Please see several attachments that we have developed or used. We have a final document for our RTW coming soon.

Robert G. White  CCA, FMP
Ordinance Compliance Manager
City of Rochester Hills
248-841-2441
www.rochesterhills.org

On Thu, May 14, 2020 at 2:53 PM MACEO <Maceo30@wildapricot.org> wrote:

**MACEO member question - return to work protocols**

Laurel Emerson of Mt. Clemens has a question below for all members. Responses to this email will go directly to her. She has agreed to collate the information and share with others.

Paul:

Could you ask if any communities have policies/guidelines for reopening their City/Township offices and could they share them? We have been working at home (phone and permits) and now are looking to open up slowly.

Thanks,

Laurel A. Emerson
Contractor & Homeowner Onsite Inspection Expectations

COVID-19

Document #2.2.8370

1. Video inspections to be requested and performed when possible.

2. All interaction with Inspectors on site must be in accordance with CDC, OSHA, and social distancing protocols. Maintain six (6) feet of separation.

3. All workers and others onsite must leave the area where the inspection is taking place unless the Inspector asks them to enter the area.

4. Interior inspections will require the access to and the area of inspection to be vacated prior to the inspection. Some instances may require the entire building to be vacant.

5. Contractors are required to comply with the Governor’s Executive Order 2020-70, section 11, pages 10, 11 and 12, to ensure the safety of workers and anyone that enters the construction site. See section 11 of the Governor’s order below.

6. The contractor or homeowner is required to have all tools and OSHA required PPE necessary for the inspection.

7. If the Inspector is not comfortable with the conditions at the inspection, and/or the contractor/homeowner is not following the requirements of the Governor’s Order 2020-70, the Inspector may leave the site without performing the inspection. The contractor/homeowner will be required to make the conditions of the site safe and request another inspection.

Contact the Building Department at 248-656-4615 for any questions you may have regarding your inspection.

The following pages contain information taken from the Governor’s Order 2020-70, section 11.
11. Businesses, operations, and government agencies that remain open for in-person work must, at a minimum:

(a) Develop a COVID-19 preparedness and response plan, consistent with recommendations in Guidance on Preparing Workplaces for COVID-19, developed by the Occupational Health and Safety Administration and available here. Such plan must be available at company headquarters or the worksite.

(b) Restrict the number of workers present on premises to no more than is strictly necessary to perform the in-person work permitted under this order.

(c) Promote remote work to the fullest extent possible.

(d) Keep workers and patrons who are on premises at least six feet from one another to the maximum extent possible.

(e) Increase standards of facility cleaning and disinfection to limit worker and patron exposure to COVID-19, as well as adopting protocols to clean and disinfect in the event of a positive COVID-19 case in the workplace.

(f) Adopt policies to prevent workers from entering the premises if they display respiratory symptoms or have had contact with a person with a confirmed diagnosis of COVID-19.

(g) Adopt any other social distancing practices and mitigation measures recommended by the CDC.

(h) Businesses or operations whose in-person work is permitted under sections 10(c) through 10(f) of this order must also:

(1) Prohibit gatherings of any size in which people cannot maintain six feet of distance from one another.

(2) Limit in-person interaction with clients and patrons to the maximum extent possible, and barring any such interaction in which people cannot maintain six feet of distance from one another.

(3) Provide personal protective equipment such as gloves, goggles, face shields, and face masks as appropriate for the activity being performed.

(4) Adopt protocols to limit the sharing of tools and equipment to the maximum extent possible and to ensure frequent and thorough cleaning of tools, equipment, and frequently touched surfaces.
Businesses or operations in the construction industry must also:

(1) Adhere to all of the provisions in subsection (h) of this section.

(2) Designate a site-specific supervisor to monitor and oversee the implementation of COVID-19 control strategies developed under subsection (a) of this section. The supervisor must remain on-site at all times during activities. An on-site worker may be designated to perform the supervisory role.

(3) Conduct a daily entry screening protocol for workers and visitors entering the worksite, including a questionnaire covering symptoms and exposure to people with possible COVID-19, together with, if possible, a temperature screening.

(4) Create dedicated entry point(s) at every worksite, if possible, for daily screening as provided in subprovision (3) of this subsection, or in the alternative issue stickers or other indicators to workers to show that they received a screening before entering the worksite that day.

(5) Require face shields or masks to be worn when workers cannot consistently maintain six feet of separation from other workers.

(6) Provide instructions for the distribution of personal protective equipment and designate on-site locations for soiled masks.

(7) Encourage or require the use of work gloves, as appropriate, to prevent skin contact with contaminated surfaces.

(8) Identify choke points and high-risk areas where workers must stand near one another (such as hallways, hoists and elevators, break areas, water stations, and buses) and control their access and use (including through physical barriers) so that social distancing is maintained.

(9) Ensure there are sufficient hand-washing or hand-sanitizing stations at the worksite to enable easy access by workers.

(10) Notify contractors (if a subcontractor) or owners (if a contractor) of any confirmed COVID-19 cases among workers at the worksite.

(11) Restrict unnecessary movement between project sites.

(12) Create protocols for minimizing personal contact upon delivery of materials to the worksite.
Building Division Inspection Plan for Re-opening of the Building Division beginning May 6th, 2020

Inspections:

Short term – (May 6 – 8, 2020)

- Each inspector needs to look at the Photo/Video Inspection Google Sheet for video inspections that have been requested during the shutdown and determine which inspections can be done via video and which ones will need to be live. The assigned inspector will need to contact the person requesting the inspection and attempt to set these up as soon as possible beginning on Wednesday, May 6, 2020 with a goal to complete them by the end of Friday, May 8, 2020. Please update the sheet accordingly.

Long term – (beginning May 6, 2020)

- Customer Service Staff will continue to take in the inspections and schedule them under the inspectors name in EQ. The inspector can print out his own inspections if he wants a hard copy to take out in the field. It will be up to each inspector which inspections can be done via video and he will notify the person requesting the inspection of this option. Customer Service will not be determining which inspections can be done via the video option.
- Each inspector has assigned work times in the office. See the office comments below for your assigned work time

Office Schedule:

In order to help with social distancing, the goal is to spend as little time as possible in the office. Each inspector will have a scheduled time that they can be in the office each day. The time in the office will be used for syncing your computer, plan reviews, or video inspections that cannot be completed from home. Each computer must be synced every day at the beginning and end of each shift.

Morning shift Inspectors you will need to be out of the office before noon each day unless approved by a manager. You will need to return to the office after completing your inspections to sync your computers and then leave for the day and continue to do needed work from home.

Afternoon shift Inspectors should not come into the office before 12:30 p.m. unless approved by a manager. You should take your computer home in the evening and go directly to your truck the next morning. You can head out for your inspections and then return to the office in the afternoon when inspections are completed, and sync your computer.

Plan reviews should be done from home as much as possible.
Office hours are as follows:

M-F 8:00 a.m. – 12:00 p.m.  Angelo, Tony, Norwood, Jeff Schultz
M-F 12:30 p.m. – 4:30 p.m.  Jeff Fraser, Jeff Kellett

Jay and Mark A will alternate time in the office as needed.

**Job Site Inspections and Field Procedures:**

All field inspectors should have received the following PPE: Masks, gloves, boot coverings and face shields (coming soon)

- Please have all necessary PPE in your vehicles. This will include masks, gloves, boot covers, hand sanitizer and face shields. Inspectors need to wear the appropriate PPE on jobsites. Masks are to be worn at all jobsites. Boot covers are to also be worn whenever an inspection is indoors. Boot covers and gloves shall be disposed of after each inspection.
- Each inspector is responsible to clean and wipe down the contact surfaces in their vehicle at the beginning and end of each shift. Cleaning supplies are located in the receiving area.
- Please refrain from sharing any equipment or tools. If it is necessary, make sure to disinfect before and after use.
- Please be aware of and maintain a minimum six (6) feet social distancing when interacting with the public.
- Protective face masks are to be worn during all face to face interaction with the public
- All field meetings are to be conducted outside while on-site or at a facility if possible.
- Job site trailers and builder offices should only be entered when proper six (6) feet social distancing can be maintained.
- Please refrain from accepting any food or beverage at any job site.
- Dispose of gloves and boot covers after each inspection in an appropriate container in your vehicle and empty in the trash at the end of each day.
- Properly dispose of disposable face masks as appropriate.
- Your safety is our first concern. If you are uncomfortable with a contractor not following the Governor’s order or CDC guidelines, provide them with a copy of the job site expectations. If they choose not to follow them, you should remove yourself from the situation and notify your manager.
- Please utilize technology to limit contact with the public as much as possible. This includes your cell phone, computer, video inspection, etc.
- You are encouraged to set up video inspections whenever possible.

