

RECONSTITUTION OF OPERATIONS PLAN

JUNE 15, 2020



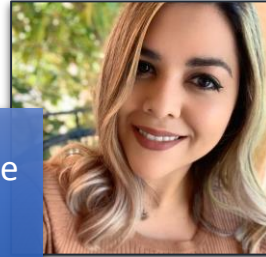
RECONSTITUTION OF OPERATIONS PLAN COMMITTEE



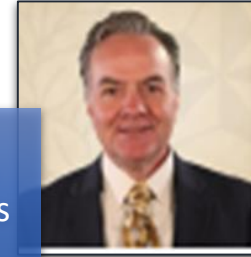
THE ROOP COMMITTEE WAS ESTABLISHED TO:

DEVELOP A RECOVERY PLAN FOR RETURNING EMPLOYEES SAFELY BACK TO THE WORKSITE BY MINIMIZING EXPOSURE OF COVID-19 TO EMPLOYEES AND TO THE PUBLIC.

Nichole Ruiz



Chris Stathis



Carol Dwyer



Marc Marquez



Sam Trujillo



RECONSTITUTION OF OPERATIONS PLAN COMMITTEE

SUBCOMMITTEE MEMBERSHIP



POLICY/TRAINING

JPD

ADMINISTRATION
HUMAN RESOURCES
COUNTY ATTORNEY
PUBLIC DEFENDER
DISTRICT CLERK

REGULATORY COMPLIANCE

COUNTY JUDGE
DRO
COUNTY ATTORNEY
COMMISSIONERS COURT STAFF
ECONOMIC DEVELOPMENT

RISK MANAGEMENT WORKER SAFETY CUSTOMER SAFETY

HUMAN RESOURCES
PUBLIC WORKS
PARKS AND RECREATION
MEDICAL EXAMINER
TAX OFFICE
CONSTABLE PCT.1

FACILITIES/PPE

FACILITIES MANAGEMENT
COMMUNITY SERVICES
FLEET MANAGEMENT
COUNCIL OF JUDGES
MEDICAL EXAMINER
SHERIFF'S OFFICE

BUDGETING/PURCHASING RESOURCE MANAGEMENT

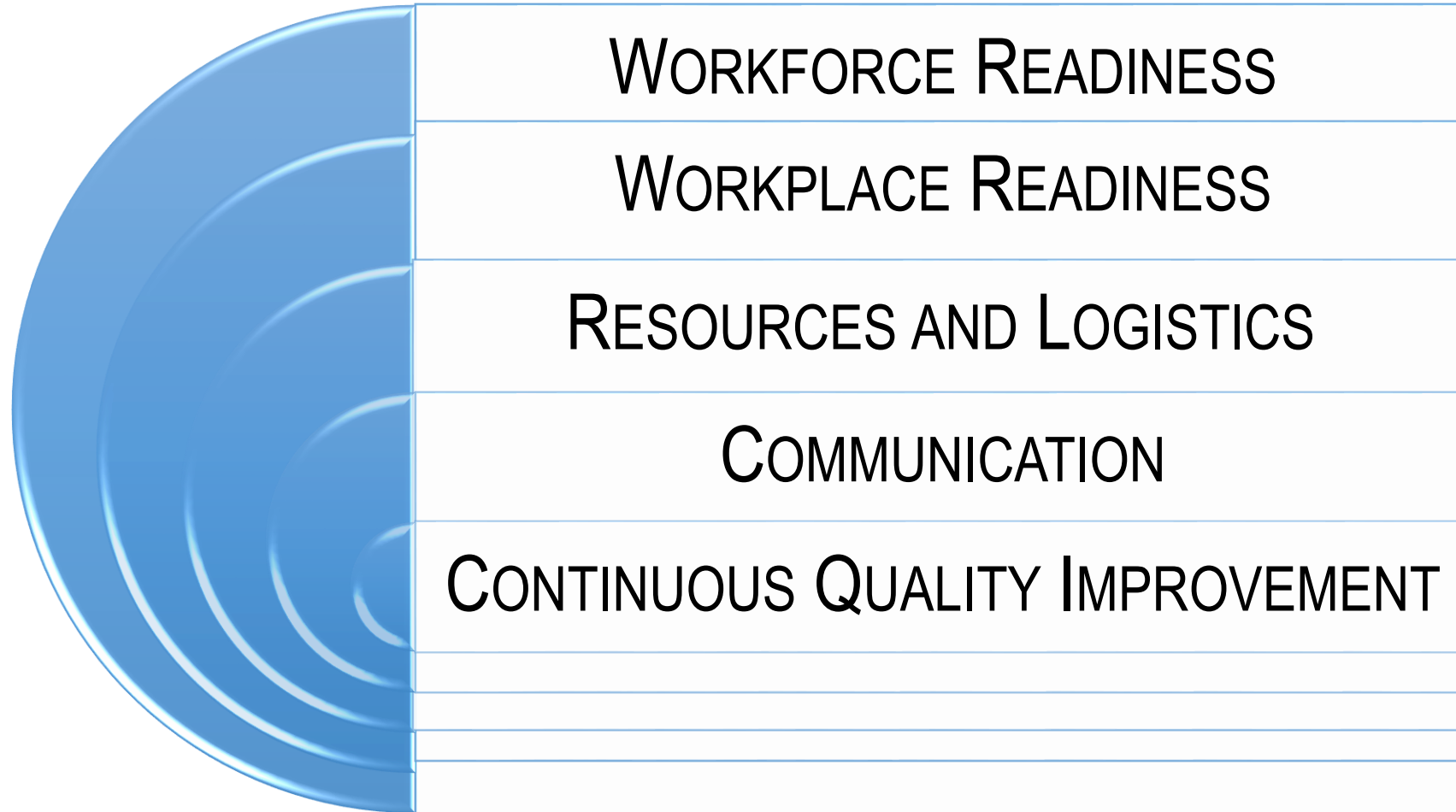
VETERANS ASSISTANCE
PURCHASING
COUNTY AUDITORS
BUDGET & FISCAL POLICY
SHERIFF'S OFFICE

