecasting & Budget

		Servi	ce Delivery Alterations	
City Activation Level		Α	Highest: mandatory social distancing, no public access, alt. service delivery, no meetings, ECC full activation	
Service Delivery Impact:	Decrease financial analysis services with the exception of fund balance monitoring, emergency cost monitoring for emergency procurement purposes and cash flow monitoring.			
Alternate Delivery Method:		Reduce staffing to one person with adequate signing authority; all other staff can telecommute		
Workplace Modifications:			giene strategy; no physical contact with the public and other ; social distancing measures followed.	
City Activation Level		В	Voluntary social distancing, limited public access, limited meetings, ECC partial activation	
Service Delivery Impact:	assi	stance w	tention to special projects; continue budget monitoring and with emergency procurement, if needed. Decrease in availability to departments with financial needs.	
Alternate Delivery Method:	Red	luce staff	f's exposure by telecommuting.	
Workplace Modifications:	_	, ,	giene strategy, minimal contact with public and other city ; social distancing measures put in place.	
City Activation Level		С	Lowest: Standard precautions, Education Occurring, Vendor Agreements, Supplies stockpiled, Plans reviewed/tested, No ECC	
,			activation	
Service Delivery Impact:		itinue noi	rmal level of service	
	Con			
Service Delivery Impact:	Con Staf	f remains	rmal level of service	
Service Delivery Impact: Alternate Delivery Method: Workplace Modifications:	Con Staf Hyg	f remains iene stra	rmal level of service s in City Hall at regular work stations ttegies in place	
Service Delivery Impact: Alternate Delivery Method:	Con Staf Hyg	f remains iene stra ite 50	rmal level of service s in City Hall at regular work stations stegies in place Of personnel absent from workplace	
Service Delivery Impact: Alternate Delivery Method: Workplace Modifications:	Con Staf Hyg	f remains iene stra ate 50 Fo	rmal level of service s in City Hall at regular work stations ttegies in place	
Service Delivery Impact: Alternate Delivery Method: Workplace Modifications: Department Absented	Con Staf Hyg	f remains iene stra ate 50 For more	rmal level of service s in City Hall at regular work stations ategies in place Of personnel absent from workplace ocus work on fund balance monitoring; emergency cost onitoring for emergency procurement purposes and cash flow	
Service Delivery Impact: Alternate Delivery Method: Workplace Modifications: Department Absented Service Delivery Impact:	Con Staf Hyg	f remains iene stra ate 50 Formula All Formula Form	rmal level of service s in City Hall at regular work stations stegies in place Of personnel absent from workplace ocus work on fund balance monitoring; emergency cost onitoring for emergency procurement purposes and cash flow onitoring.	
Service Delivery Impact: Alternate Delivery Method: Workplace Modifications: Department Absented Service Delivery Impact: Alternate Delivery Method:	Con Staf Hyg	f remains iene stra ate 50 Formula All Formula Form	rmal level of service s in City Hall at regular work stations ategies in place Of personnel absent from workplace ocus work on fund balance monitoring; emergency cost onitoring for emergency procurement purposes and cash flow onitoring. I staff would telecommute, if necessary. Ollow heightened hygiene strategies; no contact with the public	
Service Delivery Impact: Alternate Delivery Method: Workplace Modifications: Department Absented Service Delivery Impact: Alternate Delivery Method:	Con Staf Hyg	iene stra	rmal level of service s in City Hall at regular work stations ategies in place Of personnel absent from workplace ocus work on fund balance monitoring; emergency cost onitoring for emergency procurement purposes and cash flow onitoring. I staff would telecommute, if necessary. Ollow heightened hygiene strategies; no contact with the public	
Service Delivery Impact: Alternate Delivery Method: Workplace Modifications: Department Absented Service Delivery Impact: Alternate Delivery Method: Workplace Modifications:	Con Staf Hyg	f remains iene stra ate 50 Formal All F	rmal level of service s in City Hall at regular work stations ategies in place Of personnel absent from workplace ocus work on fund balance monitoring; emergency cost onitoring for emergency procurement purposes and cash flow onitoring. I staff would telecommute, if necessary. Ollow heightened hygiene strategies; no contact with the public other city departments	
Service Delivery Impact: Alternate Delivery Method: Workplace Modifications: Department Absented Service Delivery Impact: Alternate Delivery Method: Workplace Modifications: Department Absented	Con Staf Hyg	iene stra iene stra ite 50 Formation All Formation All Formation Or	rmal level of service s in City Hall at regular work stations ategies in place Of personnel absent from workplace ocus work on fund balance monitoring; emergency cost onitoring for emergency procurement purposes and cash flow onitoring. I staff would telecommute, if necessary. Ollow heightened hygiene strategies; no contact with the public other city departments Of personnel absent from workplace ecrease attention to special projects; work on highest priority	

Essential Personnel				
Position	Primary's Name	Backup #1	Backup #2	
Financial Planning Manager	Malisa Files	Michael E. Bailey		

	Essential Supplies & Equipment
Qty to keep on-hand	Description of item or equipment
	No additional supplies necessary other than laptop and access to the computer
	network.

Department:FinanceDivision:City Clerk

			Records, Legislative Services, Public
Priority Rank:	7	Service:	Information

	Ser	vice Delivery Alterations		
City Activation Level	A	Highest: mandatory social distancing, no public access, alt. service delivery, no meetings, ECC full activation		
Service Delivery Impact:	Limited staffing available for any City Council meetings, legal notices, records access, public records responses and other public interaction			
Alternate Delivery Method:	Possible Telecommuting provided City electronic resources are available			
Workplace Modifications:		Masks for in-office work; Lead staff may need access to City VPN to be able to work from home		
City Activation Level	В	partial activation		
Service Delivery Impact:		impacts. All services would be available, delivery may be slowed.		
Alternate Delivery Method:	Inform re slowed	equestors of information that response to their request may be		
Workplace Modifications:	Masks fo	or those persons who want to wear one		
City Activation Level	С	Lowest: Standard precautions, Education Occurring, Vendor Agreements, Supplies stockpiled, Plans reviewed/tested, No ECC activation		
Service Delivery Impact:	None			
Alternate Delivery Method:	None	None		
Workplace Modifications:	None			
Department Absente	e Rate	50% Of personnel absent from workplace		
Service Delivery Impact:		Delayed response time; possible legal notice and legal response timelines compromised		
Alternate Delivery Method:		Staff would need the ability to work from home to be able to meet all legal requirements		
Workplace Modifications:		VPN access would be needed to be able to access all necessary systems/data; Masks – social distancing where possible		
Department Absente	e Rate	25% Of personnel absent from workplace		
Service Delivery Impact:		Delayed response time		
Alternate Delivery Method:		Inform public records requestors that their request fulfillment may be delayed; an estimated response time would have to be provided to the requestor		
Workplace Modifications: None				

Essential Personnel				
Position	Primary's Name	Backup #1	Backup #2	
City Clerk	Michelle McGehee	Elizabeth McAnlis	Ingrid Young/Paul White	
Deputy City Clerk	Elizabeth McAnlis	Michelle McGehee	Ingrid Young/Paul White	

Essential Supplies & Equipment			
Qty to keep on-hand	Description of item or equipment		
1 box	Protective Face Masks		
2	VPN connections – 1 for Clerk, 1 for Deputy Clerk		

