RAMSEY COUNTY

SERVICE MODIFICATION REQUEST FORM TEMPLATE

DEPARTMENT	Health & Wellness – HWAD Capability team

1. Describe the service modification request.
Please including the reason for change

Team is being moved out of close cubicles into space that allows for social distancing. In order to promote training and team building, the team will meet on site in suite 9500. They are agreeable to this plan and will wear masks while on site and will stay home if they have any symptoms or illness. This team also provides on site support as needed at facilities and locations where the electronic health record has been deployed. All safety and infection control protocols are being followed.

2. Who will be impacted by the change?
Consider the racial equity impacts for both service users and staff

This change will allow our team to provide direct support and accommodate different adult learning styles.

3. How will this change impact workplace safety during COVID-19?

Hands on practice and support both within our team and to our key stakeholders has a positive impact on engagement and adaptability to change.
There could be more impact on environmental services, but that is expected to be minimal since on site work will be limited and only occasional at this time.

4. Will this change bring additional staff or residents into your assigned county building?

- No

5. Has this request been reviewed and approved by your Deputy County Manager or Executive Team member?

- No

Use the [online service modification request form](#) to submit official requests

SERVICE MODIFICATION REQUEST FORM TEMPLATE

DEPARTMENT	Health & Wellness – EGCI - Library

1. Describe the service modification request.
Please including the reason for change

The seven Ramsey County Libraries plan to allow listed activities in keeping with the lifting of restrictions by the CDC, Governor Walz and Ramsey County in addition to plans to re-introduce in-person programing, with certain restrictions, in all seven branches.

• Activities to be added include:

o Limited in-person children's programming for ages 5-11 may take place
indoors as staff are available, following current safety guidelines and practices, with the opportunity to remain socially distanced.

o Attendance will be limited to 15 via the library's online registration
software.

o Outdoor programming and take-home kits will continue as appropriate to give
a wide variety of programming options for families.

• Programs directed towards audiences 4 and under will not occur indoors.
Programming for this age group may include outdoor or self-directed, passive programs. Examples of these programs may include, but is not limited to:

o Story Trails, a walk with large sized printed picture books to stroll and
read outdoors.

o Outdoor programming that is socially distanced in compliance with safety
mandates.

o Indoor passive programs where kids are invited to participate in a
self-directed activity while in the library building.

• Play structures and other literacy rich activities, including but not
limited to puppets and puzzles, will be returned to the children's area for use.

2. Who will be impacted by the change?
Consider the racial equity impacts for both service users and staff

• Resuming in-person programing for Ramsey County residents ages 5-11 will
allow kids from all communities the opportunity to resume free literacy-based, community and well-being educational opportunities. This will also bring back the ability for residents to bring their children to a free location where they can interact with educational and literacy rich environments.

• This change will also affect staff since more in person physical
interaction will take place and for longer periods of time.

3. How will this change impact workplace safety during COVID-19?

N/A staff has been on-site throughout the pandemic.

4. Will this change bring additional staff or residents into your assigned county building?

• No

5. Has this request been reviewed and approved by your Deputy County Manager or Executive Team member?

- Yes

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