

City of Idaho Falls: Phased Back-to-Work Plan Template

CURRENT	PHASE 1 5/1-15	PHASE 2 5/16-29	PHASE 3 5/30-6/12	PHASE 4 6/13-26	END 6/27 & Beyond
<p>Social Distancing and Limited Physical Interactions : 6-feet</p> <ul style="list-style-type: none"> - Unidirectional traffic - Reduce people <ul style="list-style-type: none"> ▪ Staggered hours ▪ telework - Online, digital, telephonic, curbside. Etc. - Amended Hours - Use of signage - Minimized travel - Close common areas 	<ul style="list-style-type: none"> - Install spacing markers on the floor of queuing lanes -Remove cloth seats and reduce remaining seating to operational minimum -Space and block seats to encourage social distancing -Designate exit routes and install path guides -Divide shifts to allow for minimal contact among employees -Provide computers and conference software to allow for remote access to files, projects and web-based meetings -Amend hours to reflect reduced flight schedule -Restrict access to ticketed passengers and employees only -Review and revise plan as necessary 	<ul style="list-style-type: none"> -Require all passengers wear masks -Offer disposable masks for passengers unable to provide their own -Offer hand sanitizer stations at queuing areas -Post durable signage at all entry points detailing restrictions -Restrict access to ticketed passengers and employees only -Review and revise plan as necessary 	<ul style="list-style-type: none"> -Require all passengers wear masks -Offer disposable masks for passengers unable to provide their own -Offer hand sanitizer stations at queuing areas -Post durable signage at all entry points detailing restrictions -Restrict access to ticketed passengers and employees only -Review and revise plan as necessary 	<ul style="list-style-type: none"> -Require all passengers wear masks -Offer disposable masks for passengers unable to provide their own -Offer hand sanitizer stations at queuing areas -Post durable signage at all entry points detailing restrictions -Restrict access to ticketed passengers and employees only -Review and revise plan as necessary 	<ul style="list-style-type: none"> -Require all passengers wear masks -Offer disposable masks for passengers unable to provide their own -Offer hand sanitizer stations at queuing areas -Post durable signage at all entry points detailing restrictions -Restrict access to ticketed passengers and employees only -Review and revise plan as necessary
<p>Hygienic Conditions</p> <ul style="list-style-type: none"> - Cleaning & disinfection - Sanitizer - Hand-washing - Masks (Cloth or N-95) - Other PPE as needed 	<ul style="list-style-type: none"> - Determine cleaning schedules for different public areas -Note and emphasize touchpoints in common areas -Mandate cleaning procedures for high traffic areas after each departure and each arrival to remove the potential of infection from surface contact -Provide hand sanitizer in secured dispensers that allows for public use -Provide hand sanitizer in staff areas for employee use -Ensure continued availability of hand soap in public restrooms and employee break areas -Ensure employees have been instructed on proper hand-washing procedures as outlined in CDC information materials -Require hand-washing after sterilizing public areas -Mandate that gloves only be worn to perform certain tasks and cycled after those designated tasks are completed 	<ul style="list-style-type: none"> -Continue cleaning procedures for high traffic areas after each departure and each arrival to remove the potential of infection from surface contact -Continue to provide hand sanitizer in secured dispensers that allows for public use -Continue to provide hand sanitizer in staff areas for employee use -Ensure continued availability of hand soap in public restrooms and employee break areas -Continue to adhere to city policy on wearing face covering in public -Review and revise plan as necessary 	<ul style="list-style-type: none"> -Continue cleaning procedures for high traffic areas after each departure and each arrival to remove the potential of infection from surface contact -Continue to provide hand sanitizer in secured dispensers that allows for public use -Continue to provide hand sanitizer in staff areas for employee use -Ensure continued availability of hand soap in public restrooms and employee break areas -Continue to adhere to city policy on wearing face covering in public -Review and revise plan as necessary 	<ul style="list-style-type: none"> -Continue cleaning procedures for high traffic areas after each departure and each arrival to remove the potential of infection from surface contact -Continue to provide hand sanitizer in secured dispensers that allows for public use -Continue to provide hand sanitizer in staff areas for employee use -Ensure continued availability of hand soap in public restrooms and employee break areas -Continue to adhere to city policy on wearing face covering in public -Review and revise plan as necessary 	<ul style="list-style-type: none"> -Continue cleaning procedures for high traffic areas after each departure and each arrival to remove the potential of infection from surface contact -Continue to provide hand sanitizer in secured dispensers that allows for public use -Continue to provide hand sanitizer in staff areas for employee use -Ensure continued availability of hand soap in public restrooms and employee break areas -Continue to adhere to city policy on wearing face covering in public -Review and revise plan as necessary

	<ul style="list-style-type: none"> -Educate staff on the possibility of cross contamination from reused or misused PPE -Formalize training on proper use of masks per CDC guidelines -Continue to adhere to city policy on wearing face covering in public -Review and revise plan as necessary 				
Strategy for Ill Employees <ul style="list-style-type: none"> – Self-monitoring/Screening – Quarantining – Stay home if ill – Disinfection as needed 	<ul style="list-style-type: none"> -Offer training reinforcing necessity of self-monitoring and self-quarantine -Heightened emphasis on cleaning of common use areas 	<ul style="list-style-type: none"> -Reinforce necessity of self-monitoring and self-quarantine -Heightened emphasis on cleaning of common use areas 	<ul style="list-style-type: none"> Reinforce necessity of self-monitoring and self-quarantine -Heightened emphasis on cleaning of common use areas 	<ul style="list-style-type: none"> Reinforce necessity of self-monitoring and self-quarantine -Heightened emphasis on cleaning of common use areas 	<ul style="list-style-type: none"> Reinforce necessity of self-monitoring and self-quarantine -Heightened emphasis on cleaning of common use areas
	Facilitate Contact Tracing				
	Special Accommodations <ul style="list-style-type: none"> – Employees (Ryan and Randy) – Citizens/Customers (as directed by managers) 				