Department:	Finance/Information	Division:	Risk Management
	Services		

Priority Rank: 8 Service: Receiving / Handling Claims

	Service Delivery Alterations		
City Activation Level	Highest: mandatory social distancing, no public access, alt. service delivery, no meetings, ECC full activation		
Service Delivery Impact:	Claim can be forward directly to Insurance - Canfield @ 1-800-407-2027 for handling. Mike Bailey or front counter cashier could receive claim if available.		
Alternate Delivery Method:	Claims can be faxed in or emailed		
Workplace Modifications:	City Damage can be repaired, billing codes sorted out later		
	Note that the second se		
City Activation Level	B Voluntary social distancing, limited public access, limited meetings, ECC partial activation		
Service Delivery Impact:	Claim can be forward directly to Insurance - Canfield @ 1-800-407-2027 for handling. Mike Bailey or front counter cashier could receive claim if available.		
Alternate Delivery Method:	Claims can be faxed in or emailed		
Workplace Modifications:	City Damage can be repaired, billing codes sorted out later		
City Activation Lavel	Lowest: Standard precautions, Education Occurring, Vendor Agreements, Supplies stockpiled, Plans reviewed/tested, No ECC		
City Activation Level			
Service Delivery Impact:	City Clerk's Office or Front Counter can receive claim, if emergency can forward directly to Insurance - Canfield @ 1-800-407-2027 for handling		
	City Clerk's Office or Front Counter can receive claim, if emergency can		
Service Delivery Impact:	City Clerk's Office or Front Counter can receive claim, if emergency can forward directly to Insurance - Canfield @ 1-800-407-2027 for handling		
Service Delivery Impact: Alternate Delivery Method:	City Clerk's Office or Front Counter can receive claim, if emergency can forward directly to Insurance - Canfield @ 1-800-407-2027 for handling Claims can be faxed in or emailed City Damage can be repaired, billing codes sorted out later e Rate 50% Of personnel absent from workplace		
Service Delivery Impact: Alternate Delivery Method: Workplace Modifications: Department Absente Service Delivery Impact:	City Clerk's Office or Front Counter can receive claim, if emergency can forward directly to Insurance - Canfield @ 1-800-407-2027 for handling Claims can be faxed in or emailed City Damage can be repaired, billing codes sorted out later e Rate 50% Of personnel absent from workplace Delay in contacting claimant or repairing city property		
Service Delivery Impact: Alternate Delivery Method: Workplace Modifications: Department Absente Service Delivery Impact: Alternate Delivery Method:	City Clerk's Office or Front Counter can receive claim, if emergency can forward directly to Insurance - Canfield @ 1-800-407-2027 for handling Claims can be faxed in or emailed City Damage can be repaired, billing codes sorted out later Part		
Service Delivery Impact: Alternate Delivery Method: Workplace Modifications: Department Absente Service Delivery Impact:	City Clerk's Office or Front Counter can receive claim, if emergency can forward directly to Insurance - Canfield @ 1-800-407-2027 for handling Claims can be faxed in or emailed City Damage can be repaired, billing codes sorted out later e Rate 50% Of personnel absent from workplace Delay in contacting claimant or repairing city property		
Service Delivery Impact: Alternate Delivery Method: Workplace Modifications: Department Absente Service Delivery Impact: Alternate Delivery Method: Workplace Modifications:	City Clerk's Office or Front Counter can receive claim, if emergency can forward directly to Insurance - Canfield @ 1-800-407-2027 for handling Claims can be faxed in or emailed City Damage can be repaired, billing codes sorted out later Part		
Service Delivery Impact: Alternate Delivery Method: Workplace Modifications: Department Absente Service Delivery Impact: Alternate Delivery Method: Workplace Modifications: Department Absente	City Clerk's Office or Front Counter can receive claim, if emergency can forward directly to Insurance - Canfield @ 1-800-407-2027 for handling Claims can be faxed in or emailed City Damage can be repaired, billing codes sorted out later e Rate 50% Of personnel absent from workplace Delay in contacting claimant or repairing city property Canfield and Associates will make initial contact with claimant Handle claims on the back end e Rate 25% Of personnel absent from workplace		
Service Delivery Impact: Alternate Delivery Method: Workplace Modifications: Department Absente Service Delivery Impact: Alternate Delivery Method: Workplace Modifications:	City Clerk's Office or Front Counter can receive claim, if emergency can forward directly to Insurance - Canfield @ 1-800-407-2027 for handling Claims can be faxed in or emailed City Damage can be repaired, billing codes sorted out later e Rate 50% Of personnel absent from workplace Delay in contacting claimant or repairing city property Canfield and Associates will make initial contact with claimant Handle claims on the back end e Rate 25% Of personnel absent from workplace Delay in contacting claimant or repairing city property		
Service Delivery Impact: Alternate Delivery Method: Workplace Modifications: Department Absente Service Delivery Impact: Alternate Delivery Method: Workplace Modifications: Department Absente	City Clerk's Office or Front Counter can receive claim, if emergency can forward directly to Insurance - Canfield @ 1-800-407-2027 for handling Claims can be faxed in or emailed City Damage can be repaired, billing codes sorted out later e Rate 50% Of personnel absent from workplace Delay in contacting claimant or repairing city property Canfield and Associates will make initial contact with claimant Handle claims on the back end e Rate 25% Of personnel absent from workplace		

Essential Personnel					
Position Primary's Name Backup #1 Backup #2					
			Canfield & Associates		
Risk Management	Irene Mock	Mike Bailey	@ 1-800-407-2027		

Essential Supplies & Equipment				
Qty to keep on-hand	Description of item or equipment			
1	Computer, scanner			

Department: Fire Division: Fire Suppression

Priority Rank:	1	Service:	: Fire Suppression Response	
			& Hazard Mitigation	

Service Delivery Alterations				
City Activation Level	Level Highest: mandatory social distancing, no public access, alt. service delivery, no meetings, ECC full activation			
Service Delivery Impact:	Chang	e resp	onse guidelines to reduce call volume / unit assignment	
Alternate Delivery Method:	Limit u	nit ass	signment (exposure) on unconfirmed incidents	
Workplace Modifications:	Social	Social distancing / eliminate nonemergency public contact		
City Activation Level		В	Voluntary social distancing, limited public access, limited meetings, ECC partial activation	
Service Delivery Impact:	Evalu	ate a	nd modify response guidelines to reduce call volume	
Alternate Delivery Method:	None	None / heightened awareness of exposure		
Workplace Modifications:	Personal hygiene / reduce nonemergency public contact			
City Activation Level		С	Lowest: Standard precautions, Education Occurring, Vendor Agreements, Supplies stockpiled, Plans reviewed/tested, No ECC activation	
Service Delivery Impact:	None			
Alternate Delivery Method:	None			
Workplace Modifications:	Produc	cts for	personal hygiene made available	
Department Absented	e Rate	50 °	Of personnel absent from workplace	
Service Delivery Impact:			Reduce response capability by one engine, three aid cars	
Alternate Delivery Method:		Red	Reduce units assigned to unconfirmed incidents	
Workplace Modifications:	· · · · · · · · · · · · · · · · · · ·			
Department Absente	e Rate	25°	Of personnel absent from workplace	
Service Delivery Impact:		Red	duce response capability by one aid car	
Alternate Delivery Method:		Nor	ne / heightened awareness of exposure	
Workplace Modifications:			sonal hygiene / reduce nonemergency public contact	

Essential Personnel					
Position	Primary's Name	Backup #1	Backup #2		
Battalion Chief	On duty shift	Off duty BC (OT)	Captain (acting BC)		
Engine Co. officer (x5)	On duty shift	Off duty C/O (OT)	D/O (acting C/O)		
Driver / Operator (x5)	On duty shift	Off duty D/O (OT)	FF (acting D/O)		
Firefighter (x5)	On duty shift	Off duty FF	N/A		
Apparatus mechanic	Doug Jones	Brian Barrett	Outside agency		

Essential Supplies & Equipment				
Qty to keep on-hand	Description of item or equipment			
One Command Unit	Battalion Chief Suburban vehicle with full equipment			
Fire Engine (x4)	Fire engine with full equipment compliment			
Ladder Truck	Ladder truck with full equipment compliment			
Aid Car (x2)	EMS aid unit with full compliment			
Aid car supplies	Adequate aid supplies for two aid units for eight weeks			
Fuel	Top off Station 11 fuel tanks (2000 gal diesel; 4000 gal gas)			
Spare engine	Spare fire engine with full equipment compliment			

Priority Rank: 2	Service:	Provide Emergency Medical
		Services

	Ser	vice Delivery Alterations		
City Activation Level	A	Highest: mandatory social distancing, no public access, alt. service delivery, no meetings, ECC full activation		
Service Delivery Impact:	Change	Change response guidelines to reduce call volume / unit assignment		
Alternate Delivery Method:	Wearing	aring of appropriate masks, follow heightened hygiene strategies		
Workplace Modifications:	Masks,	s, social distancing when possible		
City Activation Level	E	partial activation		
Service Delivery Impact:	Evaluate	e and modify response guidelines to reduce call volumes		
Alternate Delivery Method:	None, fo	ollow heightened hygiene strategies		
Workplace Modifications:	Wearing	of masks, social distancing when possible		
City Activation Level	· ·	Lowest: Standard precautions, Education Occurring, Vendor Agreements, Supplies stockpiled, Plans reviewed/tested, No ECC activation		
Service Delivery Impact:	None			
Alternate Delivery Method:	None			
Workplace Modifications:	Products	s for personal hygiene made available		
Department Absente	e Rate	50% Of personnel absent from workplace		
Service Delivery Impact:		Reduce response capability by 1 engine; no aid car staffing		
Alternate Delivery Method:		Move 1 staff member to ALS, no BLS service (aid car). Staffing may be at EMT/PM level.		
Workplace Modifications:		Closure of Station 14, and Station 17		
Department Absente	e Rate	25% Of personnel absent from workplace		
Service Delivery Impact:		Reduce response capability by one aid car		
Alternate Delivery Method:		None / heightened awareness of exposure		
Workplace Modifications:		Personal hygiene / reduce nonemergency public contact		

Essential Personnel					
Position	Primary's Name	Backup #1	Backup #2		
			Acting MSO's,		
MSO	On duty MSO	Off-duty MSO's,	Paramedics		
			MSO. Change operation		
			to EMT-P PRN, Reduce		
Paramedic (x3)	On duty Paramedic	Off-duty paramedic	in-service units		
MSA	Jim Duren	MSO	D/C		
Administrative Assistant	Monica Pumel	Debbie Gentry	Any qualified individual		
MSO/ Supplies and		Dale Helgeson (Fire			
pharmaceuticals	Patrick Randles	Supply)	MSO		
Apparatus mechanic	Doug Jones	Brian Barrett	Outside agency		

	Essential Supplies & Equipment
Qty to keep on-hand	Description of item or equipment
MSO Unit	Suburban
Medic Unit (x3)	Medic Unit with full equipment complement
Fuel	Top off Station 11 fuel tanks (2000 gal diesel; 4000 gal gas)
6 weeks supplies at	
normal call volumes	EMS Supplies, ALS pharmaceuticals
12 weeks of supplies at	
normal call volumes	EMS Supplies, ALS IV fluids, Ad sets, Needles, etc.
(6 hour life worn 24/7) 6	
per person per day	EMS Supplies, Masks.
12 weeks of supplies at	
normal call volumes	EMS Supplies, Gowns, Disposable
6 weeks of supplies at	EMS Supplies, ALS, Airway Equipment ET, BVM, ET holders, Stylets,
normal call volumes	ETco2
4 weeks worth at normal	
call volumes	Basic EMS Supplies

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Priority Rank: 1 Service: Front office and Payroll Support

