



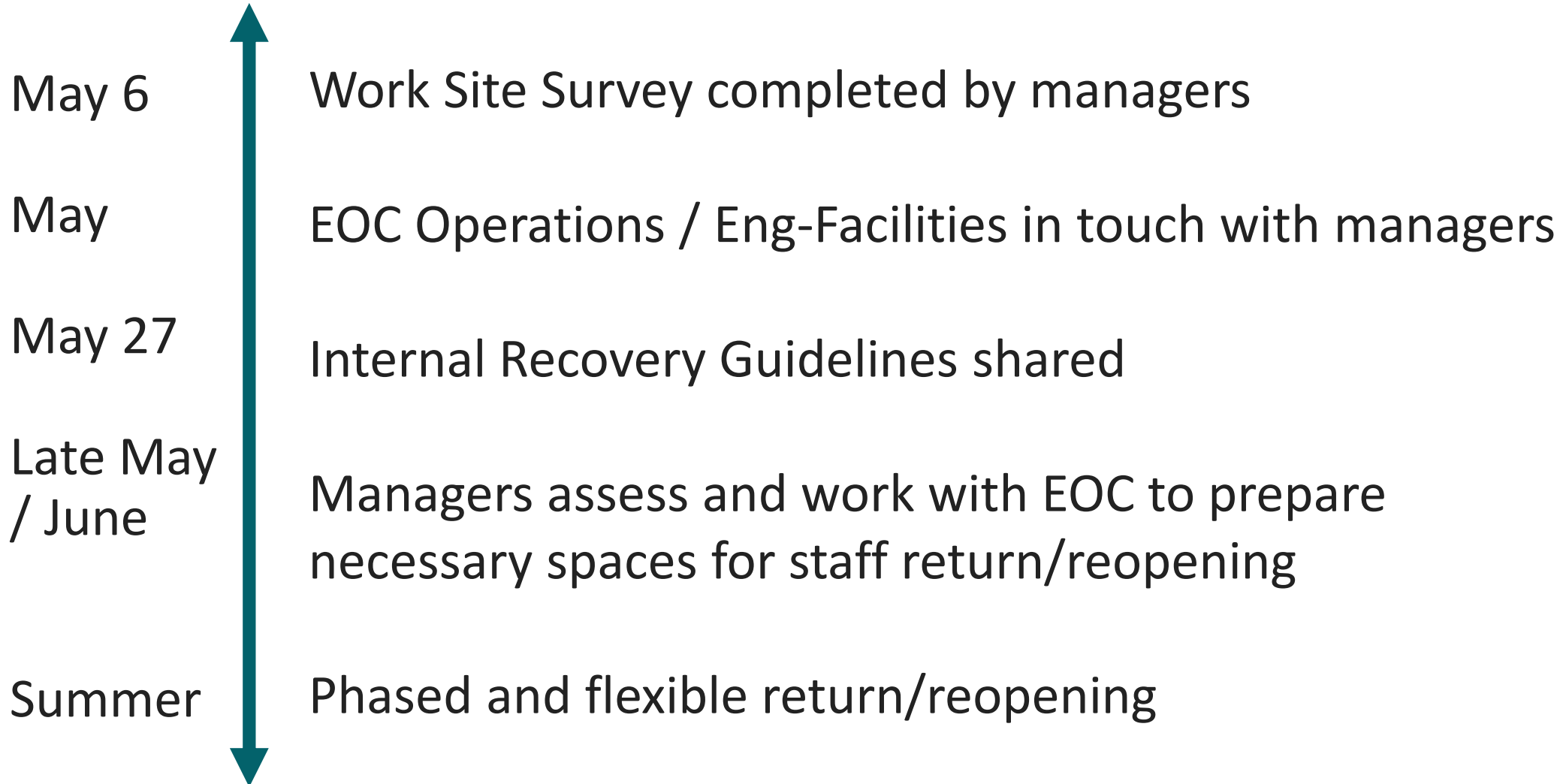
Guidance for Reopening

EOC Planning Section - Internal Recovery Task Force

Internal Recovery Task Force

- Jose Maria Donoso Building Inspection (Team Leader)
- Amanda Lythjohan Information Technology
- Marci Paulsen City Attorney's Office
- Bryan Cator Monona Terrace
- Emaan Abdel-Halim Human Resources
- Carla Garces Human Resources
- Tresa Martinez Employee Assistance Program
- Mari Gasiorowicz Public Health
- Will McMahan Engineering-Facilities
- Eric Knepp Parks
- Jamar Gary Police
- Cam McLay Mayor's Office