Please note: Beginning May 6th, 2020, these policies and procedures are to be followed until further notice and are subject to change at any time.
Employee Expectations While Working in Office

COVID-19

Document # 1.0.0330  Revised 05/05/20  Created 05/05/20

1. Follow designated Health Screening Procedure, as put forth by Human Resources, to determine if you are approved to enter building.
   a. Fill out online screening form PRIOR to entering the building.
      • The form is emailed to everyone daily. Do not enter building unless you have passed Health Screening
   b. When entering the workplace, please apply hand sanitizer and please do this before touching any surfaces

2. Use of Personal Protective Equipment (PPE)
   All staff is required to watch the PPE training videos available
   a. Gloves and Masks will be provided to all staff.
   b. Mask must be worn when entering any City building
   c. Wear mask in building unless you are in an enclosed office.
   d. Masks can be re-used by employees provided the masks do not get soiled, wet, or exposed to employees that test positive for COVID-19
   e. Wear gloves when handling any new packages, drop box items and mail deliveries
   f. Dispose your masks, gloves, and other PPE in designated containers

3. Thorough and frequent cleaning of work stations
   a. At the minimum, disinfectant wipes should be used to clean commonly used surfaces twice a day (e.g. phones, keyboards, desks, etc.). For keyboards and other commonly used electronics, ensure the device is powered off and is cleaned with a disinfectant wipe that is bleach-free and not overly damp

4. Please do not use other workers' phones, desks, offices, or other work tools and equipment, unless absolutely necessary and clean all items after use

5. Limit sharing tools and equipment. If tools and equipment need to be shared, it MUST be disinfected and cleaned after each use. This applies to printers, copiers, other office equipment
6. Please stay six feet apart from another person whenever feasible
   a. Observe social distancing marking on floors and in meeting rooms
   b. Please observe social distancing marking in lunch room and conference rooms
      • Employees should limit use of the breakrooms to only placing or retrieving food
        or drink in the shared refrigerators
   c. Elevators will be marked with places for people to stand, at appropriate social-
      distancing spacing
   d. Please reduce the number of in-person meetings and congregations, and instead use
      Google Meet, Zoom, FaceTime or other video conference call methods

7. Eliminate handshaking and consider an elbow greeting or bow

8. Wash hands frequently with soap and water for at least 20 seconds especially before or after going
   to the restroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and
   water are not readily available, use a hand sanitizer that contains at least 60% alcohol
   a. Wash or sanitize hands after touching surfaces
   b. Wash or sanitize hands after removing gloves
   c. Avoid touching your face

9. Please cover coughs and sneezes
   • When sneezing or coughing, cover your mouth and nose with a tissue and
     discard the tissue. If you do not have a tissue, cough or sneeze into your upper
     sleeve and not in your hands

REMEmber: All packages, drop box and mail deliveries need to be in quarantine for 48 hours before
processing. Mail in Clerk’s Office ready to pick up has been quarantined 48 hours prior to being
distributed to departments.
Model COVID-19
Preparedness and Response Plan
and Instructions

Created for
MMRMA Member Use by:

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Steps to Prepare Your COVID-19
Preparedness and Response Plan

STEP 1: Review Executive Order 2020-42 and any relevant subsequent or local-level orders.

- Governor Whitmer’s Executive Order 2020-42 prohibits in-person work that is not necessary to sustain or protect life. It contains various restrictions that must be followed. In general, no person or entity may operate a business or conduct operations that requires workers to leave their homes except to the extent those workers are necessary to sustain or protect life (i.e., critical infrastructure workers) or to conduct minimum basic operations. In addition, all in-person government activities that are not necessary to sustain or protect life, or to support those businesses and operations that are necessary to sustain or protect life, are suspended.
- Many counties and local governments are issuing their own executive orders or public health orders that contain additional restrictions or requirements. Be sure to check for any local requirements beyond the state-level orders to ensure compliance.\(^1\)
- Executive Order 2020-42 is in effect until April 30, 2020. Update your Preparedness and Response Plan ("Plan") as your operation evolves or as state/local orders related to COVID-19 are issued or amended. Subsequent Executive Order 2020-59 has modified requirements for in-person work and has provided that additional resumed activities may allow in-person workers to return to work. Executive Order 2020-59 is in effect until May 15, 2020.

STEP 2: Restrict the workers permitted to perform in-person work to no more than is necessary to perform the business’s or operation’s critical infrastructure functions or to conduct minimum basic operations.

- Determine which employees are “critical infrastructure workers” or those required to conduct minimum basic operations, allow as many employees to work remotely as feasible, and temporarily suspend any in-person operations if not necessary to sustain or protect life.
- Inform those employees you identified as “critical infrastructure workers” or necessary to conduct “minimum basic operations” in writing as required.
- Discontinue non-essential travel.

STEP 3: For those critical infrastructure workers who must perform in-person work, identify how each different job classification at each worksite might be exposed to COVID-19.

- Following OSHA Standards for classifying workers exposure, classify workers as low risk, medium risk, high risk, and very high risk.
- Assess each position’s interaction with the general public, customers, and coworkers.
- Assess each position’s level of interaction with sick individuals.
- Acknowledge non-occupational risk factors in employees’ homes and community settings.
- Give consideration to personal risk factors that further increase workers’ risk of developing more serious complications from COVID-19 (e.g., older age; presence of chronic medical conditions, including asthma and immunocompromising conditions; pregnancy).

\(^1\) The steps included in this document are focused on the state-level requirements currently in place under Executive Order 2020-42. As you develop your Plan, you will need to separately consider any applicable subsequent executive orders or local (county, city, village, or township) requirements. We recommend that you consult with counsel as you tailor your plan.
STEP 4: Implement controls and policies necessary to address those risks.

- Restrict the number of workers present on the premises to only those strictly necessary to perform the business’s or operation’s critical infrastructure functions or to maintain minimum basic operations.
- Promote remote work to fullest extent possible.
- Promote regular hygiene and cleaning. Provide access to places to frequently wash hands, or to access hand sanitizer, and provide access to tissues and places to properly dispose of them.
- Instruct employees on proper hand washing methods, to cover their coughs and sneezes with tissue, and to avoid touching their faces.
- Post signs in restrooms regarding proper hand washing methods.
- Increase cleaning and disinfecting of surfaces, equipment, and other elements of the work environment using cleaning chemicals with EPA-approved disinfectant labels with claims against emerging viral pathogens (list of such products available at https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2).
- Where possible, avoid shared use of offices, telephones, desks, and tools/equipment.
- Provide disposable disinfectant wipes so that any commonly used surfaces can be wiped down by employees before each use.
- Implement screening procedures before permitting employees to enter the workplace, with employee(s) wearing personal protective equipment (PPE) in charge of screening.
- Take employees’ temperatures (or, if your jurisdiction allows, ask employee if they have a fever), and require employees to confirm whether they are experiencing any of the principal COVID-19 symptoms (fever, atypical cough, or atypical shortness of breath), and whether they have been exposed to anyone with COVID-19. Adopt a policy to prevent workers from entering the premises if they display respiratory symptoms or have had contact with a person with a confirmed diagnosis of COVID-19.
- If an employee has or develops temperature of 100.0 degrees Fahrenheit or above, or exhibits symptoms, immediately separate him/her from other employees, customers, and visitors and send home.
- Use Employee Screening Questionnaire (one example is included in Appendix B, but many local jurisdictions have adopted their own questionnaire that should be followed).
- Put signs on doors limiting visitors; consider requiring appointments for certain services.
- Example sign for building entrances included in Appendix D.
- If an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace (but maintain confidentiality as required by the Americans with Disabilities Act (“ADA”) and the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”)), and instruct fellow employees about how to proceed based on the Center for Disease Control and Prevention (“CDC”) Public Health Recommendations for Community-Related Exposure.
- Adopt protocol to clean and disinfect facilities after confirmed case in the workplace.
- Encourage workers to stay home if they are sick, or if their household members are sick.
- Establish social distancing policies to increase the physical distance between employees and those they interact with so that, to the maximum extent possible, employees do not regularly come within six feet of other individuals at work.
- This may include telecommuting, staggered shifts, decreasing number of employees to report for in-person work, decreasing face-to-face interactions, and limiting number of non-employees who are able to enter facilities.
- For those positions where face-to-face interaction is necessary, consider installing physical barriers, such as clear plastic sneeze guards, or developing a drive-through window for services.
STEP 4: Implement controls and policies necessary to address those risks. (continued)

- Monitor and adopt any other social distancing practices and mitigation measures recommended by the CDC.
- Establish social distancing policies to keep workers and patrons who are on the premises at least six feet from one another to the maximum extent possible.
- Provide PPE—including gloves, goggles, face shields, face masks, and respiratory protection—to employees as required, and train workers who need to use PPE how to put it on, use/wear it, and take it off correctly. Businesses in Michigan are directed to provide non-medical grade face coverings for employees to help preserve N95 masks and surgical masks for health care professionals and first responders.
- Consider improving the building ventilation system by increasing ventilation rates and/or increasing the percentage of outdoor air that circulates into the system.
- Adopt relevant and appropriate controls recommended by the Occupational Safety and Health Administration (OSHA).
- If staff are required to pick up supplies for operations, ensure that they are only traveling to the supply location with one employee per vehicle and practice social distancing while picking up supplies and completing the transaction. Ensure that employees are equipped with appropriate PPE while picking up and then delivering supplies to your facilities/operation locations.