		Servi	ce Delivery Alterations		
City Activation Level		A	Highest: mandatory social distancing, no public access, alt. service delivery, no meetings, ECC full activation		
Service Delivery Impact:	Hig ope	•	ct, since in person contact may only take place if front counter is		
Alternate Delivery Method:	Close office to public or operate from other alternative City locations. Alert customers to call or e-mail with inquiries if possible.				
Workplace Modifications:	No	ne need	led since cubicles are spaced far enough apart to allow for ancing if the front counter is open.		
			Valueto and Patrick Projects and Projects an		
City Activation Level		В	Voluntary social distancing, limited public access, limited meetings, ECC partial activation		
Service Delivery Impact:	dor	ne telep	t, if public access is limited. since some of the work can be honically or by computer and appropriate social distancing is the front office		
Alternate Delivery Method:	No	ne really	y needed as long as office is open.		
Workplace Modifications:	None needed since cubicles are spaced far enough apart to allow for social distancing.				
City Activation Level		С	Lowest: Standard precautions, Education Occurring, Vendor Agreements, Supplies stockpiled, Plans reviewed/tested, No ECC activation		
Service Delivery Impact:	very Impact: None				
Alternate Delivery Method:					
Workplace Modifications:					
Department Absented	e Ra	ate 5	Of personnel absent from workplace		
Service Delivery Impact:		Р	rioritize work and maintain presence at front counter.		
Alternate Delivery Method:			Vork from home or by computer to address questions.		
Workplace Modifications:			May need signs or other types of notification that staff are not available		
Department Absented	e Ra	ate 2	5% Of personnel absent from workplace		
Service Delivery Impact:			None. Should still be able to complete most if not all needed customer service interaction.		
Alternate Delivery Method:					
Workplace Modifications:					

Essential Personnel					
Position	Primary's Name	Backup #1	Backup #2		
Human Resource					
Assistant	Teresa Tremble	Chris Barger	Jamie Alspach		
Department Admin					
Coordinator	Jamie Alspach				
Human Resources					
Generalist	Mary Ellen Hart				

Essential Supplies & Equipment		
Qty to keep on-hand	Description of item or equipment	
Varies	Basic office supplies (Current supplies are adequate for several weeks.)	
30 day supply.	Hand sanitizing supplies.	

Division:	urces	Human Res	partment:	Der
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Priority Rank: 2 Service: Employee Benefits

	Se	ervice Delivery Alterations		
City Activation Level		Highest: mandatory social distancing, no public access, alt. service delivery, no meetings, ECC full activation		
Service Delivery Impact:	Little in	mpact, since work can be done telephonically or by computer. In		
		n services to employees may be postponed if front counter is		
		ecessarily closed.		
Alternate Delivery Method:		ork from home or other alternative City locations.		
Workplace Modifications:		needed since cubicles are spaced far enough apart to allow for distancing.		
	300iai C	distancing.		
City Activation Level		B Voluntary social distancing, limited public access, limited meetings, ECC partial activation		
Service Delivery Impact:	person	mpact, since work can be done telephonically or by computer. In n services to employees may be postponed or in person meetings be done in meeting spaces that allow for appropriate social scing.		
Alternate Delivery Method:	Work fr	from home or other alternative City locations.		
Workplace Modifications:	None needed since cubicles are spaced far enough apart to allow for social distancing.			
City Activation Level		C Lowest: Standard precautions, Education Occurring, Vendor Agreements, Supplies stockpiled, Plans reviewed/tested, No ECC activation		
Service Delivery Impact:	None			
Alternate Delivery Method:				
Workplace Modifications:				
Department Absente	e Rate	50% Of personnel absent from workplace		
Service Delivery Impact:		Prioritize work.		
,		Work from home or other alternative City location.		
Workplace Modifications:		None		
Donartmant Abasets	o Doto	250/ Of personnel about from worksless		
Department Absente	e Rate			
Service Delivery Impact:		None. Should still be able to complete most if not all routine tasks.		
Alternate Delivery Method:				
Workplace Modifications:		•		

Essential Personnel					
Position	Primary's Name	Backup #1	Backup #2		
Benefits Coordinator	Christina Wee	Kendra Johnson	Lori Brown		

Essential Supplies & Equipment		
Qty to keep on-hand	Description of item or equipment	
Varies (forms)	Basic office supplies (Current supplies are adequate for several weeks.)	
30 day supply	Hand sanitizing supplies.	

Department: Human Resources	Division:	
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Priority Rank: 3 Service: Labor Relations

Service Delivery Alterations				
City Activation Level		A Highest: mandatory social distancing, no public access, alt. service delivery, no meetings, ECC full activation		
Service Delivery Impact:	Low impact, since most of the work can be done telephonically or by			
	computer. In person services to employees may be postponed if closure			
	of city facilities is needed.			
Alternate Delivery Method:	_	rom home or alternative locations.		
Workplace Modifications:		needed since labor relations can be done from alternative locations ough alternative delivery methods.		
City Activation Level		B Voluntary social distancing, limited public access, limited meetings, ECC partial activation		
Service Delivery Impact:		npact, since meetings and other types of contact could be done onically or by computer.		
Alternate Delivery Method:	Work b	by telephone and computer from home or other alternative location.		
Workplace Modifications:	None needed, since most employee contact could be done telephonically or at alternative locations.			
City Activation Level		Lowest: Standard precautions, Education Occurring, Vendor Agreements, Supplies stockpiled, Plans reviewed/tested, No ECC activation		
Service Delivery Impact:	None			
Alternate Delivery Method:				
Workplace Modifications:				
Department Absente	e Rate	50% Of personnel absent from workplace		
Service Delivery Impact:		Prioritize work, only most important meetings take place.		
Alternate Delivery Method:		Meetings or contact by phone may be necessary.		
Workplace Modifications:	kplace Modifications: None			
		050/		
Department Absente	e Kate			
Service Delivery Impact:		None. Should still be able to complete most if not all routine labor relations tasks.		
Alternate Delivery Method:				
Workplace Modifications:				

Essential Personnel					
Position	Primary's Name	Backup #1	Backup #2		
Sr. Labor Analyst	Julie Howe	Anthea Kuah	Sharyn Robbins		
Chief Policy Advisor	Rick Hayes				

Essential Supplies & Equipment				
Qty to keep on-hand	Description of item or equipment			
Varies	Basic office supplies (Current supplies are adequate for several weeks.)			
30 day supply.	Hand sanitizing supplies.			
1	Laptop computer set up to work in alternative locations or from home.			

Department: Human Resources	Division:	
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Priority Rank: 4 Service: Compensation

Service Delivery Alterations				
City Activation Level	A	Highest: mandatory social distancing, no public access, alt. service delivery, no meetings, ECC full activation		
Service Delivery Impact:	Low impact, since most of the work can be done telephonically or by			
	computer. In person services to employees may be postponed if closure			
	of city facilities is needed.			
Alternate Delivery Method:		m home or alternative locations.		
Workplace Modifications:		eded since labor relations can be done from alternative locations gh alternative delivery methods.		
City Activation Level	,	partial activation		
Service Delivery Impact:		act, since meetings and other types of contact could be done ically or by computer.		
Alternate Delivery Method:	Work by	telephone and computer from home or other alternative location.		
Workplace Modifications:	None needed, since most employee contact could be done telephonically or at alternative locations.			
	or our ours			
City Activation Level	C	Lowest: Standard precautions, Education Occurring, Vendor Agreements, Supplies stockpiled, Plans reviewed/tested, No ECC activation		
Service Delivery Impact:	None			
Alternate Delivery Method:				
Workplace Modifications:				
Department Absented	e Rate	50% Of personnel absent from workplace		
Service Delivery Impact:		Prioritize work, only most important meetings take place.		
Alternate Delivery Method:		Meetings or contact by phone may be necessary.		
Workplace Modifications:				
Department Absented	e Rate	25% Of personnel absent from workplace		
Service Delivery Impact:		None. Should still be able to complete most if not all routine labor relations tasks.		
Alternate Delivery Method:				
Workplace Modifications:				

Essential Personnel					
Position	Primary's Name	Backup #1	Backup #2		
Sr. Labor Analyst	Julie Howe	Anthea Kuah	Sharyn Robbins		

Essential Supplies & Equipment				
Qty to keep on-hand	Description of item or equipment			
Varies	Basic office supplies (Current supplies are adequate for several weeks.)			
30 day supply.	Hand sanitizing supplies.			
1	Laptop computer set up to work in alternative locations or from home.			

Department: Human Resources

Priority Rank: 5 Service: Recruiting and hiring

		Serv	ice	Delivery Alterations
City Activation Level		Α	Hi	ghest: mandatory social distancing, no public access, alt. service slivery, no meetings, ECC full activation
Service Delivery Impact:	con	Moderate impact, since some of the work can be done telephonically or by computer. In person services to the public applicants may be possible if front counter is necessarily closed.		
Alternate Delivery Method:	Wo	Work from home or other alternative City locations.		
Workplace Modifications:		ne nee ial dist		ince cubicles are spaced far enough apart to allow for g.
City Activation Level		В		oluntary social distancing, limited public access, limited meetings, ECC artial activation
Service Delivery Impact:	per	Little impact, since work can be done telephonically or by computer. In person services to the public may be still be possible since the front counter area is large enough to allow for appropriate social distancing.		
Alternate Delivery Method:	Wo	Work from home or other alternative City locations to contact public.		
Workplace Modifications:		None needed since cubicles are spaced far enough apart to allow for social distancing.		
City Activation Level		С	Α	west: Standard precautions, Education Occurring, Vendor greements, Supplies stockpiled, Plans reviewed/tested, No ECC stivation
Service Delivery Impact:	Nor	None		
Alternate Delivery Method:				
Workplace Modifications:				
Department Absente	e Ra	ate 📙	50%	Of personnel absent from workplace
Service Delivery Impact:		-	Prioritize work.	
Service Delivery Impact:			Priorit	ize work.
Service Delivery Impact: Alternate Delivery Method:				ize work. from home or other alternative City location.
<u> </u>		1		
Alternate Delivery Method:	e Ra	1	Vork	
Alternate Delivery Method: Workplace Modifications:	e Ra	ate 2	Work None.	from home or other alternative City location.
Alternate Delivery Method: Workplace Modifications: Department Absente	e Ra	ate 2	Work None. 25% None.	from home or other alternative City location. Of personnel absent from workplace