MISSION & GOAL



TO PREVENT OR REDUCE THE RISK OF SPREADING COVID-19 TO THE PUBLIC OR COUNTY EMPLOYEES THROUGH THE DEVELOPMENT AND IMPLEMENTATION OF A RECONSTITUTION OF OPERATIONS STRATEGIES WHICH ARE DESIGNED TO GUIDE AND EDUCATE COUNTY EMPLOYEES ON THE LATEST PREVENTATIVE BEST PRACTICES AND TO OPERATE COUNTY FACILITIES AND WORKSPACES IN A MANNER THAT TACTICALLY AVOIDS CONTAMINATION RISKS, WHILE MINIMIZING SOCIAL AND ECONOMIC IMPACTS.

RANGE OF STRATEGIES



OBJECTIVES



RECONSTITUTION OF OPERATIONS PLAN
DEPARTMENT ANNEX

Christopher Stathis
Chief Information Officer

This document supersedes version: 0.0000

A. ASSESSMENT

This section of the ROOP annex details the processes and achievements related to assessing the readiness to reconstitute operations under the plan. This includes the evaluation of the workforce, facilities, workspaces, and operations.

1. Workforce Assessment (Prepare the Workforce)

- ☒ Employee feedback/survey for reconstitution of operations.

Survey Date:	June 12, 2020
Instrument:	www.surveymonkey.com/askdu23k
Comments:	Survey received a 82% response rate.

- ☒ Employees at higher risk for severe illness

Effective Date:	June 15, 2020
Employee Count:	6
Accommodations:	Will apply through the ADA process.

- ☐ Employees with childcare or family care issues

Effective Date:	
Employee Count:	
Accommodations:	

- ☒ Employees who can Telework

Effective Date:	June 15, 2020
Employee Count:	42
Accommodations:	Continued telework utilizing the County's adopted Telework policy.

- ☐ Employees who can work alternate schedules or shifts

Effective Date:	
Employee Count:	
Accommodations:	

4. Operational Assessment

a. Services provided before and after activation of COOP (March 16, 2020)

Service Description	Active Prior to COOP	Active Under COOP	Active After COOP
Software Development	X	x	x
Project Management	X	x	x
Network Services	X	x	x
Database Services	X	x	x
Audio/Visual Services	X	x	x
Helpdesk (Tier 1 support)	X	x	x
Telephony Services	X	x	x
Contract Administration (Technology)	X	x	x
Procurement Management	X	x	x
Enterprise Software Support	X	x	x
Custom Software Support	X	x	x
Website development	X	x	x
Technical repair/replacement	X	x	x
Public Safety Technical Support	X	x	x
Remote Communication Support	X	x	x
Live meeting management	X	x	x

COVID-19 SCREENING/QUESTIONNAIRE



Questionnaire



No Entry



Return to
Work



COVID-19 SCREENING/TESTING



Body
Temperature
Test



Questionnaire



Exceeds Limit



Return to
Work



FREQUENTLY ASKED QUESTIONS



Can employees continue to telework?