STEP 5: Put business continuity plan in place.

- Identify a workplace coordinator or coordinators who will be responsible for COVID-19 issues in the workplace, or within each department or office.
- Identify those critical functions that must continue while Governor Whitmer’s “Stay Home, Stay Safe” Order remains in effect.
- Identify alternate supply chains for critical goods and services.
- Develop emergency communication plan.
- Determine how you will operate to perform critical functions if absenteeism spikes from increases in sick employees, and those who stay home to care for sick family members and children without care.
- Cross-train employees to perform essential functions so the workplace can operate even if key employees are absent. Implement plan for how role of each essential employee will be filled if absent.
- Do not allow employees who experienced symptoms to return to work until either: (1) they receive a negative COVID-19 test; or (2) both 3 days have passed since their symptoms have resolved, and 7 days have passed since their symptoms first appeared or since they were swabbed for the test that yielded the positive result.
- Do not allow employees who have been in “close contact” (being within approximately six feet for a prolonged period of time) with an individual who tests positive for COVID-19 and who display one or more of the principal symptoms of COVID-19 to return to work until either: (1) 14 days have passed since the last close contact with the sick or symptomatic individual; or (2) the symptomatic individual receives a negative COVID-19 test.

[Member Logo/Letterhead]

[Municipality Name]
COVID-19 Preparedness and Response Plan\(^2\)

Date Implemented: [DATE], 2020

Date revised (Executive Order 2020-59):

\(^2\) This model plan will need to be updated to address the specific aspects of your operations as well as any local (city, village, township, or county) requirements for your location. Under Executive Order 2020-42 and Executive Order 2020-59, a copy of your Plan must be available at your headquarters or worksite.
[Municipality Name]
COVID-19 Preparedness and Response Plan
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Model COVID-19 Preparedness and Response Plan

In order to respond to the current state of emergency related to the novel coronavirus ("COVID-19") and to comply with relevant state and local orders related to COVID-19, [we/municipality name] have prepared the following COVID-19 Preparedness and Response Plan ("Plan"). This Plan may be updated as this situation evolves or as state or local orders related to COVID-19 are issued or amended.

Essential Workers Necessary to Perform Critical Infrastructure Functions or Conduct Minimum Basic Operations

Executive Order 2020-42 and subsequent Executive Order 2020-59 prohibits businesses or operations to operate a business or conduct operations that requires workers to leave their homes except to the extent those workers are necessary to sustain or protect life (i.e., critical infrastructure workers) or to conduct minimum basic operations. Appendix A contains a list of critical infrastructure workers as described by the U.S. Cybersecurity and Infrastructure Security Agency in its March 19, 2020 guidance as well as additional categories of such workers identified by Governor Whitmer in Executive Orders 2020-42 and 2020-59.

Under Executive Orders 2020-42 and 2020-59, workers who are necessary to conduct minimum basic operations are "those workers whose in-person presence is strictly necessary to allow the business or operation to maintain the value of inventory and equipment, care for animals, ensure security, process transactions (including payroll and employee benefits), or facilitate the ability of other workers to work remotely."

Only "critical infrastructure workers" or those required to conduct minimum basic operations may be permitted to perform in-person activities so long as any in-person work is performed consistently with the social distancing and mitigation measures required under any relevant executive order or public health order. Workers designated as critical infrastructure workers or those required to conduct minimum basic operations will be informed of such designations in writing, if so required.

Protective Safety Measures

Sick Leave
Employees are permitted to take paid leave consistent with the Families First Coronavirus Response Act and [Municipality]'s [applicable PTO policies]. Any onsite employee who appears to have a respiratory illness may be separated from other employees and sent home.

Remote Work
All employees who are not essential to operations, and whose job duties reasonably allow to them telework, will work remotely.

Employee Screening Before Entering the Workplace
A sample Employee Entry Screening Questionnaire is attached as Appendix B. A screening questionnaire should be completed by all employees before being permitted to enter the workplace and should comply with any required screening process required by the state or local jurisdiction in which the business is located. Any individual taking employee temperatures will be required to wear appropriate personal protective equipment. If an employee fails the screening process, he or she will be prevented from entering

3 This model plan will need to be updated to address the specific aspects of your operations as well as any local (city, village, township, or county) requirements for your location. Under Executive Order 2020-42 and Executive Order 2020-59, a copy of your Plan must be available at your headquarters or worksite.
the premises until allowed to return to work under the relevant executive orders or public health orders, which requirements are explained in detail in the Return to Work Plan, attached as Appendix C.

**Personal Protective Equipment**

[Municipality] shall provide and make available to all Critical Infrastructure Workers (CIW) and any worker performing in-person work, personal protective equipment (PPE) such as gloves, goggles, face shields, and face masks as appropriate for the activity being performed by the CIW. Any in-person worker able to medically tolerate a face covering, must wear a covering over his or her nose and mouth when in any enclosed public space.

**Enhanced Social Distancing**

Supervisors will direct employees to perform their work in such a way so as to reasonably avoid coming within six feet of other individuals. Where possible, employees may be relocated or provided additional resources in order to avoid shared use of offices, desks, telephones, and tools/equipment. The number of employees permitted in any break room or lunch room shall be limited to ensure social distancing restrictions can be followed. Employees should remain in their assigned work areas as much as possible. Employees will be provided with appropriate personal protective equipment as required and physical barriers may be installed for employees commensurate with their level of risk of exposure to COVID-19 and as appropriate.

**Enhanced Hygiene**

Employees are instructed to wash their hands frequently, to cover their coughs and sneezes with tissue, and to avoid touching their faces. Employees will be provided with access to places to frequently wash hands or to access hand sanitizer. Employees will also be provided with access to tissues and to places to properly dispose of them. Signs regarding proper hand washing methods will be posted in all restrooms. Hand shaking is also prohibited to ensure good hand hygiene.

**Enhanced Cleaning and Disinfecting**

Increased cleaning and disinfecting of surfaces, equipment, and other elements of the work environment will be performed regularly [define more precisely based on your operations] using products containing EPA-approved disinfectants. Employees will be provided with access to disposable disinfectant wipes so that any commonly used surfaces can be wiped down before each use. In the event that an employee that has been in the workplace in the past 14 days tests positive for COVID-19, [insert protocol for increased cleaning and disinfecting].

**Tools and Equipment**

[Municipality] limits the sharing of tools and equipment among in-person employees. Should any sharing of tools be required, employees must disinfect and clean each tool or piece of equipment following their use of same and before any other employee uses the tool or piece of equipment. [Municipality] will provide employees with disinfectant wipes and other disinfecting products for this purpose.

**Visitors**

No visitors should be allowed in the workplace unless they are deemed essential to address an issue related to critical infrastructure functions. All visitors entering the building shall be screened prior to entering the building. A screening questionnaire should be utilized to decide if the visitor can enter the building. If a visitor presents with symptoms of COVID-19 or answers yes to any of the screening questions do not allow them into the building. Provide visitor handout regarding what to do if you might have COVID-19.

[Municipality] requires that any member of the public able to medically tolerate a face covering must wear a covering over his or her nose and mouth, such as a homemade mask, scarf, bandana or handkerchief, while in any enclosed public space.
Employees with Suspected or Confirmed COVID-19 Cases [Update as appropriate]

Suspected Cases

An employee will be considered to have a Suspected Case of COVID-19 if:

- They are experiencing any of the following COVID-19 symptoms:
  - Fever;
  - Shortness of breath; and/or
  - Continuous cough.
  
- They are experiencing at least two of the following symptoms:
  - Fever
  - Chills
  - Repeated shaking with chills
  - Muscle pain
  - Headache
  - Sore throat and/or
  - New loss of taste or smell

- They have been exposed to a COVID-19 positive person, meaning:
  - An immediate family member has tested positive for or exhibited symptoms of COVID-19;
  - In the last 14 days, the employee came in close contact with someone who has tested positive for COVID-19.

If an employee believes that he or she qualifies as a Suspected Case (as described above), he or she must:

- Immediately notify supervisor and/or Human Resources contact;
- Self-quarantine for 14 days; and
- Seek immediate medical care or advice.

If an employee qualifies as a Suspected Case, then [we/Municipality] will:

- Notify all employees who may have come into close contact (being within approximately six feet for a prolonged period of time without PPE) with the employee in the past 14 days (while not disclosing the identity of the employee to ensure the individual’s privacy); and
- Ensure that the employee’s work area is thoroughly cleaned.