Essential Personnel					
Position	Primary's Name	Backup #1	Backup #2		
Human Resource Generalist	Mary Ellen Hart	Teresa Tremble			
Human Resource Generalist	Kim Bacchus	Chris Barger			

Essential Supplies & Equipment			
Qty to keep on-hand	Description of item or equipment		
Varies	Basic office supplies (Current supplies are adequate for several weeks.)		
30 day supply	Hand sanitizing supplies		

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Priority Rank: 6 Service: Training

	S	ervice Delivery Alterations		
City Activation Level		A Highest: mandatory social distancing, no public access, alt. service delivery, no meetings, ECC full activation		
Service Delivery Impact:		pact, since most of the work can be done telephonically or by		
		er. In person services to employees may be postponed if closure		
A1		r facilities is needed.		
Alternate Delivery Method:		from home or other alternative City locations.		
Workplace Modifications:	None	needed since training will not occur if training cannot be conducted.		
		Voluntary social distancing, limited public access, limited meetings, ECC		
City Activation Level		partial activation		
Service Delivery Impact:		rate impact, since training would need to be conducted only if utely necessary.		
Alternate Delivery Method:		ning was necessary, it could be done in alternative locations ucive to social distancing.		
Workplace Modifications:		needed, since most trainings could be postponed or done at ative locations.		
City Activation Level		Lowest: Standard precautions, Education Occurring, Vendor Agreements, Supplies stockpiled, Plans reviewed/tested, No ECC activation		
Service Delivery Impact:	None			
Alternate Delivery Method:				
Morkelone Modifications:	1			
Workplace Modifications:				
workplace Modifications:				
Department Absente	e Rate	Of personnel absent from workplace		
Department Absente Service Delivery Impact:	e Rate	Prioritize work, only mandatory trainings take place.		
Department Absente	e Rate	·		
Department Absente Service Delivery Impact:	e Rate	Prioritize work, only mandatory trainings take place.		
Department Absente Service Delivery Impact: Alternate Delivery Method: Workplace Modifications:		Prioritize work, only mandatory trainings take place. Hire outside trainer if appropriate for mandatory training. None		
Department Absente Service Delivery Impact: Alternate Delivery Method:		Prioritize work, only mandatory trainings take place. Hire outside trainer if appropriate for mandatory training. None 25% Of personnel absent from workplace		
Department Absente Service Delivery Impact: Alternate Delivery Method: Workplace Modifications:		Prioritize work, only mandatory trainings take place. Hire outside trainer if appropriate for mandatory training. None		
Department Absente Service Delivery Impact: Alternate Delivery Method: Workplace Modifications: Department Absente		Prioritize work, only mandatory trainings take place. Hire outside trainer if appropriate for mandatory training. None 25% Of personnel absent from workplace None. Should still be able to complete most if not all routine		

Essential Personnel				
Position	Primary's Name	Backup #1	Backup #2	
Human Resource				
Generalist	Kim Bacchus	Patrick Koenig	Kerry Sievers	

Essential Supplies & Equipment				
Qty to keep on-hand	Description of item or equipment			
Varies	Basic office supplies (Current supplies are adequate for several weeks.)			
30 day supply.	Hand sanitizing supplies.			
1	Laptop computer set up to work in alternative locations or training sites.			

Department:	Human Resources	Division:	

Priority Rank: 7 Service: Policy and Administration

	Se	rvice Delivery Alterations		
City Activation Level	, , , , , , , , , , , , , , , , , , ,			
Service Delivery Impact:	Low impact, since most of the work can be done telephonically or by computer. In person services to employees may be postponed if front counter is necessarily closed.			
Alternate Delivery Method:	Work fr	om home or other alternative City locations.		
Workplace Modifications:		eeded since cubicles are spaced far enough apart to allow for distancing.		
City Activation Level		Voluntary social distancing, limited public access, limited meetings, ECC partial activation		
Service Delivery Impact:	person	npact, since work can be done telephonically or by computer. In services to employees will still be possible since the cubicles and trea is large enough to allow for appropriate social distancing.		
Alternate Delivery Method:	Work free employ	om home or other alternative City locations to contact other rees.		
Workplace Modifications:	None needed since cubicles are spaced far enough apart to allow for social distancing.			
City Activation Level		Lowest: Standard precautions, Education Occurring, Vendor Agreements, Supplies stockpiled, Plans reviewed/tested, No ECC activation		
Service Delivery Impact:	None			
Alternate Delivery Method:				
Workplace Modifications:				
Department Absented	e Rate	50% Of personnel absent from workplace		
Service Delivery Impact:		Prioritize work.		
Alternate Delivery Method:		Work from home or other alternative City location.		
Workplace Modifications:	Modifications: None			
Department Absented	e Rate	25% Of personnel absent from workplace		
Service Delivery Impact:		None. Should still be able to complete most if not all routine tasks.		
Alternate Delivery Method:				
Workplace Modifications:				

Essential Personnel					
Position Primary's Name Backup #1 Backup #2					
Chief Policy Advisor	Richard Hayes	Kerry Sievers	Jamie Alspach		

Essential Supplies & Equipment				
Qty to keep on-hand	Description of item or equipment			
Varies	Basic office supplies (Current supplies are adequate for several weeks.)			
30 day supply.	Hand sanitizing supplies.			
1	Laptop computer set up to work in alternative locations			

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Priority Rank: 8 Service: Workers Compensation and Safety

		Servic	e Delivery Alterations	
City Activation Level		Α	Highest: mandatory social distancing, no public access, alt. service delivery, no meetings, ECC full activation	
Service Delivery Impact:	Low impact, since most of the work can be done telephonically or by			
		computer. In person services to employees may be postponed if closure		
Altamata Daliwan Mathada	_	,	es is needed.	
Alternate Delivery Method:			ome or other alternative City locations. Forms could be mailed	
Workplace Modifications:			by computer if absolutely necessary. d since services could be provided from multiple locations.	
Workplace Medifications.	1401	ie rieeue	d since services could be provided from multiple locations.	
City Activation Level		В	Voluntary social distancing, limited public access, limited meetings, ECC partial activation	
Service Delivery Impact:		•	since appropriate social distancing would still allow for nployees by telephone, computer or in-person.	
Alternate Delivery Method:	For	ms could	be mailed or delivered by computer if absolutely necessary.	
Workplace Modifications:	Nor	ne neede	d, since services could be provided from multiple locations.	
	ļ			
City Activation Level		С	Lowest: Standard precautions, Education Occurring, Vendor Agreements, Supplies stockpiled, Plans reviewed/tested, No ECC activation	
Service Delivery Impact:	Nor	None		
Alternate Delivery Method:				
Workplace Modifications:				
Department Absente	e Ra	ate 50	Of personnel absent from workplace	
Prioritize work to ensure that necessary paperwork is comp		oritize work to ensure that necessary paperwork is completed cording to State guidelines. (Example – Document that time s was paid within notification		
Alternate Delivery Method: Work done from home or other alternative location.				
Workplace Modifications:	None			
Department Absente	e Ra			
Service Delivery Impact:	Delivery Impact: None. Should still be able to complete most if not all routine tasks.			
Alternate Delivery Method:				
Workplace Modifications:				

Essential Personnel					
Position	Primary's Name	Backup #1	Backup #2		
Safety and Claims	Patrick Koenig	Kendra Johnson	Lori Brown		

Essential Supplies & Equipment			
Qty to keep on-hand			
Varies	Basic office supplies (Current supplies are adequate for several weeks.)		
30 day supply.	Hand sanitizing supplies.		
1	Laptop computer set up to work in alternative locations.		
1	Availability of car if emergent safety concern needs to be addressed.		

	Parks and		Recreation/Senior
Department:	Recreation	Division:	Center

Priority Rank: 1 Service: Nutrition for seniors

Service Delivery Alterations				
City Activation Level	Highest: mandatory social distancing, no public access, alt. service delivery, no meetings, ECC full activation			
Service Delivery Impact:	Congregate meal program will close. Meals on Wheels deliveries will be delivered to client's front porch to eliminate contact			
Alternate Delivery Method:	Shelf stable emergency meals will be in place at homebound seniors homes if delivery is not possible			
Workplace Modifications:	Senior Center will be closed. Staff will be checking voice messages and email regularly, possibly from home.			
City Activation Level				
Service Delivery Impact:	Congregate meal program may close. Meals on wheels delivery should still take place.			
Alternate Delivery Method:	Meals on Wheels delivered to front porch to eliminate contact			
Workplace Modifications:	Available staff will work in separate spaces. Good hygiene practices followed. Create distancing between customers and staff.			
City Activation Level	C Lowest: Standard precautions, Education Occurring, Vendor Agreements, Supplies stockpiled, Plans reviewed/tested, No ECC activation			
Service Delivery Impact:	None			
Alternate Delivery Method:	None			
Workplace Modifications:	Emphasize good hand washing practices. Hand sanitizers readily available. Signage at each entrance for awareness. Signage in restrooms. Educate participants in good practices and to stock essential supplies at their homes. Store extra frozen meals for homebound clients.			
Department Absente	e Rate 50% Of personnel absent from workplace			
Service Delivery Impact:	Congregate meal may not be available. Volunteers could still deliver Meals on Wheels.			
Alternate Delivery Method:	Available staff would deliver or homebound clients would use their emergency supplies provided by Senior Services			
Workplace Modifications: Mandatory distancing of staff with coworkers and public				

Department Absentee Rate	artment Absentee Rate 25% Of personnel absent from workplace		
Service Delivery Impact:	Volunteers could still deliver meals		
Alternate Delivery Method:	Available staff would help deliver		
Workplace Modifications:	Hand sanitizers, signage, social distancing, good hand washin practices		