Can departments implement the use of appointments to minimize the number of customers on-site?

What if an employee who lives with a vulnerable person refuses to come to work or expresses concerns about returning to work?

SIGNAGE/POSTING



NOTICE OF ELEVATOR SOCIAL DISTANCING PROTOCOLS

El Paso County is committed to practicing Social Distancing. When riding the elevators:

1. Wear a mask or other fabric face covering (over nose and mouth);
2. No more than **FOUR** people per elevator; and
3. Stand in the designated areas to help maintain social distancing

AVISO DE PROTOCOLOS DE DISTANCIAMIENTO SOCIAL DE ELEVADORES

El Condado de El Paso se compromete a practicar el distanciamiento social. Al subir a los ascensores:

1. Use una máscara o otra tela que cubra la cara (sobre la nariz y la boca)
2. No más de **CUATRO** personas por ascensor; y
3. Párese en las áreas designadas para ayudar a mantener el distanciamiento social

OUTSIDE THE ELEVATOR

1.



INSIDE THE ELEVATOR

2.



NOTICE OF RESTROOMS SOCIAL DISTANCING PROTOCOLS

El Paso County is committed to practicing Social Distancing when using the restrooms:

1. Wear a mask or other fabric face covering (over nose and mouth);
2. No more than **FOUR** people in the restroom at a time;
3. Stand in the designated areas to help maintain social distancing
4. Wash **YOUR HANDS** before exiting the restroom

AVISO DE PROTOCOLOS DE DISTANCIA SOCIAL DE BAÑOS

El Condado de El Paso se compromete a practicar el distanciamiento social cuando use los baños:

1. Use una máscara o otra tela que cubra la cara (sobre la nariz y la boca)
2. No más de **CUATRO** personas en el baño a la vez; y
3. Párese en las áreas designadas para ayudar a mantener el distanciamiento social
4. **LAVESE SUS MANOS** antes de salir del baño

ENTERING THE RESTROOMS

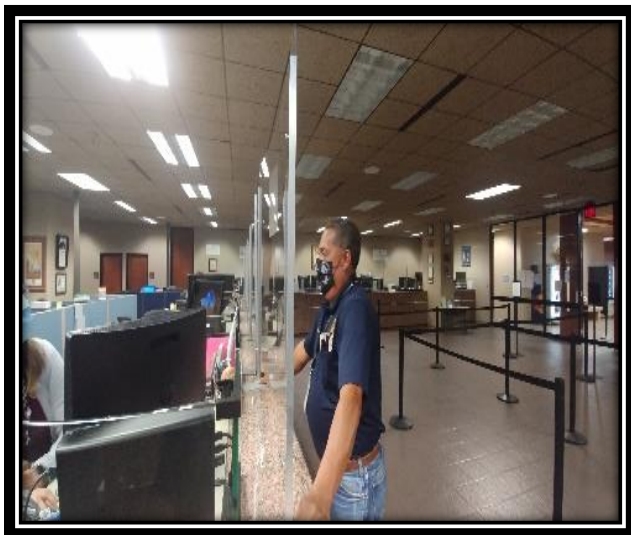
3.



LOBBY AREAS 6FT APART

4.

SIGNAGE/POSTING CONT.



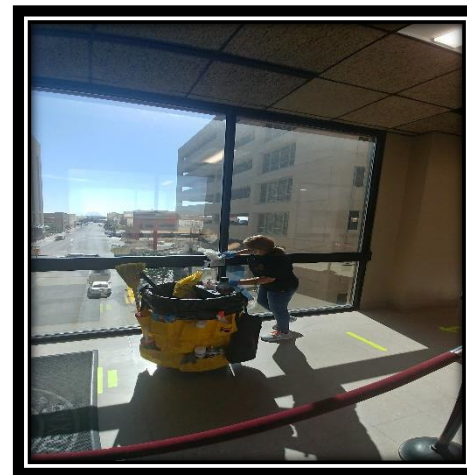
64 PROTECTIVE SHIELDS INSTALLED

1.



ADDITIONAL HAND
SANITIZER DISPENSERS
INSTALLED IN THE
COMMON AREAS: BUILDING
ENTRANCE, AND LOBBY AREAS

2.