Internal Recovery Guidelines - Process

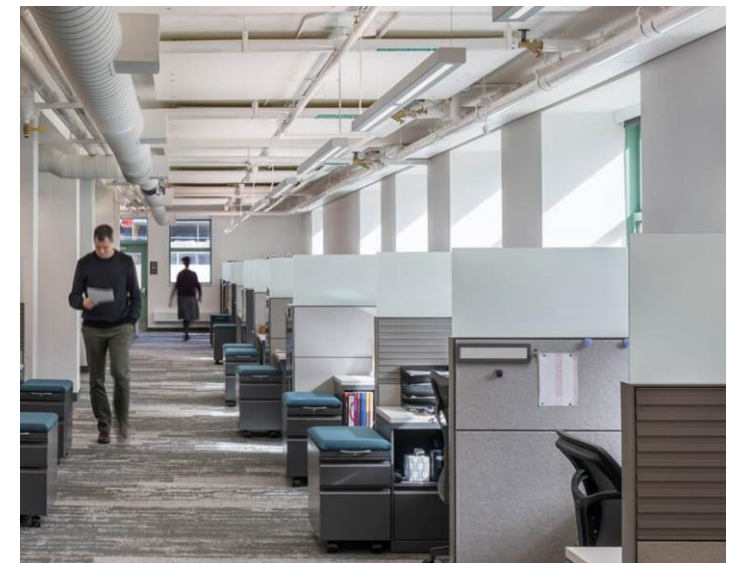


Internal Recovery Guidelines - Overview

- Managers have responsibility/discretion for a safe reopening
- Agencies have a variety of services and needs
- [Forward Dane](#) should be used to help guide decisions
- Continue to encourage teleworking and staggered work schedules
- Assess physical spaces and prioritize changes needed
- Be careful/deliberate – make sure spaces are ready for reopening
- Let the EOC know your priorities and unique needs
cityeoc@cityofmadison.com

Preparing Physical Spaces

- Customer Service Areas
 - Barriers
 - Signage / Physical Spacing Protocols
 - Wayfinding / Flow
 - Furniture
- Staff areas
 - Partitions / Physical changes only when needed
 - Signage
 - Furniture



Preparing to Return / Reopen

For Managers / Supervisors

1. Evaluate risk of services
2. Evaluate positions according to essential functions
3. Allow /encourage teleworking and staggered schedules
4. Maintain on-line services that have replaced in-person services (equity important to consider)
5. Evaluate communal work spaces
6. Identify signage needs (templates to be provided soon)

Preparing to Return / Reopen

For Managers / Supervisors (cont.)

7. Consider temperature screening protocol
8. Develop cleaning protocols
9. Communication
 - Clear expectations
 - Seek input and establish consistent check-ins
 - Review face covering requirements, best practices to reduce transmission
 - Encourage use of EAP as needed
10. Considerations
 - Transportation
 - Childcare



Preparing to Return / Reopen

For All Employees

1. Adhere to face covering policy
2. Stay home if sick or symptomatic
3. Maintain physical distancing during travel (testing encouraged upon return)
4. Keep your workspace clean
5. Self-screen temperature at home
6. Continue to practice good hygiene



Preparing to Return / Reopen

For Employees in the Field

1. Consider and minimize risk factors while working
2. Schedule fewer off-site visits
3. Generally limit to single occupancy vehicles
4. Maintain record of your locations
5. Establish protocols for off-site appointments
6. Continue to practice good hygiene



Questions & Discussion

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