Essential Personnel					
Position	Primary's Name	Backup #1	Backup #2		
Nutrition Coordinator	Wanda Śweeney	Teri Burke	Karen Phillips		
Volunteer caller	Marion Alcorn	Lee Ann Parks	Karen Chau		
Volunteer Driver	Richard Williams	Michael/Jutta Strainer	Richard Sweeney		
Site Meal Manager	Debi Avera	CCS substitute	CCS substitute		

Essential Supplies & Equipment			
Qty to keep on-hand	Description of item or equipment		
4 wks supply of normal volumes	Frozen meals, dry milk		
4 weeks supply	Basic office Supplies		
4 weeks supply	Hand sanitizers, masks		

Department:	Parks and	Division:	Park Operations
	Recreation		

Priority Rank: 2 Service: Park Safety

	S	Service Delivery Alterations		
City Activation Level		Highest: mandatory social distancing, no public access, alt. service delivery, no meetings, ECC full activation		
Service Delivery Impact:	Address highest priority safety concerns. Low and or medium risk items			
	_	not be promptly addressed		
Alternate Delivery Method:		litigate hazards, if possible, until City Activation Level decreases		
Workplace Modifications:	Mand	latory heightened hygiene protocols observed.		
		Valuatory assist distancing limited mubils assess timeted mostings FCC		
City Activation Level		B Voluntary social distancing, limited public access, limited meetings, ECC partial activation		
Service Delivery Impact:	Decre syster	eased response time to address identified hazards within the park m		
Alternate Delivery Method:	None			
Workplace Modifications:	Volun	ntary heightened hygiene protocols implemented		
City Activation Level		Lowest: Standard precautions, Education Occurring, Vendor Agreements, Supplies stockpiled, Plans reviewed/tested, No ECC activation		
Service Delivery Impact:	None			
Alternate Delivery Method:	None	None		
Workplace Modifications:	None			
Department Absented	e Rate	e 50% Of personnel absent from workplace		
Service Delivery Impact:				
Service Delivery Impact:		Ability to respond to all but the most serious safety and liability concerns proportionate to absenteeism rate		
Service Delivery Impact: Alternate Delivery Method:		Ability to respond to all but the most serious safety and liability		
<u> </u>		Ability to respond to all but the most serious safety and liability concerns proportionate to absenteeism rate Reduction in safety inspection frequencies. Change shift length and schedules to address appropriate safety and liability		
Alternate Delivery Method: Workplace Modifications:		Ability to respond to all but the most serious safety and liability concerns proportionate to absenteeism rate Reduction in safety inspection frequencies. Change shift length and schedules to address appropriate safety and liability concerns. MOC Parks closed to un authorized public and vendor access		
Alternate Delivery Method:	e Rate	Ability to respond to all but the most serious safety and liability concerns proportionate to absenteeism rate Reduction in safety inspection frequencies. Change shift length and schedules to address appropriate safety and liability concerns. MOC Parks closed to un authorized public and vendor access		
Alternate Delivery Method: Workplace Modifications:	e Rate	Ability to respond to all but the most serious safety and liability concerns proportionate to absenteeism rate Reduction in safety inspection frequencies. Change shift length and schedules to address appropriate safety and liability concerns. MOC Parks closed to un authorized public and vendor access		
Alternate Delivery Method: Workplace Modifications: Department Absentee	e Rate	Ability to respond to all but the most serious safety and liability concerns proportionate to absenteeism rate Reduction in safety inspection frequencies. Change shift length and schedules to address appropriate safety and liability concerns. MOC Parks closed to un authorized public and vendor access 25% Of personnel absent from workplace Ability to respond to all but the most serious safety and liability		

Essential Personnel						
Position Primary's Name Backup #1 Backup #2						
Deputy Director of Parks	_					
and Recreation	Greg Byszeski	Dave Tuchek	Teresa Kluver			
Park Operations						
Supervisor	Teresa Kluver	Justin Miniken	Eric O'Neal			

Essential Supplies & Equipment			
Qty to keep on-hand Description of item or equipment			
	Fully stocked maintenance shed		

Department:	Parks and	Division:	Both Parks and
	Recreation		Recreation

Priority Rank: 3 Service: Support of other City Departments

	S	Service Delivery Alterations		
City Activation Level Highest: mandatory social distancing, no public access, alt. service delivery, no meetings, ECC full activation				
Service Delivery Impact:		n essential personnel remain home and on call if needed by other partments.		
Alternate Delivery Method:	Non e	ssential staff report to work and remain on call, but isolated from (MOC, ORSCC, Senior Center, etc)		
Workplace Modifications:	•	latory heightened hygiene protocols observed		
City Activation Level		B Voluntary social distancing, limited public access, limited meetings, ECC partial activation		
Service Delivery Impact:	Perso neede	onnel report to work and are available to assist other Departments as ed.		
Alternate Delivery Method:	_	ram and maintenance schedule modifications implemented to reduce sure risks. Telecommuting encouraged when possible.		
Workplace Modifications:	Volun	ntary heightened hygiene protocols implemented		
City Activation Level Lowest: Standard precautions, Education Occurring, Vendor Agreements, Supplies stockpiled, Plans reviewed/tested, No ECC activation				
Service Delivery Impact:	Personnel report to work and are available to assist other Departments as needed.			
Alternate Delivery Method:	Telec	commuting encouraged when possible.		
Workplace Modifications:	None			
Department Absentee	Rate	e 50% Of personnel absent from workplace		
Service Delivery Impact:		Personnel resources are reduced proportionately to absenteeism rate.		
Alternate Delivery Method:		Change shift length and schedules to accommodate needs.		
Workplace Modifications:				
Department Absented	Rate	e 25% Of personnel absent from workplace		
Service Delivery Impact:	Personnel resources are reduced proportionately to absentee			
Alternate Delivery Method: Change shift length and schedules to		Change shift length and schedules to accommodate needs.		
Vorkplace Modifications:				

Essential Personnel					
Position Primary's Name Backup #1 Backup #2					
Operations Manager	Greg Byszeski	Dave Tuchek	Teresa Kluver		
Operations Supervisor	Teresa Kluver	Justin Miniken	Eric O'Neal		
Recreation Manager	Sandra Bettencourt	Mark Hickok	Phyllis Blower		
Acting Senior Center					
Director	Ken Wong	Teri Burke	Wanda Sweeny		

Essential Supplies & Equipment				
Qty to keep on-hand Description of item or equipment				
1 month supply	Face masks			
1 month supply	Hand sanitizer			
1 month supply	Nitrile gloves			
Current inventory	Laptop computers, cell phones, vehicles and equipment			

	Department:	Planning	Division:	Building Inspections
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Priority Rank: 1 Service: Provide Inspections

	Se	rvice Delivery Alterations	
City Activation Level		Highest: mandatory social distancing, no public access, alt. service delivery, no meetings, ECC full activation	
Service Delivery Impact:	Modify	or reduce coverage area's of inspections	
Alternate Delivery Method:	Inspect	ors work out of vehicles, no office contact.	
Workplace Modifications:	Inspect	ions completed without contacting the applicant.	
City Activation Level		Voluntary social distancing, limited public access, limited meetings, ECC partial activation	
Service Delivery Impact:	Slight re	eduction in inspections	
Alternate Delivery Method:	Inspect	or's wear masks and gloves during inspections	
Workplace Modifications:	Limit co	ontact 6 foot rule	
City Activation Level		Lowest: Standard precautions, Education Occurring, Vendor Agreements, Supplies stockpiled, Plans reviewed/tested, No ECC activation	
Service Delivery Impact:	None		
Alternate Delivery Method:	None		
Workplace Modifications: Good hy		ygiene practices / staff location field	
Department Absented	Rate	50% Of personnel absent from workplace	
Service Delivery Impact:		Turnaround times triple	
Alternate Delivery Method:		Staff works overtime reducing wait to 48 hours	
Workplace Modifications: Staff completely in the field application		Staff completely in the field application	
Department Absente	e Rate	25% Of personnel absent from workplace	
Service Delivery Impact:		Inspection turnaround 48 hours	
Alternate Delivery Method:		Staff evenly divides work load	
Workplace Modifications:	lace Modifications: Shift schedule; Isolation/Field application only		

Essential Personnel							
Position	Primary's Name	Backup #1	Backup #2				
Inspection Services	Mark Slevin	Brett Shepard	Jim Paine				
Building Inspector	Richard Treharne	Jim Paine	Kenny McLeod				
Plumbing/Mechanic	Claude Levesque	Brett Shepard	Jim Paine				
Electrical	Jeff Sheppard	Tom Denney					
Admin Staff	Sandra Hill	Sherrie Funston					

Essential Supplies & Equipment				
Qty to keep on-hand	Description of item or equipment			
1 Tough book	Laptop sprint wireless / printer			
1 Vehicle	Inspection staff already assigned vehicles			
2 weeks	Forms and applications			
2 weeks	Masks gloves hand sanitizer			