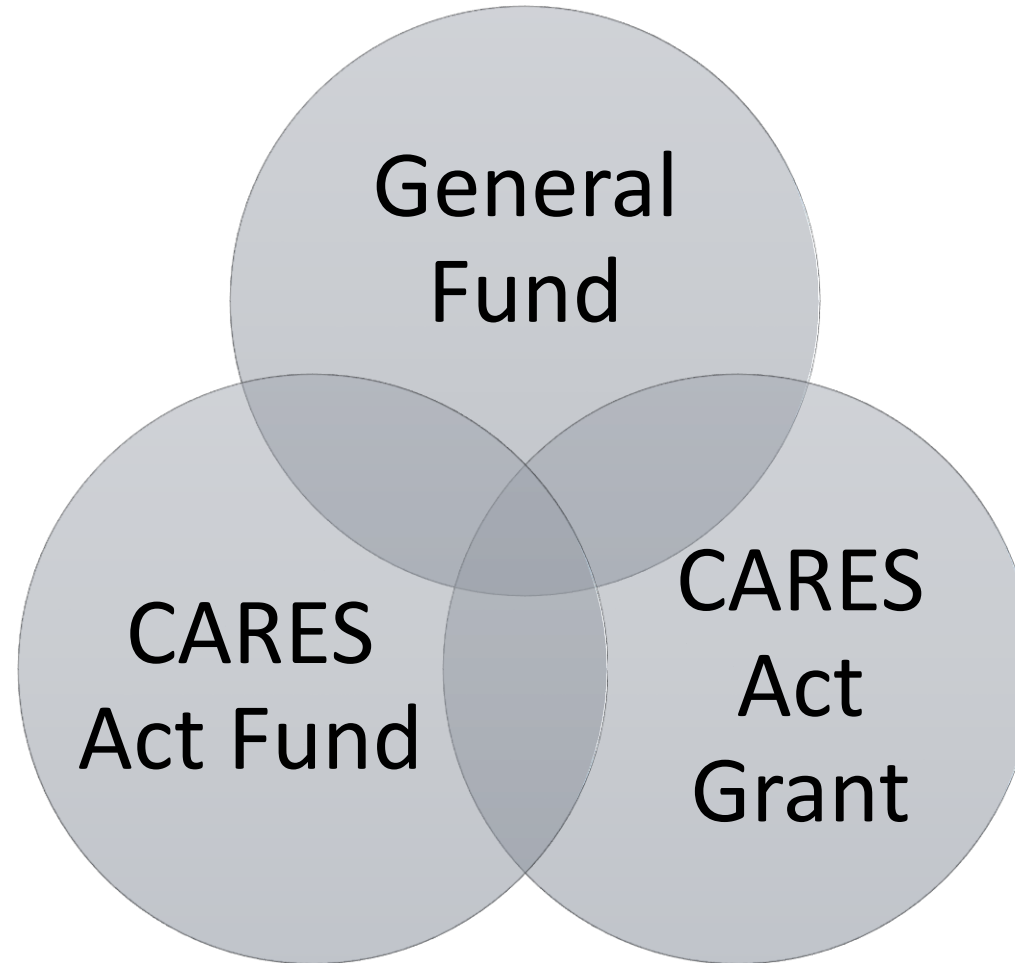


CUSTODIAN DISINFECT
CUSTODIAN TRAINING
*****TEAM WORK**

3.