Confirmed Cases

An employee will be considered a Confirmed Case of COVID-19 if the employee has been performing in-person operations in the past 14 days and that person tested positive for COVID-19.

If an employee believes that he or she qualifies as a Confirmed Case (as described above), he or she must:

- Immediately notify supervisor and/or Human Resources contact of his or her diagnosis; and
- Remain out of the workplace until they are cleared to return to work.

If an employee qualifies as a Confirmed Case, then [we/Municipality] will:
- Notify all employees who may have come into close contact with the employee (being within approximately six feet for a prolonged period of time without PPE) in the past 14 days (while not disclosing the identity of the employee to ensure the individual’s privacy);
- Ensure that the entire workplace, or affected parts thereof (depending on employee’s presence in the workplace), is thoroughly cleaned and disinfected;
- If necessary, close the work area or workplace, until all necessary cleaning and disinfecting is completed; and
- Communicate with employees about the presence of a confirmed case, the cleaning/disinfecting plans, and when the workplace will reopen.

**Business Continuity Plans**

The COVID-19 Workplace Coordinator will: (1) work with management to cross-train employees to perform essential functions so the workplace can operate even if key employees are absent; (2) identify alternate supply chains for critical goods and services in the event of disruption; and (3) develop an emergency communication plan to communicate important messages to employees and constituents.
APPENDIX A

CRITICAL INFRASTRUCTURE WORKERS

Consistent with the March 19, 2020 CISA guidance document, critical infrastructure workers include some workers in each of the following sectors:

a. Health care and public health.

b. Law enforcement, public safety, and first responders.

c. Food and agriculture.

d. Energy.

e. Water and wastewater.

f. Transportation and logistics.

g. Public works.

h. Communications and information technology, including news media.

i. Other community-based government operations and essential functions.

j. Critical manufacturing.

k. Hazardous materials.

l. Financial services.

m. Chemical supply chains and safety.

n. Defense industrial base.

For purposes of Executive Order 2020-42 and Executive Order 2020-59, critical infrastructure workers also include:

a. Child care workers (including workers at disaster relief child care centers), but only to the extent necessary to serve the children or dependents of workers required to perform in-person work as permitted under this order. This category includes individuals (whether licensed or not) who have arranged to care for the children or dependents of such workers.

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4 Under Executive Orders 2020-42 and 2020-59, necessary government activities may continue, which includes activities performed by critical infrastructure workers as well as the following government activities including, but not limited to, public transit, trash pick-up and disposal (including recycling and composting), activities necessary to manage and oversee elections, operations necessary to enable transactions that support the work of a business’s or operation’s critical infrastructure workers, and the maintenance of safe and sanitary public parks so as to allow for outdoor activity permitted under Executive Order 2020-42. In-person government activities are subject to the same social distancing and mitigation measures proscribed under the executive order for businesses.
b. Workers at suppliers, distribution centers, or service providers, as described below.

1. Any suppliers, distribution centers, or service providers whose continued operation is necessary to enable, support, or facilitate another business's or operation's critical infrastructure work may designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.

2. Any suppliers, distribution centers, or service providers whose continued operation is necessary to enable, support, or facilitate the necessary work of suppliers, distribution centers, or service providers described in subprovision (1) of this subsection may designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.

3. Consistent with the scope of work permitted under subprovision (2) of this subsection, any suppliers, distribution centers, or service providers further down the supply chain whose continued operation is necessary to enable, support, or facilitate the necessary work of other suppliers, distribution centers, or service providers may likewise designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.

4. Suppliers, distribution centers, and service providers that abuse their designation authority under this subsection shall be subject to sanctions to the fullest extent of the law.

c. Workers in the insurance industry, but only to the extent that their work cannot be done by telephone or remotely.

d. Workers and volunteers for businesses or operations (including both religious and secular nonprofit organizations) that provide food, shelter, and other necessities of life for economically disadvantaged or otherwise needy individuals, individuals who need assistance as a result of this emergency, and people with disabilities.

e. Workers who perform critical labor union functions, including those who administer health and welfare funds and those who monitor the well-being and safety of union members who are critical infrastructure workers, provided that any administration or monitoring should be done by telephone or remotely where possible.

f. Workers at retail stores who sell groceries, medical supplies, and products necessary to maintain the safety, sanitation, and basic operation of residences, including convenience stores, pet supply stores, auto supplies and repair stores, hardware and home maintenance stores, and home appliance retailers.

g. Workers at laundromats, coin laundries, and dry cleaners.

h. Workers at hotels and motels, provided that the hotels or motels do not offer additional in-house amenities such as gyms, pools, spas, dining, entertainment facilities, meeting rooms, or like facilities.

i. Workers at motor vehicle dealerships who are necessary to facilitate remote and electronic sales or leases, or to deliver motor vehicles to customers, provided that showrooms remain closed to in-person traffic.
APPENDIX B

SAMPLE EMPLOYEE ENTRY SCREENING QUESTIONNAIRE

In order to access the workplace, I affirm that in the past 24 hours, I have not experienced:

_______ An atypical cough

_______ Atypical shortness of breath

Or at least two of the following:

_______ Fever of 100 degrees F or 37.8 degrees C, or above

_______ Chills/Repeated Shaking

_______ Muscle Pain

_______ Sore Throat

_______ Headache

_______ New or Loss of Taste or Smell

If you answer “yes” to any of the symptoms listed above, you will not be permitted access to the premises. Please self-isolate at home and contact your primary care physician for direction.

- You should isolate at home for a minimum of 7 days since symptoms first appear.
- You must also have 3 days without fever and improvement in respiratory symptoms.

In the past 14 days have you:

_______ Had close contact (within six (6) feet for a prolonged period of time) with someone with a diagnosis of COVID-19?

_______ Traveled internationally or domestically?

If you answer “yes” to either of these questions, you are not permitted access to the premises. Self-quarantine at home for 14 days.

If no to all of the above, please check and sign below and proceed to enter the workplace premises:

_______ I will wear a face covering while in any public spaces within the premises.

[Include if you wish to have employees attest to their answers]

Signature: ____________________________ Date: ____________________________
APPENDIX C

EMPLOYEE RETURN TO WORK PLAN

Consistent with Executive Order 2020-36, employees who fail entrance screening will only be permitted to return to work under the following circumstances.

Employees who test positive for COVID-19 or display one or more of the principal symptoms of COVID-19 (fever, atypical cough, or atypical shortness of breath) will not be permitted to return to work until either:

1. Both 3 days have passed since their symptoms have resolved and 7 days have passed since their symptoms first appeared or since they were swabbed for the test that yielded the positive result; or
2. They receive a negative COVID-19 test.

Employees* who have been in “close contact” (being within approximately six feet for a prolonged period of time) with an individual who tests positive for COVID-19 or who displays one or more of the principal symptoms of COVID-19 will not be permitted to return to work until either:

1. 14 days have passed since the last close contact with the sick or symptomatic individual; or
2. The symptomatic individual receives a negative COVID-19 test.

*The “close contact” rule does not apply to the following classes of workers: health care professionals; workers at a health care facility (including hospitals, surgical centers, health maintenance organizations, nursing homes, hospice, and veteran’s facilities); first responders (e.g., police officers, fire fighters, paramedics); child protective service employees; workers at child caring institutions, as defined in MCL 722.111; and workers at correctional facilities.
APPENDIX D
SAMPLE VISITOR
COVID-19 SCREENING FORM

Court/Office Visiting: ________________________________________________

Visitors Name: ___________________________ Appointment Date: _______ Time In: _______

In the past 24 hours, have you experienced any of the following symptoms:

_______ An atypical cough
_______ Atypical shortness of breath

Or at least two of the following:
_______ Fever of 100 degrees F or 37.8 degrees C, or above
_______ Chills/Repeated Shaking
_______ Muscle Pain
_______ Sore Throat
_______ Headache
_______ New or Loss of Taste or Smell

If visitor answered “yes” to any of the symptoms listed above, visitor is not permitted access to the premises. Visitor handed CDC Handout: Sick with COVID-19 Fact Sheet.

In the past 14 days have you:

_______ Had close contact (within six (6) feet for a prolonged period of time) with someone with a diagnosis of COVID-19?
_______ Traveled internationally or domestically?

If visitor answered “yes” to either of these questions, visitor is not permitted access to the premises.

_______ Visitor is required to wear a face covering while in any public spaces within the premises.

Security Officer or Employee:

Contacted Court/Office and informed them the visitor was not allowed into the building.

Date: _________ Time: _________ Spoke to: ________________________________
APPENDIX E

SIGNS FOR BUILDINGS

Spectrum Health employer resources provided these signs: one that can be posted at building entrances and one illustrating COVID-19 symptoms and prevention measures, which can be posted inside work places.

https://www.spectrumhealth.org/covid19/employer-resources

---

Only Enter This Building If You:

- Are a healthy visitor
- Have an appointment
- Are a company employee

All others:

If you have COVID-19 symptoms, please contact a health care provider.

