

## CBJ Internal Operation Guidance – COVID Incident Risk Levels

Incident Risk Level	Public Facing Facilities and Services	Service Delivery	Employee Health Measures (applies to all risk levels)	Quarantine/Isolation/Travel Guidance (applies to all risk levels)
<b>Very High</b>	<p>CBJ Offices and facilities are closed to the public. Remote services available.</p> <p>Essential services continue to be delivered.</p>	<p>Telework is encouraged for all employees whose work allows.</p> <p>Strict COVID Mitigation strategies in place for all other employees.</p>	<p>Masks/Face coverings must be worn indoors and outdoors in all areas where 6ft of social distancing cannot be maintained</p> <p>Employees must stay home if any signs of sickness exist.</p>	<p>If contacted by Public Health, employees are required to follow their recommendations.</p> <p>Employees who are symptomatic and get tested must quarantine until negative test results are received.</p>
<b>High</b>	<p>CBJ offices have limited public access. Citizens are encouraged to use city services remotely when possible.</p> <p>Library and Parks &amp; Recreation facilities are closed, limited services may be available.</p>	<p>Teleworking is authorized for all employees whose work allows. Some staff on site to provide for office coverage.</p> <p>Strict COVID mitigation strategies in place for employees who cannot telework. Varies by department and service area.</p>	<p>Employees who believe they have been exposed to someone who is COVID positive should call their supervisor prior to coming to work. Supervisors will consult with Human Resources to determine the proper course of action.</p>	<p>Employees who travel out of state must quarantine until they receive a negative COVID test result. Employees may return to work thereafter if they are able to follow strict social distancing and masking measures. If not, the employee must quarantine at home until 14 days have passed.</p>
<b>Moderate &amp; Minimal</b>	<p>CBJ offices have regular public access with some restrictions on how people enter buildings. Citizens are encouraged to use city services remotely when possible.</p> <p>Library and Parks &amp; Rec facilities are open with facility specific mitigation measures in place.</p>	<p>Teleworking for employees whose work allows it is on a case by case basis for individuals with personal circumstances that require a workplace accommodation.</p> <p>COVID mitigation strategies in place for employees who cannot telework. Varies by department and service area.</p>	<p>Cleaning supplies and/or janitorial services will be provided in all city work spaces.</p> <p>Frequent cleaning of high touch surfaces is recommended.</p> <p>Employees are encouraged to wash their hands frequently and maintain social distancing while at work.</p>	<p>Employees who travel in state to areas that are at a Moderate to High COVID risk (at any point during the employee’s travel to the area) according to the State of Alaska COVID dashboard are required to follow out of state travel directives.</p>