



Operational Service Plan

Department:	County Administration	Date:	3/26/2020, July 17, 2021
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Proposed Service Delivery Model (includes PPE / Sanitizing Supplies)

Describe how your department functions will operate under the “new normal” (i.e. eliminating face to face meetings; prioritizing who we see and how we’ll service them; considering Governor’s waivers; what PPE is needed; what types of sanitizing is being done and supplies needed).

On June 14, 2021 all Scott County government buildings will re-open to the public following closures related to the COVID-19 pandemic. Safety protocols which apply to the entire organization can be found on the County’s Coronavirus web page at [Scott County Organizational Covid Health and Safety Guidelines](#). Supervisors are responsible for sharing organizational safety protocols and all staff are required to follow current protocols.

- **Public Affairs function**
 - Staff will continue to function as the PIO until the emergency orders are rescinded.
 - After the rescinding of the emergency orders, Public Affairs staff will resume traditional work responsibilities from home or the office.
- **Legislative & Community Coordinator function**
 - Staff is functioning as liaison to legislature
 - Will continue to work with legislature in all aspects.
 - Will prepare SCENE for publication.
- **Quality Improvement functions**
 - Staff working in this area will return to regular work functions. Staff will work Staff will work on the CIP as time allows.
 - The SCALE employee can continue to work on data and SCALE items
 - Identified staff will advise the SCALE employee of social distancing, skype meetings, phone meetings to complete this work.
 - If needed for a County data activity – SCALE contacts would be notified of the project and time needed.
- These activities can all maintain social distancing or work from home.
- If activities in incident command ramp down during the building closure all of these positions can maintain normal functions in their traditional work through social distancing, skype meetings, phone meetings or email.

Level of Staff Changes and Resource Needs

Describe staff changes based on your department’s functioning under the “new normal” (i.e. plan for coverage; plan for rotation of staff; monitoring staffing models; resources needed – technology, supplies).

- **Public Affairs function**
 - Has home computer, county laptop (loaner) with access to County systems, and county cell phone with access to e-mail.
- **Legislative & Community Coordinator function**
 - Has home computer, county laptop with access to County systems, and county cell phone with access to e-mail.
- **Quality Improvement functions**

- Have home computer, county laptop with access to County systems, and cell phone with access to e-mail.

Division Director Comments

Strategic Branch Comments

County Administrator Comments

Make sure that staff are cross trained to maintain the virtual Board meeting – there are different set ups and multiple staff should be trained. Need a good procedures document.

County Administrator Signature _____ Lezlie Vermillion _____

Operational Service Plan Updates

Please include date the change goes into effect and reason for change.