If you have severe or life-threatening symptoms, please call 911 and proceed to the nearest emergency department.
Keeping Michigan Informed
Novel Coronavirus COVID-19

Symptoms
- Fever
- Cough
- Breathing difficulty

Prevention — Start With Washing Your Hands
- Wet Hands
- Lather
- Scrub 20 Seconds
- Rinse
- Dry Hands

Seeking Care
Call your doctor if you experience symptoms, or our COVID-19 hotline at 616.391.2380 to schedule a free virtual screening.*
If your symptoms are life-threatening, call 911.

*Free screening available for all individuals in the state of Michigan.

For more information visit: spectrumhealth.org/covid19
APPENDIX F

OTHER RESOURCES

Governor Whitmer’s Executive Order 2020-42 and Executive Order 2020-59:

https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-525182--00.html
https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-526894--00.html

FAQs from Governor Whitmer on Executive Order 2020-42 and Executive Order 2020-59:

https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-525278--00.html
https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-527027--00.html

Helpful CDC Guidance:


CDC Handwashing Fact Sheet:


CDC Fact Sheet and Poster on Preventing the Spread of Germs:


CDC Fact Sheet on What to Do if You Are Sick:


CDC Poster for Entrance Reminding Employees Not to Enter When Sick:


CDC Guidance on Reopening Businesses:

APPENDIX G

[MUNICIPALITY]
COVID-19 PREPAREDNESS AND RESPONSE PLAN

Certification by Responsible Public Official

This is to certify that I have reviewed the [Municipality] COVID-19 Preparedness and Response Plan attached hereto and to the best of my knowledge and belief:


3. The plan is available on the [Municipality] website [website URL] and at each [Municipality] facility where in-person operations take place during the COVID-19 emergency.

I declare that the foregoing is true and correct.

Municipality/Entity: ________________________________

Signature: ________________________________

Name of Official: ________________________________

Title: ________________________________

Date: ________________________________
COVID-19 Safe Workplace Standards

Denise Fair
Chief Public Health Officer
City of Detroit

Robert Dunne
COVID-19 Chief Medical Consultant
City of Detroit
To the City of Detroit Leadership Team:

Like the rest of the country, Detroiters are struggling to live our lives under the threat of COVID-19. That isn’t likely to change for many months to come, but as a city, we have to continue to deliver the services our residents need.

It’s our responsibility to deliver those services while creating workplaces that provide the best possible protection for our employees. This document outlines standard policies for all City of Detroit Departments with one clear goal: we want our employees to be just as safe on the City job site as our fellow Detroiters who stay at home.

Our results will be easy to measure and HR will do it monthly by department. Our goal is to have an infection rate among our City workers no higher than the rest of the community. For some, like firefighters and EMT’s, this may not be possible because their very job requires close interactions with sick patients, but we will try. But for many jobs, I believe we can use our medical and organizational skills to create workplaces that will effectively prevent the spread of Coronavirus.

Your department is being asked to create a COVID-19 Safe Workplace policy for each work site and occupation based on six elements:

1) **Initial testing of each city employee for Covid-19.**

2) **Daily employee temperature check, health screening, and monitoring.**

3) **Workplace distancing and hygiene protocols.**

4) **Mandatory use of masks and other necessary PPE.**

5) **Thorough and frequent cleaning of work-sites and vehicles.**

6) **Ensuring a continuous adequate stockpile of necessary PPE and sanitizing supplies.**

Your department’s protocols must be reviewed and approved by Chief Medical Consultant Robert Dunne prior to HR authorizing the recall of any departmental employees. A checklist for departments to use when creating their protocols is attached as Appendix A.

I want Detroit to have the most rigorous Covid-19 prevention practices in the country. Please follow these standards and we’ll be able to give our employees the protection they deserve.

---

Michael E. Duggan
Mayor
I. Employee Testing

All employees must be tested for COVID-19 if they are either (1) currently working at a job site, or (2) will be returning to work at a job site.

A. Employees Currently at the Job Site (Not Working from Home)

Employees who are currently working at a City of Detroit job site must be tested for COVID-19. Departments should coordinate with the City's Human Resources Department ("HR") to schedule appointments for their employees. The HR Department will be reaching out to all employees who are currently working at a job site to help them with scheduling an appointment with the new rapid testing tent at the Coronavirus Community Care Network (CCCN) drive-thru testing site at the State Fair Grounds.

Employees can also schedule their own appointment by calling HR at 313-673-4701. No prescription is required. Test results should be available within 48 hours. Results will be provided to HR via a secure portal.

Employees who test positive for COVID-19 must be cleared by a health care provider before they return to work. The health care provider should ensure the following prior to certifying that an employee is ready to return to work:

- At least seven days must have elapsed since the positive test; and
- The individual has been free of fever, shortness of breath, and/or sore throat, without medication, for 72 hours.

If the prior conditions have been met, the employee must contact the Human Resources Department to schedule a return-to-work physical at the Rapid Test Center at 100 Mack Avenue. A COVID-19 test will be administered to clear the employee to return to work.

Employees who are currently working at a City of Detroit job site should continue to work if they are not exhibiting any symptoms. If a COVID-positive result is reported, the Detroit Health Department will contact the employee with proper instruction to isolate, and to follow up with a health care provider. HR will contact the employee's supervisor.

B. Testing Requirements for Employees Who Are Not Currently at the Work-Site, Prior to Returning to Work

All employees who are not currently working at a City of Detroit job site must be tested for COVID-19 prior to physically returning to work. Employees can be tested by calling Human Resources at 313-673-4701 and scheduling an appointment. No prescription is required. Employee results should be available within 48 hours.
Employees testing negative for COVID-19 must meet the following conditions before returning to work:

- The employee must provide a copy of their negative test results to their Human Resources Employee Services Consultant. A list of the relevant Employee Services Consultant for each department is provided as Appendix B. HR will submit the COVID-test documentation to the Occupational Medical file.

- Individuals cannot return to work if they have had fever, cough, shortness of breath, and/or sore throat within the previous 72 hours.

Employees who have tested positive for COVID-19 must be cleared by a health care provider before returning to work. The health care provider should ensure the following prior to certifying they are ready to return to work:

- At least seven days must have elapsed since the positive test.

- Individual must be free of fever, shortness of breath, and/or sore throat, without medication, for 72 hours.

If the prior conditions have been met, the employee must contact the Human Resources Department to schedule a return to work physical at the Rapid Test Center at 100 Mack Avenue. A COVID-19 test will be administered to clear the employee to return to work.

Employees are encouraged to obtain testing through the City’s Human Resources department. Employees may, however, also rely on a private test to be cleared to return to work. Employees who coordinated private testing must complete the following before returning to work:

- The individual must inform their Employee Services Consultant that a test was taken.

- The test must have been taken within two (2) weeks prior to the return-to-work date

- The individual may not return to work until test results are available

C. Employees with Sincere Religious Objections to Testing

As outlined above, all employees must be tested as a precondition to working at a City of Detroit job site. Any religious objections to specific testing regimes, however, will be reasonably accommodated. If an employee has a sincere religious objection to a particular test, the employee should submit, in writing, an explanation for why a particular test violates that employee’s sincerely held religious beliefs.

Submissions should be given to the employee’s Employee Services Consultant. The City will work to reasonably accommodate employees’ religious beliefs.
II. Employee Health Screening and Monitoring

A. Daily Health Screening

All employees entering City of Detroit buildings or work sites should be screened, at the beginning of their shift, by (1) having their temperature(s) taken, and (2) answering the questions on the questionnaire attached as Appendix C. Employees need not be screened more than once a day, and will receive a visual marker (e.g. stickers, wristbands, etc) signifying that they have been screened that day. Employees must display that visible marker for the remainder of the day.

Every building and workplace will have designated screeners. This screening should include gauging the employee’s temperature to ensure the employee does not have a low-grade fever, which is often a first symptom of COVID-19. If an employee does not pass screening, that employee will not be permitted to enter the work site. HR will be informed, and will inform the employee’s supervisor.

Department Directors are responsible for ensuring that screening is conducted as outlined above. In their departmental plans, Directors should identify the administrative staff level employees and/or security personnel who will conduct the screening outlined above, and monitor employees on their way into the workplace. For work sites where employees from multiple departments work, departments may collaborate to designate the appropriate screening personnel—but those personnel must be specifically identified in each department’s plan.

All screening personnel should be provided with specific instructions on how to capture, report, and properly store all data.

Department Directors should also design a system whereby they are notified when an employee displays a fever or any other symptom. Any employee appearing ill at screening should be medically evaluated. The supervisor should contact the EMS Supervisor response team at 313-316-9209 for further assessment.