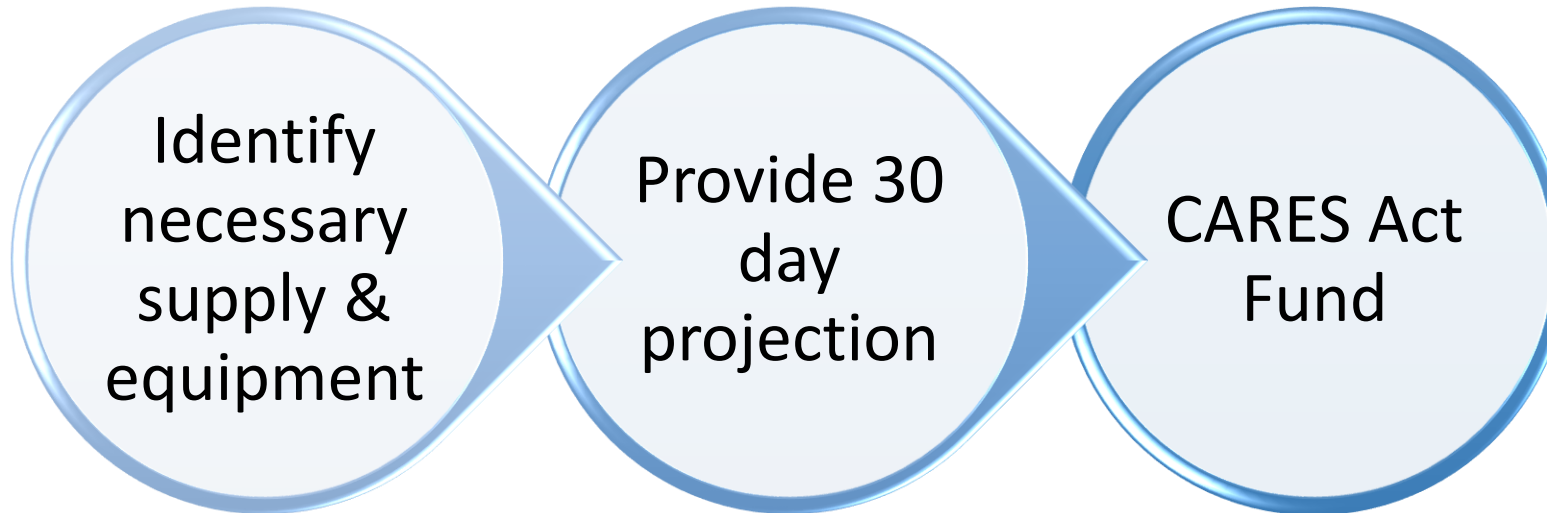
LOGISTICS/SUPPLIES



LOGISTICS/SUPPLIES CONT.



PPE, SUPPLIES & EQUIPMENT PROCESSING



