## Appendix C-3: Agency Job Action Sheet

##### Agency Name City of Madison Engineering

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| **🗹** | **Action** | **Responsibility** |
| **AQI 0-50: Good** | | |
|  | Monitor [AQI forecast](https://airquality.wi.gov/home/map). | Operations Supervisors |
|  | Educate employees on air quality standards and response. | Supervisors |
|  | Take precautions to prevent particulate matter from becoming airborne while performing landscaping, construction, maintenance, and/or other outdoor activities per NR 415.04. | Supervisors, Leadworkers |
|  | Verify that contractors performing work on City projects are complying with NR 415.04 and educate where they are not. | Principal Engineer 2 – Construction Inspection |
| **AQI 51-100: Moderate** | | |
|  | Monitor [AQI forecast](https://airquality.wi.gov/home/map). | Operations Supervisors |
|  | Send AQI alert email to EN Group. | Operations Supervisors |
|  | Sensitive individuals1 should be prepared to medically manage their condition. | Individual Employee |
|  | Advise field personnel of AQI and make sure staff have access to N/KN-95 masks for voluntary use. | Supervisors, Leadworkers |
|  | Use 2-cycle gas engine equipment (eg lawn mowers, chain saws, brush cutters, string trimmers) only where 4-cycle and battery powered equipment are not available. | Supervisors, Leadworkers |
|  | Take precautions to prevent particulate matter from becoming airborne while performing landscaping, construction, maintenance, and/or other outdoor activities per NR 415.04. | Supervisors, Leadworkers |
|  | Verify that contractors performing work on City projects are complying with NR 415.04 and educate where they are not. | Principal Eng 2 – Cons Insp |
| **AQI 101-150: Unhealthy for Sensitive Groups** | | |
|  | Monitor [AQI forecast](https://airquality.wi.gov/home/map). | Operations Supervisors |
|  | Send AQI alert email to EN Group. | Operations Supervisors |
|  | Sensitive individuals1 should be prepared to medically manage their condition. | Individual Employee |
|  | Advise field personnel of AQI and make sure staff have access to N/KN-95 masks for voluntary use. | Supervisors, Leadworkers |
|  | Use 2-cycle gas engine equipment (eg lawn mowers, chain saws, brush cutters, string trimmers) only where 4-cycle and battery powered equipment are not available. | Supervisors, Leadworkers |
|  | Take precautions to prevent particulate matter from becoming airborne while performing landscaping, construction, maintenance, and/or other outdoor activities per NR 415.04. | Supervisors, Leadworkers |
|  | Verify that contractors performing work on City projects are complying with NR 415.04 and educate where they are not. | Principal Eng 2 – Cons Insp |
| **AQI 151-200: Unhealthy** | | |
|  | Monitor [AQI forecast](https://airquality.wi.gov/home/map). | Operations Supervisors |
|  | Send AQI alert email to EN Group. | Operations Supervisors |
|  | Sensitive individuals1 should be prepared to medically manage their condition. | Individual Employee |
|  | Implement skeleton staffing levels for Operations field employees to allow maximum number of employee off using available paid leave. | Operations Supervisors |
|  | Advise field personnel of AQI and make sure staff have access to N/KN-95 masks for voluntary use. | Supervisors, Leadworkers |
|  | Discontinue activities that create particulate matter that may become airborne while performing landscaping, construction, maintenance, and/or other outdoor activities per NR 415.04. | Supervisors, Leadworkers |
|  | Discontinue use of leaf blowers and 2-cycle gas engine equipment. | Supervisors, Leadworkers |
|  | Assign staff who work outdoors to perform activities to reduce exposure to smoke and exertion level. | Supervisors, Leadworkers |
|  | Advise contractors performing work on City projects to take precautions to prevent particulate matter from becoming airborne while performing landscaping, construction, maintenance, and/or other outdoor activities per NR 415.04. Minimize use of 2-cycle gas engine equipment. | Principal Eng 2 – Cons Insp |
| **AQI 201-300: Very Unhealthy** | | |
|  | Monitor [AQI forecast](https://airquality.wi.gov/home/map). | Operations Supervisors |
|  | Send AQI alert email to EN Group. | Operations Supervisors |
|  | Sensitive individuals1 should be prepared to medically manage their condition. | Individual Employee |
|  | Allow employees to telework to the maximum extent feasible. | Supervisors |
|  | Implement skeleton staffing levels for Operations field employees to allow maximum number of employee off using available paid leave. | Operations Supervisors |
|  | Advise field personnel of AQI and make sure staff have access to N/KN-95 masks for voluntary use. | Supervisors, Leadworkers |
|  | Discontinue non-emergency outdoor activities. | Supervisors |
|  | Advise contractors performing work on City projects to cease all non-emergency outdoor work. | Principal Eng 2 – Cons Insp |
| **AQI 301 and higher: Hazardous** | | |
|  | Monitor [AQI forecast](https://airquality.wi.gov/home/map). | Operations Supervisors |
|  | Send AQI alert email to EN Group. | Operations Supervisors |
|  | Sensitive individuals1 should be prepared to medically manage their condition. | Individual Employee |
|  | Allow employees to telework to the maximum extent feasible. | Supervisors |
|  | Implement skeleton staffing levels for Operations field employees to allow maximum number of employee off using available paid leave. | Operations Supervisors |
|  | Advise field personnel of AQI and make sure staff have access to N/KN-95 masks for voluntary use. | Supervisors, Leadworkers |
|  | Discontinue non-emergency outdoor activities. | Supervisors |
|  | Advise contractors performing work on City projects to cease all non-emergency outdoor work. | Principal Eng 2 – Cons Insp |

*1Sensitive employees should contact the City’s Accommodation Specialist in advance of AQI warnings to determine any accommodations needed.*