B. Exposure Response

If an employee becomes sick while on the job (e.g., begins demonstrating symptoms during the workday) that employee should be immediately evaluated by the EMS team. The EMS team can be contacted at 313-316-9209. If the employee is safe to be sent home, that employee should not return to work until receiving a negative COVID-19 test. The testing regimen outlined in Section I of these policies should be followed for any employee who develops symptoms.

Similarly, if an employee who has been working on-site develops symptoms of COVID-19 during non-work hours, that employee must not return to work until receiving a negative COVID-19 test. The testing regimen outlined in Section I of these policies should be followed for any employee who develops symptoms.

Employees who begin to develop symptoms should contact their HR Employee Services Consultant to determine appropriate time off provisions.
If an employee who has been working on-site becomes sick, that information **must immediately be reported to Detroit Health Department**. If the employee tests positive for COVID-19, the employee’s job-site supervisor must assist the Health Department in contact tracing.

All COVID-positive employees who have been working on-site will be continually monitored under the program outlined in Subsection C of these policies. In addition, the Detroit Health Department will continue to monitor the exposed individuals as recommended by contact tracing.

**C. Health Monitoring of Isolated Employees**

Departments should check in on workers who have been directed by a physician to isolate, or are placed in quarantine by health officials. Human Resources will conduct ongoing wellness checks to confirm employees’ status. Employees shall respond to those phone calls, or could be subject to being recorded absent without leave.

Departments should be committed to bringing currently isolated employees back to work safely and efficiently. To that end, workers shall return to work under the following conditions:

- At least seven days must have elapsed since the positive test
- The individual has been free of fever, shortness of breath, and/or sore throat, without medication, for 72 hours.

If the prior conditions have been met, the employee must contact the Human Resources Department to schedule a return to work physical at the Rapid Test Center at 100 Mack Avenue. A COVID-19 test will be administered to clear the employee to return to work.

There may be cases where a worker is unable to isolate at home due to an immuno-compromised, sick, or elderly relative. In these cases, the worker should contact their Employee Services Consultant if they cannot isolate at home.

**III. Workplace Practices and Distancing**

**A. Sick Policy**

Anyone experiencing COVID-19 related symptoms (i.e. fever, cough, shortness of breath, diarrhea, loss of smell or taste), or who has prolonged exposure to someone that has tested positive, **SHOULD NOT attempt to enter any City of Detroit facility, or report to any City of Detroit job-site**.

In this instance, workers should NOT report to work. They should follow their regular call-in procedure to report their absence to their supervisor, and should contact their HR Employee Services Consultant to determine appropriate time off provisions. In addition, workers should stay at home and isolate to minimize the potential spread to others.

Workers with worsening health conditions should consult a physician.
B. Strict Physical Distancing for all Employees

The Centers for Disease Control (CDC) have identified social distancing as a key tool to prevent the spread of the virus. Social distancing is defined as being no less than six feet apart from another employer. Towards that end, the following social-distancing requirements shall be put into effect:

- Employees shall stay six feet apart from another person whenever feasible.
- Elevators will be marked with places for people to stand, at appropriate social-distancing spacing.
- Employees shall reduce the number of in-person meetings and congregations, and instead use Zoom or other video conference call vendors for a meeting.
- When working in a group atmosphere, as few employees should be assigned to a task as possible.

Employees should also adhere to state-level guidelines—including, but not limited to, executive orders from the Governor—to ensure their safety outside of work.

C. Workspace Modifications or Changes

In order to ensure adherence to physical distancing guidelines, departments should assess their workspaces for necessary modifications and changes. Modifications or changes could include:

- Creating 6-foot markings on the floor to encourage employee spacing
- Removing chairs and desks to ensure 6-foot spacing
- Limiting the number of people that can be in one room at a time, and creating clear, maximum room occupancy signage based on adequate spacing.
- Considering more appropriate spaces that allows for 6-foot spacing between employees
- The installation of plexiglass screens at counters where employees have face-to-face interaction with the public.
- Encouraging the use of kiosks to minimize cash handling.

D. Encourage Good Hand Hygiene Practices

Departments should also encourage good hygiene practices for workers, by placing signage around the workspace reminding workers to:

- Eliminate handshaking and consider an elbow greeting or bow.
- Wash hands frequently with soap and water for at least 20 seconds especially before or after going to the restroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.
• When sneezing or coughing, cover your mouth and nose with a tissue and discard the tissue. If you do not have a tissue, cough or sneeze into your upper sleeve and not in your hands.

• Wash or sanitize hands after touching surfaces

• Wash or sanitize hands after removing gloves.

• Avoid touching your face.

To facilitate this requirement, Departments may use or modify the signage attached as Appendix D.

IV. Use of Personal Protective Equipment

The City of Detroit is committed to ensuring the health and safety of all employees and its residents. Therefore, Departments should supply all employees with personal protective equipment, including surgical masks, while at work.

A. Daily Use of Surgical Masks for Employees

Department supervisors are responsible for issuing masks to all City of Detroit employees. All employees are required to wear a surgical mask while reporting to work to reduce the spread of the virus. Employees should be issued a mask at the beginning of their shift, and are required wear the mask throughout the day unless they are alone in a closed office or vehicle.

Masks can be re-used by employees provided the masks do not get soiled, wet, or exposed to employees that test positive for COVID-19. Whenever an employee requires a new mask, they should notify their supervisor. Employees are not required to return the mask at the conclusion of their shift.

Employees are required to wear the mask and eye protection in the following circumstances:

• When interacting with other employees

• Driving in a car with another individual in the passenger seat.

Employees are reminded that while surgical masks provide important protection in daily activity, social distancing and hand hygiene are the most important steps to take to prevent the spread of COVID-19.

B. Daily Use of N-95 Masks by Employees Interfacing with the Public

Employees interacting with the public will wear a mask meeting the N-95 standard. Workers should be issued a mask at the beginning of their shift, and are required to wear the mask during their interactions with the public. Masks can be re-used by employees provided the masks do not get soiled, or wet. Whenever an employee requires a new mask, they should notify their supervisor.
C. Daily Use of Surgical Masks by the Public

Departments should develop protocols for the distribution of surgical masks to any member of the public who enters a City of Detroit-owned or operated building or property, in order to prevent the spread of infection among workers and other members of the public.

D. Use of Gloves in Selected Environments

For employees who have regular interaction with the public, departments should develop protocols for the use of gloves. These gloves will be supplied by the department. Departments must ensure that their protocol involves hands being washed or sanitized after glove removal.

E. Use of Eye Protection in Selected Environments

For employees whose job function inevitably requires them to come within six feet of others (e.g., first responders) eye protection will be worn whenever they are within six feet of others.

V. Work-Site and Vehicle Cleaning

A. Sanitation and Disinfection

Departments should develop protocols to ensure that all high-touch or high-traffic surface—such as door knobs, railings, frequently used drawer handles, and instrument/appliance controls—are sanitized at least every two hours. Implementation of a checklist for cleaning staff can help reduce the risk of the spread of infection. At the minimum, disinfectant wipes should be used to clean commonly used surfaces every two hours (e.g. phones, keyboards, desks, etc.). For keyboards and other commonly used electronics, ensure the device is powered off and is cleaned with a disinfectant wipe that is bleach-free and not overly damp.

Employees working within vehicles should use disinfectant wipes on commonly used surfaces (gear shifter, steering wheel) before and after every shift.

The cleaning steps outlined below should be taken routinely, based on frequency mentioned to disinfect workplace surfaces, chairs, tables, etc. and protect employees.

<table>
<thead>
<tr>
<th>#</th>
<th>Area/Place</th>
<th>Disinfection Content</th>
<th>Disinfectant</th>
<th>Disinfection Measures</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Common surfaces</td>
<td>Including control buttons, tools, and other common surfaces</td>
<td>Hospital grade disinfectant or fresh 10% chlorine bleach solution (sodium hypochlorite)</td>
<td>Spray with hand held sprayer or wipe</td>
<td>Minimum at the end of each shift</td>
</tr>
<tr>
<td>2</td>
<td>Offices, desk, and conference rooms</td>
<td>Table and chair surface</td>
<td></td>
<td>Spray with hand held sprayer or wipe</td>
<td>At the end of each meeting and end of day</td>
</tr>
<tr>
<td></td>
<td><strong>Conveyor belts</strong></td>
<td>Wipe areas of common employee interphase as appropriate</td>
<td>Spray with sprayer</td>
<td>At least once respectively in the morning and afternoon</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>-------------------</td>
<td>--------------------------------------------------------</td>
<td>--------------------</td>
<td>-------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td><strong>Moveable trays or containers</strong></td>
<td>Handles and other commonly touched areas</td>
<td>Spray with sprayer</td>
<td>Based on use; once per shift if contacted by 1 person only; otherwise, between users</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td><strong>General objects often used or touched</strong></td>
<td>Doors and windows, handles, faucets, sinks, and bathrooms</td>
<td>Spray with hand held sprayer or wipe</td>
<td>At least four times per day</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td><strong>Cafeteria/Canteen</strong></td>
<td>Table and chair surfaces, dispensers, vending machines, etc.</td>
<td>Spray with sprayer</td>
<td>Generally 3 or more times per shift to include after all breaks and meals</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td><strong>Tableware</strong></td>
<td>Disinfection of tableware</td>
<td>Place in high-temperature disinfection cabinet, with temperature higher than 60°C, and time longer than half an hour</td>
<td>After use</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td><strong>Vending machines</strong></td>
<td>Interface surfaces (pay, selection and vending surfaces)</td>
<td>Hospital grade disinfectant or fresh 10% chlorine bleach solution (sodium hypochlorite solution), as appropriate</td>
<td>Generally 3 or more times per shift to include after all breaks and meals</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td><strong>Forklifts</strong></td>
<td>Wipe areas of common human interaction</td>
<td>Spray with sprayer</td>
<td>After each use</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td><strong>Multi-user safety vest and other PPE</strong></td>
<td>All surfaces</td>
<td>Spray with sprayer</td>
<td>Not applicable/not allowed</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td><strong>Transport vehicles</strong></td>
<td>Common surfaces (e.g. seat surfaces, rails, belts, door and window controls)</td>
<td>Spray with sprayer</td>
<td>Before and after each use</td>
<td></td>
</tr>
</tbody>
</table>
VI. Distribution of Supplies