POLICIES/TRAINING



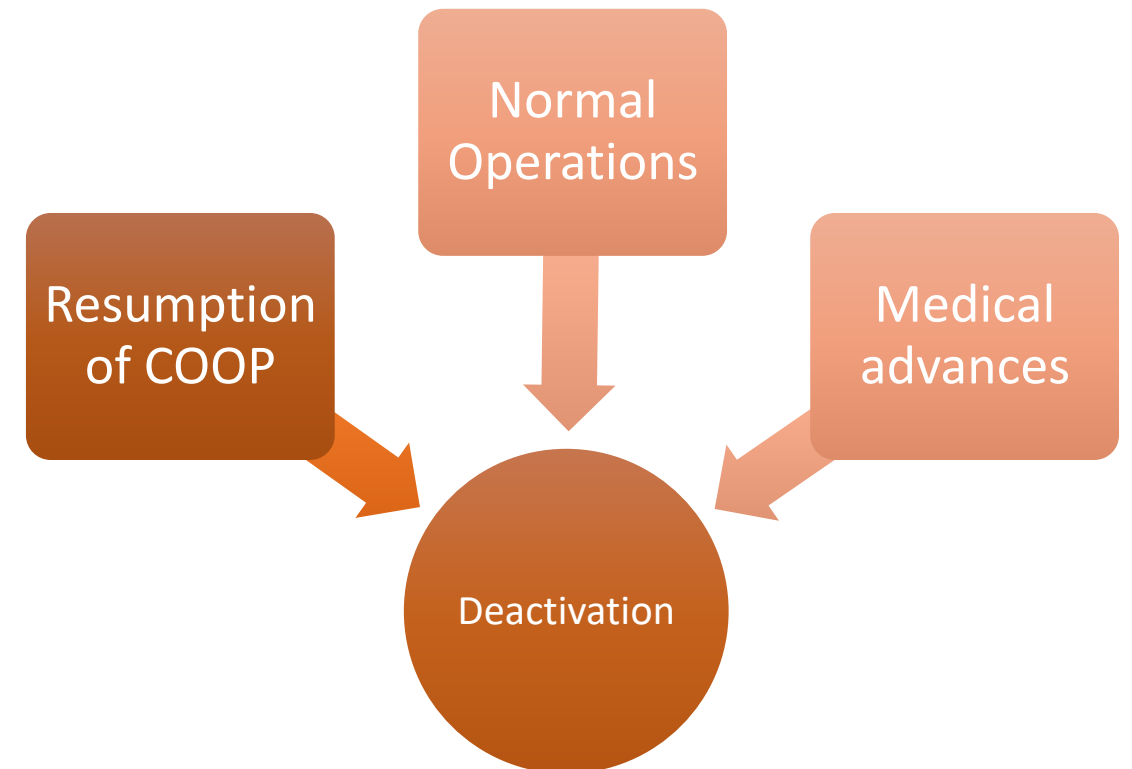
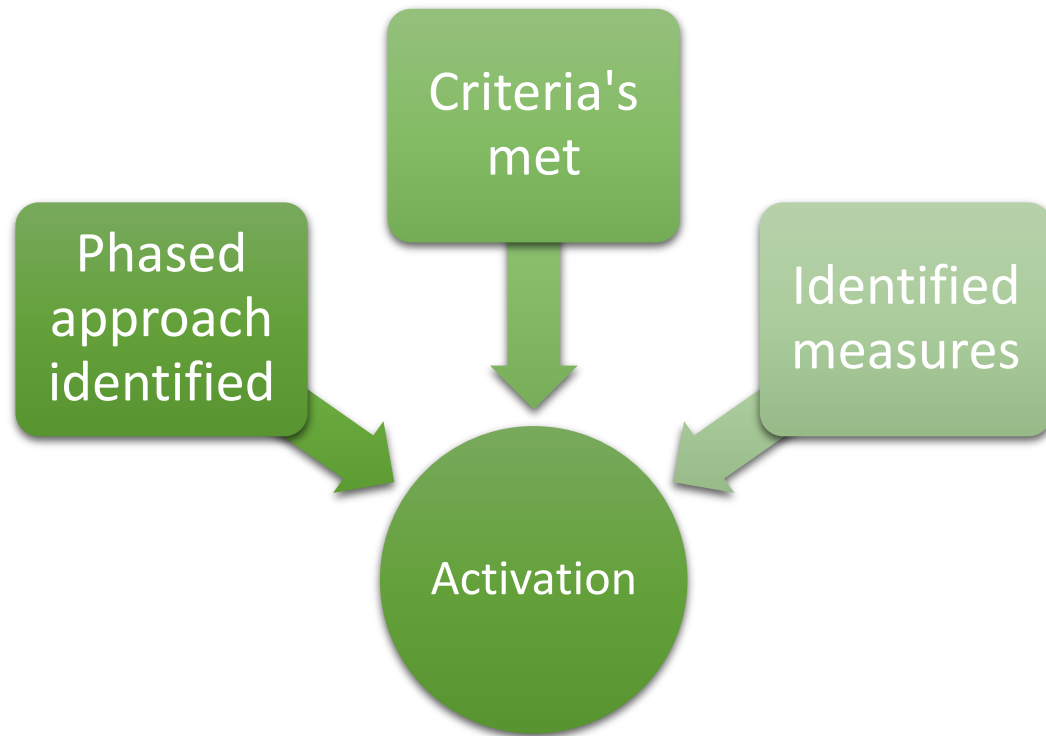
Policy Review