Department:	Planning	Division:	Plan Review/
			Permitting

Priority Rank: 1 Service: Provide Inspections

	Service Delivery Alterations					
City Activation Level		A	Highest: mandatory social distancing, no public access, alt. service delivery, no meetings, ECC full activation			
Service Delivery Impact:	proce	Only essential permits related to life safety, hospital and financial implication will be processed, delay in day to day permit activity.				
Alternate Delivery Method:	Emai	l, electronic	c, pdf submittal via courier or mail, staff levels reduced.			
Workplace Modifications:	6 foo	t distancing	g / telecommuting / phone conferencing only			
City Activation Level			Voluntary social distancing, limited public access, limited meetings, ECC partial activation			
Service Delivery Impact:	Mode	erate decre	ase in permit applications and turn around timelines			
Alternate Delivery Method:	Limit	ed permit s	ubmittal available, electronic or drop off point, phone applications			
Workplace Modifications:	Insta	ll sneeze g	uards social distancing			
City Activation Level		C	Lowest: Standard precautions, Education Occurring, Vendor Agreements, Supplies stockpiled, Plans reviewed/tested, No ECC activation			
Service Delivery Impact:	Sligh	Slight decrease in applications reviewed and received				
Alternate Delivery Method:	Limit application on intake, electronic, e-mail, fax, phone meetings					
Workplace Modifications:						
Department Absented	e Ra	te 50 %	Of personnel absent from workplace			
Service Delivery Impact:		Dou day	Double all turn around timelines, on line applications out next day			
Alternate Delivery Method:		All c	All dead lines extended only essential applications processed			
Workplace Modifications:			Isolate staff from each other/ work remotely			
Department Absentee Rate			25% Of personnel absent from workplace			
Service Delivery Impact:			Delayed approval and time lines			
Alternate Delivery Method: Pdf', e mail, electronic plan review			, e mail, electronic plan review			
Workplace Modifications: Isolate create working groups remotely; Sneeze guards, hy educate on strain and incubation period			ate create working groups remotely; Sneeze guards, hygiene, cate on strain and incubation period			

Essential Personnel							
Position Primary's Name Backup #1 Backup #2							
Building Official	Jason Lynch	Mark Slevin	Jay Kelley				
Lead Plans Examiner	Carol Lewis	Jay Kelley	Denine Garrison				
Senior Permit Tech	Jan Hover	Kim Smith	Erin Hoffman				

Essential Supplies & Equipment			
2 weeks	Basic Office supplies		
	Computers access to City intranet, Sopa, and City e mail system. Printer		
2 weeks	access. Sprint wireless cards		
	Hygiene, counter shields to serve public, gloves and masks for direct		
2 weeks	interaction.		

Department:	Police	Division:	Patrol

Priority Rank: 1 Service: Emergency Response

	Service Delivery Alterations				
City Activation Level		Α	Highest: mandatory social distancing, no public access, alt. service delivery, no meetings, ECC full activation		
Service Delivery Impact:	Eme	rgency	CFS only;		
Alternate Delivery Method:	Prop	Proper PPE equipment; Mandatory sanitization practices			
Workplace Modifications:	Man	datory 1	2 hour shift; assigned patrol cars; Sleep accomm.		
City Activation Level		В	Voluntary social distancing, limited public access, limited meetings, ECC partial activation		
Service Delivery Impact:	Prior	itize CF	S; Paper calls held to a later date		
Alternate Delivery Method:	None	e; Strict	sanitization practices		
Workplace Modifications:	Volu	ntary we	earing of PPE		
City Activation Level		С	Lowest: Standard precautions, Education Occurring, Vendor Agreements, Supplies stockpiled, Plans reviewed/tested, No ECC activation		
Service Delivery Impact:	None				
Alternate Delivery Method:	None				
Workplace Modifications:	None				
Department Absented	e Rat	te 50	% Of personnel absent from workplace		
Service Delivery Impact:		Pri	ority CFS only; hold all other calls to later date		
Alternate Delivery Method:		No	None available		
Workplace Modifications:	Workplace Modifications: Close substations		ose substations		
Department Absented	e Rat	te <mark>25</mark>	% Of personnel absent from workplace		
Service Delivery Impact:		Pri	Prioritize CFS; hold paper only calls to later date		
Alternate Delivery Method: Phone reports in lieu of personal contact; online reporting					
Workplace Modifications: None					

Essential Personnel							
Position Primary's Name Backup #1 Backup #2							
Commander	On duty	On call	Off duty				
Lieutenant	On duty	Off duty	OIC				
Patrol Officer	On duty	Off duty					
Police Support Officer	On duty	Off duty					

Essential Supplies & Equipment			
Qty to keep on-hand	Description of item or equipment		
Patrol cars	25 marked police cars		
Transport van	2 marked prisoner vans		
Radio Batteries	4 batteries per officer		
6 weeks supplies for PPE	Masks, disposable gowns, hand sanitizer, MRE, gloves, glasses		
6 weeks patrol supplies	Basic patrol supplies		

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Priority Rank: 2 Service: Communications Center

	Servic	e Delivery Alterations		
	Α	Highest: mandatory social distancing, no public access, alt. service delivery, no meetings, ECC full activation		
Change call dispatch priorities to reduce CFS volumes				
Heig	htened	hygiene strategies; eliminate employee overlap		
Indiv	/idual wo	ork station equipment issuance		
	В	Voluntary social distancing, limited public access, limited meetings, ECC partial activation		
Cha	nge call	dispatch priorities to reduce CFS volumes		
Non	e, increa	ase sanitation strategies		
Sani	itize all e	equipment before and after individual use		
·				
	С	Lowest: Standard precautions, Education Occurring, Vendor Agreements, Supplies stockpiled, Plans reviewed/tested, No ECC activation		
None				
None				
Workplace Modifications: None, sa		zer readily available		
e Ra	te 50	% Of personnel absent from workplace		
Service Delivery Impact:		Reduce CFS to priority calls only		
Alternate Delivery Method:		Mandatory 12 hour shifts; work out of class		
Workplace Modifications:		Restriction of access to Comm Center		
e Ra	te 2 5	% Of personnel absent from workplace		
	Re	duce CFS to priority calls only; non priority calls to Records		
	Ма	Mandatory overtime; voluntary work out of class		
Workplace Modifications:		Restriction of access to Comm Center		
	Cha Heig Indiv Cha Non San	Change call Heightened Individual we B Change call None, increa Sanitize all e C None None None None, saniti e Rate		

Essential Personnel					
Position Primary's Name Backup #1 Backup #2					
Comm Sup	Rich Day	Lead Dispatch	Lead Dispatch		
Lead Dispatch		Off duty Lead			
Dispatcher		Oncoming shift	Off duty dispatch		

Essential Supplies & Equipment			
Qty to keep on-hand	Description of item or equipment		
25 per person	Individual issue headset, keyboard, mouse		
6 weeks supplies	Office supplies		
6 weeks supplies	Sanitation supplies (wipes, hand sanitizer, mask)		

Department:	Police	Division:	Investigations

Priority Rank: 3 Service: Complex Investigations

		Servic	e Delivery Alterations		
City Activation Level			Highest: mandatory social distancing, no public access, alt. service delivery, no meetings, ECC full activation		
Service Delivery Impact:	Res	ponse to	Class A felony calls only;		
Alternate Delivery Method:	Non	violent	calls handled through online reporting system		
Workplace Modifications:	Re-a	assignm	ent to patrol		
City Activation Level		В	Voluntary social distancing, limited public access, limited meetings, ECC partial activation		
Service Delivery Impact:	Res	ponse to	person crimes calls only; all other via phone		
Alternate Delivery Method:	Onli	ne repoi	ting for non-violent CFS		
Workplace Modifications:	Volu	intary we	earing of PPE		
City Activation Level		С	Lowest: Standard precautions, Education Occurring, Vendor Agreements, Supplies stockpiled, Plans reviewed/tested, No ECC activation		
Service Delivery Impact:	None				
Alternate Delivery Method:	None				
Workplace Modifications:	None				
Department Absented	e Rat	te 50	% Of personnel absent from workplace		
Service Delivery Impact:		Re	Response to violent crimes only; all other held		
Alternate Delivery Method:		Ca	Case completion deadlines extended		
Workplace Modifications:		Re	-assignment to patrol		
Department Absentee Rate		te <mark>25</mark>	% Of personnel absent from workplace		
Service Delivery Impact:		Pri	oritize CFS; hold paper only calls to later date		
Alternate Delivery Method: Phone reports in lieu of		one reports in lieu of personal contact; online reporting			
/orkplace Modifications: None					

Essential Personnel						
Position Primary's Name Backup #1 Backup #2						
Commander	On duty	On call	Off duty			
Lieutenant	On duty	Pro Act Lt	OIC			
Detective	On duty	Off duty				

Essential Supplies & Equipment			
Qty to keep on-hand	Description of item or equipment		
3 Inv vehicles	Call out cars		
5 major case supplies	Call out supplies for investigations		

Department: Police	Division:	Records
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Priority Rank: 4 Service: Support Services

	Service Delivery Alterations		
City Activation Level	Highest: mandatory social distancing, no public access, alt, service		
Service Delivery Impact:	Close records counter; phone contact only; re-direct employees to another division		
Alternate Delivery Method:	Proper PPE equipment; Mandatory sanitization practices		
Workplace Modifications:	Close records counter and police lobby. Phone contact only		
City Activation Level	Voluntary social distancing, limited public access, limited meetings, EC partial activation		
Service Delivery Impact:	Postpone all CPL licenses and fingerprinting;		
Alternate Delivery Method:	None; Strict sanitization practices		
Workplace Modifications:	Voluntary wearing of PPE		
City Activation Level	Lowest: Standard precautions, Education Occurring, Vendor Agreements, Supplies stockpiled, Plans reviewed/tested, No ECC activation		
Service Delivery Impact:	None		
Alternate Delivery Method:	None		
Workplace Modifications:	None		
Department Absente	e Rate 50% Of personnel absent from workplace		
Service Delivery Impact:	Answer only emergency records requests and data entry		
Alternate Delivery Method:	Re-assign staff to dispatch		
Workplace Modifications:	Close front counter		
Department Absented	e Rate 25% Of personnel absent from workplace		
Service Delivery Impact:	Prioritize data entry and postpone outside duties		
Alternate Delivery Method:	Phone reports in lieu of personal contact; online reporting		
Workplace Modifications:	None		

Essential Personnel						
Position Primary's Name Backup #1 Backup #2						
Records Supv	On duty	OIC	-			
		Volunteer				
Support Specialist	On duty	Coordinator				