In order to ensure the effective implementation of this policy, all departments should ensure they have an adequate amount of necessary supplies on site. A list of the types of supplies that may be necessary is provided below. Departments should keep a minimum 30-day supply on site.

A. Emergency Supplies Coordinator

In order to effectively allocate and distribute PPE and sanitization supplies to all employees, each department must identify an Emergency Supplies Coordinator. The name and contact information should be shared with the emergency supplies and procurement team. This Emergency Supplies Coordinator will be responsible for:

1) Identifying the supply needs for their entire department
2) Submitting unified department orders for supplies to the centralized emergency supplies warehouse via a smartsheet form.
3) Coordinating the pickup of supplies from the emergency warehouse
4) Overseeing the distribution of supplies within their department once it has been received
5) Monitoring their entire department for supply & PPE needs

B. Supply Notification Plan

Ensuring all staff are able to easily notify the Emergency Supplies Coordinator of supply needs is a critical component to ensure all staff can perform their duties safely. Departments should develop a protocol for how the Emergency Supplies Coordinator will gather needs from staff and managers.

C. Supply Distribution Plan

Ensuring all staff have the supplies they need, when they need it is critical to a safe return to work plan. Departments should develop a protocol for how the Emergency Supplies Coordinator will distribute PPE and sanitization supplies.

D. PPE & Supply Estimates

Using the PPE best practices outlined in Section V of these policies as a foundation, departments should track PPE and sanitization supplies, by job category, per week. These estimates will be reviewed by Chief Medical Consultant Robert Dunne to ensure it meets the appropriate standards and requirements.
Departments should submit those estimates to the Chief Medical Consultant on the form provided as Appendix E.

<table>
<thead>
<tr>
<th></th>
<th>Item</th>
<th>Description</th>
<th>Supply民間</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Mask (surgical/N95)</td>
<td>Disposable surgical/N-95 masks</td>
<td>Min. 30-day supply</td>
</tr>
<tr>
<td>2</td>
<td>Nitrile gloves</td>
<td>Touchflex/ Surgical Nitrile Gloves</td>
<td>Min. 30-day supply</td>
</tr>
<tr>
<td>3</td>
<td>Infrared thermometer</td>
<td>Medical infrared thermometer/ Measures ranges 32°C to 42.5°C meets ASTM E965-1998 (2003)</td>
<td>2 per entry point</td>
</tr>
<tr>
<td>4</td>
<td>Disinfectant spray/wipes</td>
<td>10% bleach (sodium hypochlorite) solution made fresh daily, or a hospital-grade disinfectant (refer to approved disinfectant listing)</td>
<td>Min. 30-day supply</td>
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<tr>
<td>6</td>
<td>Hand sanitizer (refills)</td>
<td>Sanitizer with Alcohol 70%/Local Brand “Sanitizer”</td>
<td>Min. 30-day supply</td>
</tr>
<tr>
<td>6</td>
<td>Hand soap</td>
<td>Hand soap</td>
<td>Min. 30-day supply</td>
</tr>
<tr>
<td>7</td>
<td>Eye protection</td>
<td>Shields or goggles</td>
<td>Min. 30-day supply</td>
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Appendix A: Departmental Checklist
Checklist for Development of COVID-19 Return to Work
Department Protocols

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<th>Location(s)</th>
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<thead>
<tr>
<th>Workplace Environment(s)</th>
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<tbody>
<tr>
<td>Circle all that apply: office, vehicle, counter, public interfacing setting, outdoors, garage, service center, other: __________________</td>
</tr>
</tbody>
</table>

Please use the checklist below to review your department protocols to ensure you have included all of the following for each operation you wish to see returned to work.

Checklist:

_____ Employee Testing Protocols, including:
  • Testing protocols for employees currently working at a city job site
  • Testing protocols for employees prior to returning to work
  • Protocols for employees with sincere religious objections to testing

_____ Employee Health Screening & Monitoring Protocols, including:
  • Daily health screening protocols
  • Response protocols in the event an on-site worker becomes sick or tests COVID-positive
  • Protocols for monitoring of isolated employees

_____ Workplace Practice protocols, including:
  • Protocols to ensure sick people do not enter the workspace
  • Strict physical distancing protocols
  • Workspace modifications or changes
  • Protocols for encouraging good hand hygiene practices

_____ Use of Personal Protective Equipment protocols, including:
  • Protocols for the daily use of surgical masks by employees
  • Protocols for the daily use of N-95 masks by employees interfacing with the public
  • Protocols for the daily use of surgical masks by the public
  • Protocols for the use of gloves in selected environments (if applicable)
  • Protocols for the use of eye protection in selected environments (if applicable)

_____ Work-Site and Vehicle Cleaning protocols, including:
  • Protocols for the sanitation and disinfection of high-touch or high-traffic surfaces
  • Protocols for the sanitation and disinfection of vehicles (if applicable)

_____ Distribution of PPE and Supplies protocols, including:
  • Protocols for the designation of an emergency supplies coordinator
  • Protocols for how the emergency supplies coordinator will gather PPE and supplies needs from staff and managers
  • Protocols for how the emergency supplies coordinator will distribute PPE and supplies.
  • Protocols for how the departments will track PPE and sanitation supplies by job category per week
Appendix B: Employee Services Consultants
Consultant
Employee Services
Human Resources
Meet Your

Customer Service
Efficiency, Integrity and High Quality
Core Values:

engaged employees.
To cultivate relationships that foster
Mission Statement:

Employee Services
City of Detroit
MEET OUR AMAZING TEAM
Appendix C: Screening Questionnaire
| N | A | N | A | N | A | N | A | N | A | N | A | N | A | N | A |
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|   | N | A | N | A | N | A | N | A | N | A | N | A | N | A | N | A | N | A | N | A | N | A | N | A |
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|   | N | A | N | A | N | A | N | A | N | A | N | A | N | A | N | A | N | A | N | A | N | A | N | A |
|   | N | A | N | A | N | A | N | A | N | A | N | A | N | A | N | A | N | A | N | A | N | A | N | A |

**COVID-19 Screening Checklist**

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**CONFIDENTIAL**

HR PHONE#: (313) 920-8326
Screened Name: ____________________
Location: ____________________
Date: ____________

---
| Name | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Name | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Name | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Name | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
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| Name | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
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| Name | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |

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<th>Temperature</th>
<th>Tested Positive</th>
<th>Cough</th>
<th>Fever</th>
<th>Diarrhea / Nausea</th>
<th>Reduced smell</th>
<th>Sore Throat</th>
<th>Rash</th>
<th>Test Result</th>
<th>Postive COVID-19</th>
<th>Did you had any Symptoms?</th>
<th>Name</th>
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</thead>
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<tr>
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<td>Screen Name:</td>
<td>Location:</td>
<td>Date:</td>
<td><em><strong>CONFIDENTIAL</strong></em></td>
<td>COVID-19 Screening CheckList</td>
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<td>Temperature</td>
<td>Headache</td>
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<td>Runny/Nosed</td>
<td>Diarrhea</td>
<td>Coughing</td>
<td>Fever</td>
<td>Experiencing Any Symptoms</td>
<td>Close Contact with Others who are COVID-19 Positive</td>
<td>COVID-19 Test Result</td>
</tr>
<tr>
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**HR PHONE#: (313) 920-8326**

Screen Name: ________________________________

Date: ____________________________

Location: ________________________________

***CONFIDENTIAL***

COVID-19 Screening Checklist
Appendix D: Signage
What you should know about COVID-19 to protect yourself and others

Know about COVID-19

- Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness.