- ROOP Policy - ***new***
- FFCRA - ***new***
- Telework - ***new***
- Vacation – ***possible revisions***
- Sick – ***possible revisions***
- FMLA – ***possible revisions***
- Others as they come

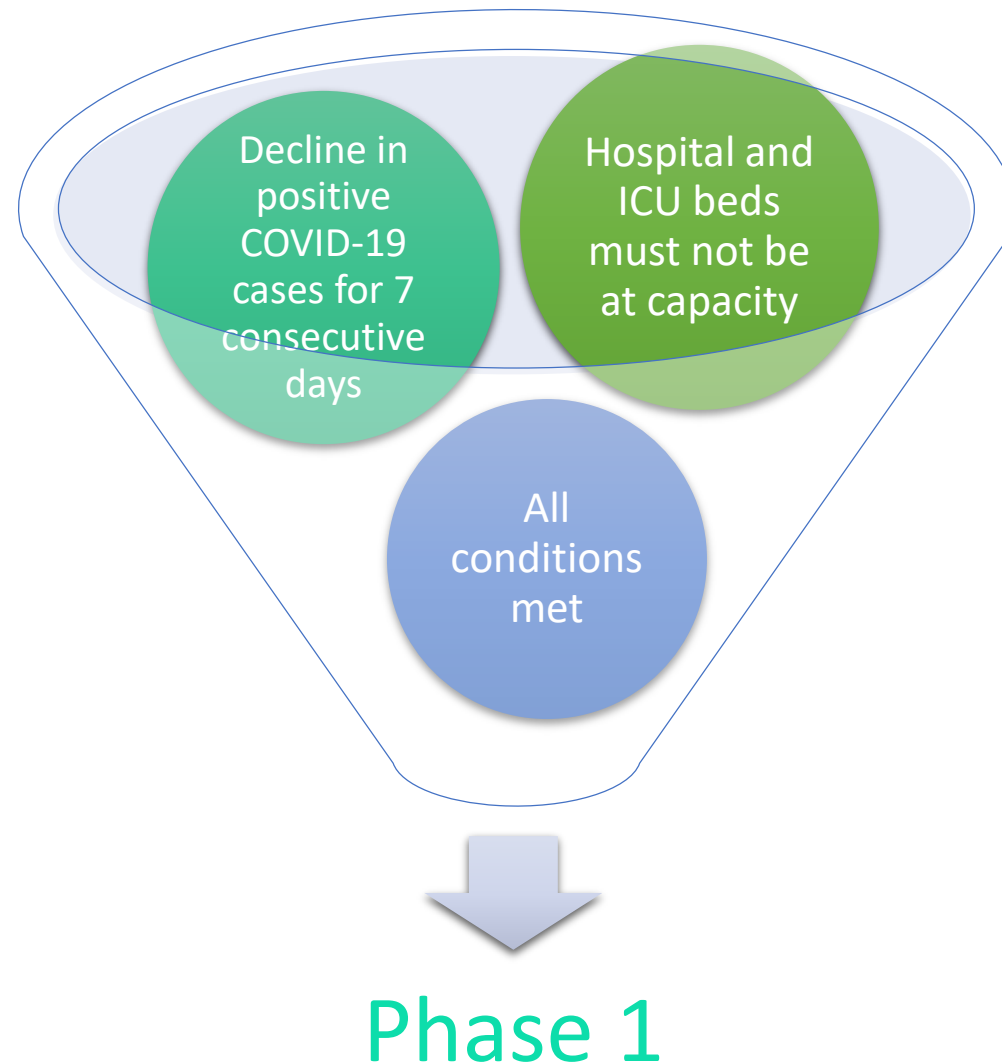
Training

- Short Video – user friendly