Essential Supplies & Equipment			
Qty to keep on-hand	Description of item or equipment		
6 weeks supplies	General Office supplies		
6 weeks PPE	General PPE supplies		

Department: Police Division: Administrative/Support

Priority Rank:	5	Non-emergency/ general business
		services

	Service Delivery Alterations		
City Activation Level	Highest: mandatory social distancing, no public access, alt, service		
Service Delivery Impact:	Suspension of regular Crime Prevention and Community Outreach programs/meetings. Deferral/Suspension of non-emergency customer services. Regular Training/ Govt. Travel suspended. Staff reassignment to support essential service delivery.		
Alternate Delivery Method:	Public education, updates, and information requests disseminated via web, fax, email, and post mail.		
Workplace Modifications:	Closure of Public service counter, mandatory hygiene & sanitation practices, social distancing.		
City Activation Level			
Service Delivery Impact:	Suspension of public/group meetings. Reduction of police volunteer utilization in the workplace. Suspension of recruiting and hiring testing/screening.		
Alternate Delivery Method:	Delayed processing of service requests.		
Workplace Modifications:	Personal hygiene measures, social distancing.		
City Activation Level	Lowest: Standard precautions, Education Occurring, Vendor Agreements, Supplies stockpiled, Plans reviewed/tested, No ECC activation		
Service Delivery Impact:	None		
Alternate Delivery Method:	None		
Workplace Modifications:	None		
Department Absentee	e Rate 50% Of personnel absent from workplace		
Service Delivery Impact:	Deferral/suspension of non-essential services. Staff reassignment to core services.		
Alternate Delivery Method:	Sneeze guards, hygiene, educate on strain and incubation period		
Workplace Modifications:	Closure of public service counter, screening, telecommuting.		

Department Absentee Rate	25%	Of personnel absent from workplace	
Service Delivery Impact:	Training operations limited to essential Pandemic Flu Planning and preparations. Delayed processing of service requests.		
Alternate Delivery Method:	Utilize alternative communication methods for Community Outreach, public education, PIO operations.		
Workplace Modifications:	Personal hygiene, social distancing, telecommuting, etc		

Essential Personnel						
Position	Primary's Name	Backup #1	Backup #2			
Community Outreach	Lt. Charlie Gorman x2566	Jim Bove PIO x2545	Nicole Rogers x2632			

Essential Supplies & Equipment		
Qty to keep on-hand	Description of item or equipment	
	Please see Redmond Police emergency equipment list (attached)	

POLICE DEPT. DISASTER SUPPLIES

TRAILER:

MRE's 177 cases (12 dinners ea) 1404 total meals

Cots 30

H20 Bottles 100

Portable Toilets 20

1st Aid Bags 4

Shower Stands 9

Small Flashlights 50 (require 2 batteries)

Large Flashlights/ 30 (require 4 batteries)

Lanterns

Toilet Paper 100 rolls

Batteries 12 D's (only 12 singles found/email sent to

Frederick)

H2O Preserve Kits 19

Plastic Drum Pumps 9

H2O Bags 15

CONTINUED

Barrel Wrench 1

Generator 1

Storage Unit (90th Street):

Mountain House Food Supply 108 boxes (each has 7 breakfast, 7 lunch,

7 dinners, 7 veggie

H2O Barrels 10, 55 gallon's ea

1 barrel wrench

Sleeping Bags 56

Public Safety Garage:

Large Latex Gloves 50,000

XL Latex Gloves 10,000

Small Nitrate Gloves 10,000

Med Nitrate Gloves 30,000

Scorpion Eye Wear 500 pair

Hand Sanitizer 6,000 (4 oz bottles)

Anti-septic Towletts 5,000

Department: Public Works	Division:	
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Priority Rank: 1 Service: Maintain Transportation System

	Service Delivery Alterations		
City Activation Level	Highest: mandatory social distancing, no public access, alt. service delivery, no meetings, ECC full activation		
Service Delivery Impact:	Respond to critical tasks only. Routine maintenance suspended. No review of new designs or work zone traffic control plans. Communication via phone or e-mail only.		
Alternate Delivery Method:	Rely primarily on existing stand by system in use at MOC. All issues routed through on-call staff for that week. Signal Technicians remain in field with base at signal lab.		
Workplace Modifications:	Have staff telecommute if needed. Use alternate Traffic Management Center at 90 th Street signal lab if needed.		
City Activation Level	P Voluntary social distancing, limited public access, limited meetings, ECC partial activation		
Service Delivery Impact:	Respond to critical tasks along with some regular maintenance items. No review of new designs. Electronic review of work zone traffic control plans. Communication via phone or e-mail or brief meetings.		
Alternate Delivery Method:	Rely on existing stand by system in use at MOC to address critical tasks. Signal Technicians work from signal lab with limited contact.		
Workplace Modifications:	Have staff telecommute if needed. Use alternate Traffic Management Center at 90 th Street signal lab if needed.		
City Activation Level	Lowest: Standard precautions, Education Occurring, Vendor Agreements, Supplies stockpiled, Plans reviewed/tested, No ECC activation		
Service Delivery Impact:	Very little impact to normal operations. Some maintenance items may be put off if all personnel not available. Design and work zone traffic control review as usual. Communication via phone, e-mail or meetings		
Alternate Delivery Method:	Signal Technicians work from signal lab. City Hall staff communicate with technicians via phone or e-mail unless face to face needed.		
Workplace Modifications:	Have staff telecommute if needed.		

Department Absentee Rate	50%	Of personnel absent from workplace		
Service Delivery Impact:	Same as Activation Level B. Respond to critical tasks along with some regular maintenance items. No review of new designs. Electronic review of work zone traffic control plans. Communication via phone or e-mail or brief meetings.			
Alternate Delivery Method:	critical	Rely on existing stand by system in use at MOC to address critical tasks. Signal Technicians work from signal lab with limited contact.		
Workplace Modifications:	Have staff telecommute if needed. Use alternate Traffic Management Center at 90 th Street signal lab if needed.			
Department Absentee Rate	25% Of personnel absent from workplace			
Service Delivery Impact:	Same as Activation Level C. Very little impact to normal operations. Some maintenance items may be put off if all personnel not available. Design and work zone traffic control review as usual. Communication via phone, e-mail or meetings			
Alternate Delivery Method:	Signal Technicians work from signal lab. City Hall staff communicate with technicians via phone or e-mail unless face to face needed.			
Workplace Modifications:	Have staff telecommute if needed.			

Essential Personnel				
Position	Primary's Name	Backup #1	Backup #2	
Traffic Operations	Rob Crittenden	Paul Cho	Bruce Newman	
Manager/Engineer				
Traffic Operations Signal	John Schaefer	Dan Kerr	Albert Becerra	
Technician				
Street Maintenance	Jim Cooper	Robin Brown	Craig Thompson	
Supervisor				

Essential Supplies & Equipment		
Qty to keep on-hand	Description of item or equipment	
Two minimum	Vehicles – Lift Trucks, Service Trucks	
Two minimum	Laptops with signal system information	
Two minimum	Mobile phones for field personnel	
Two minimum	Signal Equipment parts – controllers, cards, etc.	

Department: Public Works Division:

Priority Rank: 2 Service: Maintain City Utility Services

	Service Delivery Alterations		
City Activation Level	Highest: mandatory social distancing, no public access, alt. service delivery, no meetings, ECC full activation		
Service Delivery Impact:	Respond only to essential operations or emergency situations (i.e. water delivery, pump station operation, SSO's flooding); institute utility emergency response plans; modify standby personnel coverage (establish alternates and double coverage).		
Alternate Delivery Method:	None, but some flexibility in water supply delivery, based upon the utility emergency response plan.		
Workplace Modifications:	Crew makeup (utilize appropriate personnel from other divisions & departments); close all gates, lock all doors and institute workplace checkin procedures for all employees & visitors; cancel group meetings and outside training not required by law or rule; prepare twice daily situational reports.		
City Activation Level	B Voluntary social distancing, limited public access, limited meetings, ECC partial activation		
Service Delivery Impact:	Reduce non essential work (i.e. vegetation control, litter pickup, painting); minimize preventative maintenance procedures		
Alternate Delivery Method:	None, but some flexibility in water supply delivery, based upon the utility emergency response plan. Very limited tele-commuting where preapproved (SCADA monitoring; budgeting/finance administration)		
Workplace Modifications:	Crew makeup modifications dependent upon individual divisional needs for the day; curtail voluntary-type training/education; limit/screen visitors to MOC; close gates to MOC.		
City Activation Level	Lowest: Standard precautions, Education Occurring, Vendor Agreements, Supplies stockpiled, Plans reviewed/tested, No ECC activation		
Service Delivery Impact:	None		
Alternate Delivery Method:	None		
Workplace Modifications:	Emphasize personal hygiene by crew; may delay some scheduled major repair or modify work on new projects.		

Department Absentee Rate	50%	Of personnel absent from workplace	
Service Delivery Impact:	Flex personnel (internal & external to MOC) where needed; consider work modifications related to activation levels B & A where appropriate; consider instituting utility emergency response plans.		
Alternate Delivery Method:	None		
Workplace Modifications:	Cancel non-medical/non-emergency leave requests; consider modifications related to activation levels B & A where appropriate.		
Department Absentee Rate	25%	Of personnel absent from workplace	
Service Delivery Impact:	Flex personnel (internal to MOC) where needed		
Alternate Delivery Method:	None		
Workplace Modifications:	Reduce routine-level work		

Essential Personnel					
Position	Primary's Name	Backup #1	Backup #2		
Water quality technician	Tom Fix	As assigned	As assigned		
Lift station maintenance technician	Yakov Gringauz	As assigned	As assigned		
Division Leads	As listed	Seniority list	As assigned		
Emergency response teams	Makeup dependant upon type of incident; refer to prepared response plans for water, sewer, storm	As assigned	As assigned		
Emergency equipment operator(s)	Dependent upon incident type	As assigned	As assigned		
Standby coverage (24/7)	Primary, secondary standby rosters	Alternative duty roster list	As assigned		
Utility supervisor	As listed on PW emergency response card	As assigned	As assigned		

Essential Supplies & Equipment		
Qty to keep on-hand	Description of item or equipment/ Water division	
1 pallet each well	Morton solar salt	
20 bags each well	Sodium Fluoride	
4 for field tests	DPD chlorine detection dispensers	
2 each	Chlorine testers	
1 each	Water service truck	
1 each	Emergency trailer w/equipment	

Qty to keep on-hand	Description of item or equipment/ Wastewater Division
1 each	Sewer Vactor truck
1 each	Lift station van
4 each	Trailered generators, various outputs
1 each	Trailered trash pump, 4"
1 each	SCADA monitoring equipment supplies
2 lengths, each size	PVC 3034 sewer pipe, sizes 6-8-10 inch diameter
6 each	Manhole frame and lids, sewer size
4 each size	Fernco fittings, 6-8-10 inch

Qty to keep on-hand	Description of item or equipment/ Stormwater Division
1 each	Stormwater Vactor
1 each	5 yd, 10 yd dump trucks; "mud" van
2 each	Service trucks
1 each	Trackhoe; backhoe, bobcat, front end loader
6 each	Portable pumps, various GPM
1 each	Trailer trash pump; trailered generator
6 each	Spill kits
2 lengths, each size	Assorted pipe sizes in PVC, HPDE
1 length	Ductile iron, 12"
6 each	Catch basin, type 1, with frame and grate; standard manhole ring and
	cover
2 each	Catch basin, manhole risers in both metal and concrete, various sizes
1 roll	Filter fabric
20 yds	Crushed rock (MOC stockpile)
25 bags, each	Redi-Mix concrete; mortar mix

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Department:Public WorksDivision:

Priority Rank: 3 Service: Fleet Maintenance Operations

	Se	rvice Delivery Alterations			
City Activation Level Highest: mandatory social distancing, no public access, alt. service delivery, no meetings, ECC full activation					
Service Delivery Impact:		Respond only to emergency response, public safety or essential vehicles			
		and critical equipment/vehicle breakdown. Full Fuel Capacity at all fuel			
		tanks, daily inspections completed.			
Alternate Delivery Method:		owing services for lock outs, dead batteries or delivery to MOC.			
Workplace Modifications:		akeup (utilize appropriate personnel from other divisions &			
		nents); institute workplace check-in process for all employees &			
	visitors	cancel group meetings; prepare twice daily situational reports.			
		Voluntary social distancing, limited public access, limited meetings, ECC			
City Activation Leve		partial activation			
		non essential work (i.e. upfitting new vehicles, preventive			
Service Delivery Impact:		nance services, cosmetic repairs or vehicle/equipment			
		ations). Fuel island inspections completed.			
		e tele-commuting where pre approved (Fleet data, parts ordering			
Alternate Delivery Method:		and record keeping). Use Ken's Towing for lock outs, battery recharges			
		le/equipment delivery to MOC.			
Workplace Modifications:		ake up modifications, dependent upon individual divisional needs			
for the day; curtail voluntary-type training; limit/screen visitors to MOC.					
		Lowest: Standard precautions, Education Occurring, Vendor			
City Activation Lave		Agreements, Supplies stockpiled, Plans reviewed/tested, No ECC			
City Activation Leve		activation			
Service Delivery Impact:		me personnel among divisions where needed. Order fuel to top off tanks at Fire Sta. 11 and MOC			
Alternate Delivery Method:	none				
Workplace Modifications:	Empha	size personal hygiene			
Department Absente	e Rate	50% Of personnel absent from workplace			
Service Delivery Impact:		Flex personnel (internal & external to MOC) where needed;			
		consider work modifications related to activation levels B & A			
		where appropriate.			
Alternate Delivery Method:		Use Ken's towing for lock outs, dead batteries or delivery of vehicles and equipment to the MOC.			
		Cancel non-medical/non-emergency leave requests; consider			
Workplace Modifications:		modifications related to activation levels B & A where			
		appropriate. PM Services drop to 2 priority.			

Department Absentee Rate	25% Of personnel absent from workplace			
Service Delivery Impact:	Flex personnel (internal to MOC) where needed. Work primarily on preventive maintenance schedules for fleet readiness. Reduce work to PM services and breakdowns only.			
Alternate Delivery Method:	Ken's towing for lock outs, dead batteries, delivery of vehicles and equipment to the MOC.			
Workplace Modifications:	Increase routine level work. PM service is 1 priority. Fuel stations are inspected and filled to capacity.			

Essential Personnel				
Position	Primary's Name	Backup #1	Backup #2	
Mechanic	Rick Gilbertson	Jerry Ross	Don Lindstrom	
Mechanic	Richard Barker	Jerry Ross	Don Lindstrom	
Mechanic	Ken Holmstrom	Jerry Ross	Don Lindstrom	
Fleet Manager	Nancy Bean	Rick Gilbertson	Jerry Ross	

Essential Supplies & Equipment			
Qty to keep on-hand	Description of item or equipment		
15,000 gallons	Diesel fuel		
10,000 gallons	Unleaded gasoline		
500 gallons	Engine oil		
100 gallons	antifreeze		
24 tires	Police vehicles (Chargers)		
24 tires, assorted sizes	Public Works utility trucks, city vehicles		

Department:Public WorksDivision:	
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Priority Rank: 4 Service: Essential Building Operations

	Service Delivery Alterations		
City Activation Level Highest: mandatory social distancing, no public access, alt. service delivery, no meetings, ECC full activation			
Service Delivery Impact:	Support provided to essential buildings only (Public Safety, Fire Stations, City Hall & Maint. Operations Center). No routine maintenance performed.		
Alternate Delivery Method:	For City Hall, Wright Runstad maintains a contact list of contractors which could be used for necessary services.		
Workplace Modifications:	Increased hygiene standards enforced. Minimal time spent inside buildings.		
City Activation Level			
Service Delivery Impact:	Limited work at non-essential buildings. Emphasis on HVAC operations for essential buildings.		
Alternate Delivery Method:			
Workplace Modifications:	Hygiene strategies followed.		
City Activation Level Lowest: Standard precautions, Education Occurring, Vendor Agreements, Supplies stockpiled, Plans reviewed/tested, No ECC activation			
Service Delivery Impact:	Stocking up on supplies for essential buildings.		
Alternate Delivery Method:	3 1 2 21 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2		
Workplace Modifications:	Emphasize personal hygiene		
Department Absente	e Rate 50% Of personnel absent from workplace		
Service Delivery Impact:	12		
Alternate Delivery Method:			
Workplace Modifications:			
Department Absente	e Rate 25% Of personnel absent from workplace		
Service Delivery Impact:	None		
Alternate Delivery Method:			
Workplace Modifications:			

Essential Personnel					
Position Primary's Name Backup #1 Backup #2					
Facilities Supervisor	Tim Fountain	Carolyn Swanson	Ken Reite		
HVAC Technician	Ken Reite	Nate Wood			

Essential Supplies & Equipment			
Qty to keep on-hand	Description of item or equipment		
6 cases	Hand Sanitizer		
1 month supply	Latex Gloves		
24 boxes	Disinfectant Wipes		
3 month supply	Filters		
1	Laptop Computer		
8	Cell Phones		

Department:	Public Works		Division:	
Priority Rank:	5	Service:	Construction Inspection and Contract	
			Management	

	Service Delivery Alterations		
City Activation Level	Highest: mandatory social distancing, no public access, alt. service delivery, no meetings, ECC full activation		
Service Delivery Impact:	Suspend work on design contracts, permit reviews, and other office work as needed to support inspection and project management work for active construction projects. Close the front counter. No preconstruction meetings or new construction starts. Customers must call for service.		
Alternate Delivery Method:	None		
Workplace Modifications:	Focus on performing inspections and project management for active capital and private construction projects. Staff works from their vehicles when possible to minimize contact. All meetings cancelled. Non-essential staff telecommutes unless needed to support above activities. Front (double doors) remain locked.		
City Activation Level	B Voluntary social distancing, limited public access, limited meetings, ECC partial activation		
Service Delivery Impact:	Reduced public access to staff, reduced productivity		
Alternate Delivery Method:	None		
Workplace Modifications:	Encourage telecommuting. Non-essential meetings canceled. Inspection staff works mainly from vehicles. Limited service at the front counter. Public not allowed into staff workspace.		
	<u> </u>		
City Activation Level	C Lowest: Standard precautions, Education Occurring, Vendor Agreements, Supplies stockpiled, Plans reviewed/tested, No ECC activation		
Service Delivery Impact:	Reduced public access to staff.		
Alternate Delivery Method:			
Workplace Modifications:	Supplies stockpiled. Educate staff. Encourage fewer meetings and reduced personal contact with others.		
Department Absente	e Rate 50% Of personnel absent from workplace		
Service Delivery Impact:	Reduced productivity		
Alternate Delivery Method:			
Workplace Modifications:	Non-essential meetings canceled		

Department Absentee Rate	25%	Of personnel absent from workplace
Service Delivery Impact:	None	
Alternate Delivery Method:		
Workplace Modifications:	None	

Essential Personnel						
Position Primary's Name Backup #1 Backup #2						
Construction Division	-		-			
Manager	Mike Paul	Joe Averill	Steve Gibbs			
Inspection Manager	Joe Averill	John Florio	Tony Lewis			

Essential Supplies & Equipment	
Qty to keep on-hand	Description of item or equipment
6 minimum	Vehicles
Varies	Basic office supplies, field books, batteries, etc.
6 minimum	Computers
6 minimum	Cell phones and office phones
6 minimum	Cameras