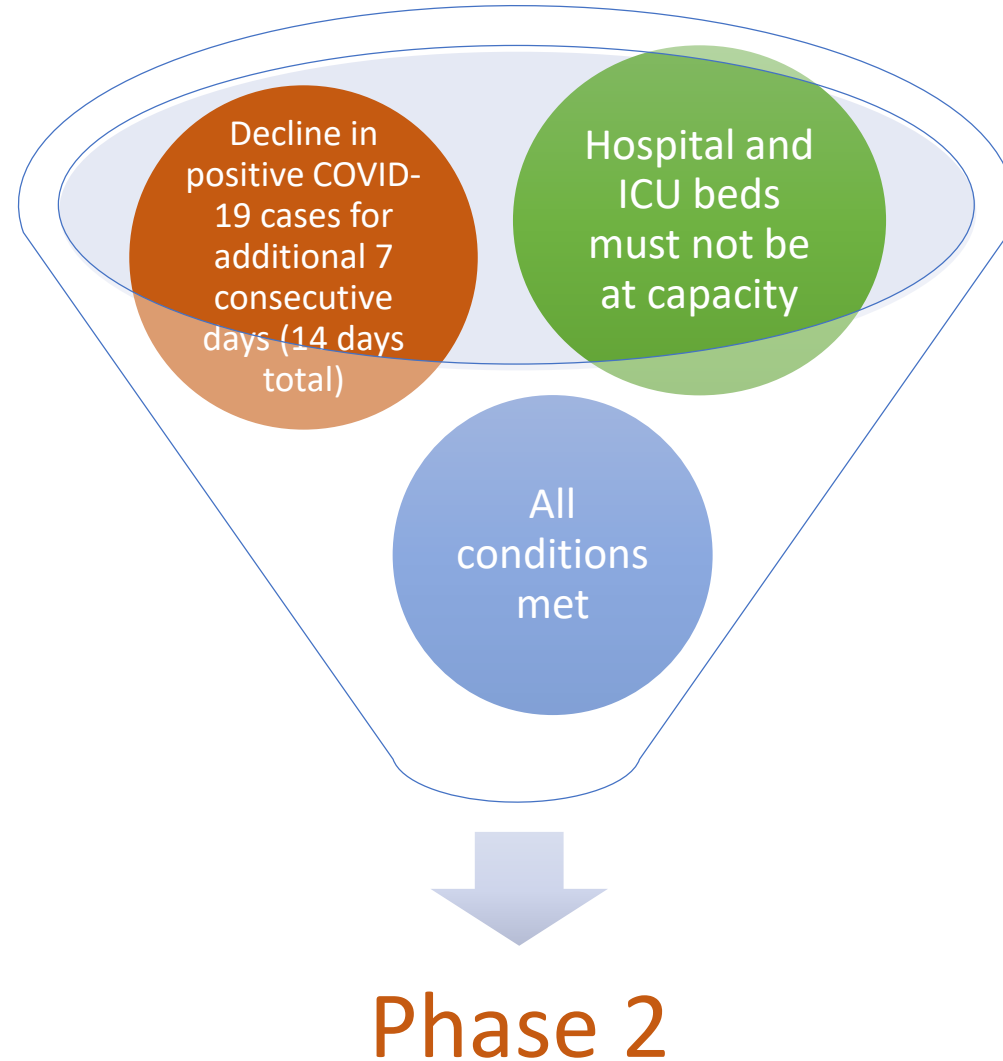
ACTIVATION/TRIGGER POINT/PHASES



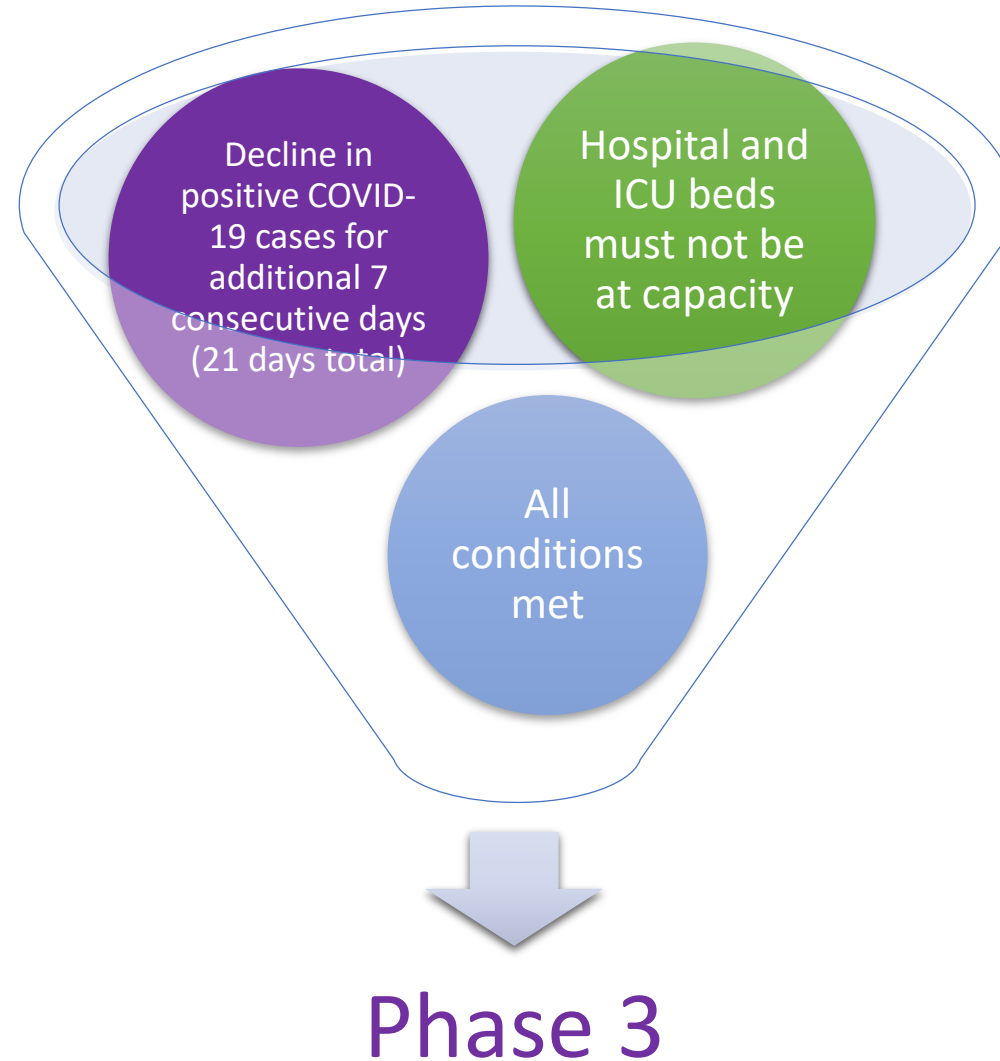
ACTIVATION/TRIGGER POINT- PHASE 1



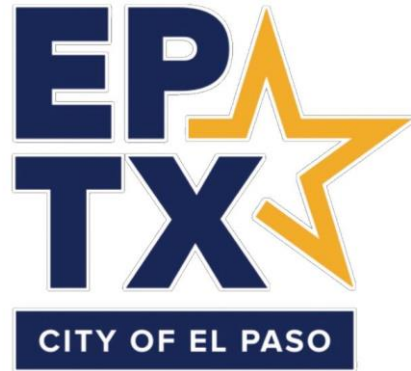
ACTIVATION/TRIGGER POINT- PHASE 2



ACTIVATION/TRIGGER POINT- PHASE 3



CITY/COUNTY ALIGNMENT



QUESTIONS?