Know how COVID-19 is spread

- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.

Protect yourself and others from COVID-19

- There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
- Stay home as much as possible and avoid close contact with others.
- Wear a cloth face covering that covers your nose and mouth in public settings.
- Clean and disinfect frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.

Practice social distancing

- Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.
- If you must go in person, stay at least 6 feet away from others and disinfect items you must touch.
- Get deliveries and takeout, and limit in-person contact as much as possible.

Prevent the spread of COVID-19 if you are sick

- Stay home if you are sick, except to get medical care.
- Avoid public transportation, ride-sharing, or taxis.
- Separate yourself from other people and pets in your home.
- There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
- If you need medical attention, call ahead.

Know your risk for severe illness

- Everyone is at risk of getting COVID-19.
- Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.

[covid.gov/coronavirus]
¿Qué es la enfermedad del coronavirus 2019 (COVID-19)?
La enfermedad del coronavirus 2019 (COVID-19) es una afección respiratoria que se puede propagar de persona a persona. El virus que causa el COVID-19 es un nuevo coronavirus que se identificó por primera vez durante la investigación de un brote en Wuhan, China.

¿Pueden las personas en los EE. UU. contraer el COVID-19?
Sí. El COVID-19 se está propagando de persona a persona en partes de los Estados Unidos. El riesgo de infección con COVID-19 es mayor en las personas que son contactos cercanos de alguien que se vea que tiene el COVID-19, por ejemplo, trabajadores del sector de la salud o miembros del hogar. Otras personas con un riesgo mayor de infección son las que viven o han estado recientemente en un área con propagación en curso del COVID-19.

¿Ha habido casos de COVID-19 en los EE. UU.?

¿Cómo se propaga el COVID-19?
Es probable que el virus que causa el COVID-19 haya surgido de una fuente animal, pero ahora se está propagando de persona a persona. Se cree que el virus se propaga principalmente entre las personas que están en contacto cercano unas con otras (dentro de 6 pies de distancia), a través de las gotitas respiratorias que se producen cuando una persona infectada tose o estornuda. También podría ser posible que una persona contraiga el COVID-19 al tocar una superficie u objeto que tenga el virus y luego se toque la boca, la nariz o posiblemente los ojos, aunque no se cree que sea la principal forma en que se propaga el virus. Infórmese sobre lo que se sabe acerca de la propagación de los coronavirus de reciente aparición en https://www.cdc.gov/coronavirus/2019-ncov/about/transmission-sp.html.

¿Cuáles son los síntomas del COVID-19?
Los pacientes con COVID-19 han tenido enfermedad respiratoria de leve a grave con los siguientes síntomas:
- fiebre
- tos
- dificultad para respirar

¿Cuáles son las complicaciones graves provocadas por este virus?
Algunos pacientes presentan neumonía en ambos pulmones, insuficiencia de múltiples órganos y algunos han muerto.

¿Qué puedo hacer para ayudar a protegerme?
Las personas se pueden proteger de las enfermedades respiratorias tomando medidas preventivas cotidianas.
- Evite el contacto cercano con personas enfermas.
- Evite tocarse los ojos, la nariz y la boca con las manos sin lavar.
- Lávese frecuentemente las manos con agua y jabón por al menos 20 segundos. Use un desinfectante de manos que contenga al menos un 60 % de alcohol si no hay agua y jabón disponibles.

Si está enfermo, para prevenir la propagación de la enfermedad respiratoria a los demás, debería hacer lo siguiente:
- Quedarse en casa si está enfermo.
- Cubrirse la nariz y la boca con un pañuelo desechable al toser o estornudar y luego botarlo a la basura.
- Limpie y desinfecte los objetos y las superficies que se tocan frecuentemente.

¿Qué debo hacer si he regresado recientemente de un viaje a un área con propagación en curso del COVID-19?
Si ha llegado de viaje proveniente de un área afectada, podrían indicarle que no salga de casa por hasta 2 semanas. Si presenta síntomas durante ese periodo (fiebre, tos, dificultad para respirar), consulte a un médico. Llame al consultorio de su proveedor de atención médica antes de ir y digales sobre su viaje y sus síntomas. Ellos le darán instrucciones sobre cómo conseguir atención médica sin exponer a los demás a su enfermedad. Mientras esté enfermo, evite el contacto con otras personas, no salga y postergue cualquier viaje para reducir la posibilidad de propagar la enfermedad a los demás.

¿Hay alguna vacuna?
En la actualidad no existe una vacuna que proteja contra el COVID-19. La mejor manera de prevenir infecciones es tomar medidas preventivas cotidianas, como evitar el contacto cercano con personas enfermas y lavarse las manos con frecuencia.

¿Existe un tratamiento?
No hay un tratamiento antiviral específico para el COVID-19. Las personas con el COVID-19 pueden buscar atención médica para ayudar a aliviar los síntomas.

cdc.gov/COVID19-es
Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.

Avoid close contact with people who are sick.

Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

Clean and disinfect frequently touched objects and surfaces.

Avoid touching your eyes, nose, and mouth.

When in public, wear a cloth face covering over your nose and mouth.

Stay home when you are sick, except to get medical care.

Wash your hands often with soap and water for at least 20 seconds.

cdc.gov/coronavirus
Appendix E: PPE
Estimate Form
Since the construction ban was lifted we are open as the building department from 8:30 to 12 only. We have dividers at the counter and no one is allowed to enter without a mask. Counter personnel wear a mask and gloves and hand sanitizer is on the staff side of the partition for staff use.
Plans that are submitted go in a 3 day hold bin (I have one for each day) and not looked at for the three days. Mail is opened with gloves and the envelopes thrown away, since the mail has been in transit for 3 days (assumedly) the contents are considered safe but not envelopes.
Permits at the counter are handles with gloves.
Face to face meetings are discouraged and handled by email or phone
Any in person meetings are on either side of the glass partition
Lobby is limited to spaces that I marked on the floor to maintain social distancing and bypass

MACEO member question - return to work protocols

Laurel Emerson of Mt. Clemens has a question below for all members. Responses to this email will go directly to her. She has agreed to collate the information and share with others.

Paul:
Good Afternoon, Laurel. I hope you and your family are doing well.

Although the City of Novi Civic Center offices are closed to the public, the City of Novi Building Department staff, including all 3 Code Enforcement officers, have been back to work full-time as of Thursday, 5/7/20.

We are all practicing the state-mandated social-distancing measures while we are in the office.

Each morning, all employees entering the building are required to stop at a station within the threshold where we are self-checking our temperatures and completing a 4-question questionnaire before proceeding to our respective offices. Any person with a fever or Covid virus symptoms is not allowed to remain on the premises.

Our managers have relocated work stations for some employees to alternate areas within our office suite in order to ensure no two workers are closer than 6 ft. apart. Some employees are working reduced hours in the office and working the rest of the day from home. Most of our Planning Dept. are working from home, only coming in to pick-up/drop-off documents.

We have been provided with washable masks that have the Novi emblem on them (to distinguish us as employees of the City when we are out in the field or visiting properties to leave a notice), disposable masks, disposable gloves and hand sanitizer. We have also been provided with a bleach mixture and paper towels to spray/sanitize our vehicles’ steering wheel, gear shift, knobs, door handles, etc., as Clorox-type disinfecting wipes are a rare commodity.

While out in the field, we are limiting the amount of person-to-person contact, and we’ve been instructed by management to leave any site where we feel social-distancing is compromised or not being practiced. Code Enforcement officers are still collecting the roadside spam signs from the public right-of-ways.

I hope this information is helpful. Take care.
Sure. I and many Board members share similar questions. A few for you?

When do you need people’s responses?
Want them to respond directly to you?
Would you be willing to collate and share with MACEO members?

For Troy, everyone is working remotely from home whenever possible. City Hall is closed to public. Only essential staff such as Clerk and payroll regularly in building. Inspectors allowed on very limited basis, only to print and mail letters. Any activity that can be handled remotely at home or in the field must be done out of the office.

I do not inspect, and am just as busy working from home, with the exception of less phone calls.
Laurel Emerson

From: Carol Septer <csepter@shelbytwp.org>
Sent: Thursday, May 14, 2020 3:34 PM
To: Laurel Emerson
Subject: Return to work protocols

Laurel,

Code Enforcement and Building Department clerical returned to work Monday, May 4th, to attempt to catch up. Most of the Building Inspectors returned on May 7th. May 7th and every Monday all CE/Bldg staff must complete a health questionnaire. Gloves, masks and hand-sanitizer have been placed at the entrance of Township Hall, as well as in every vehicle. Shields are also available for staff usage. Masks must be worn in the Township, although you can remove it when working at your station and no one is around.

In an attempt to maintain social distancing, as staff works in close proximity due to a tight work space:

1. Currently Township Hall is closed to the public; a box has been placed near the front entrance for plans, etc. to be dropped off. (The intention is when Township Hall is opened, it will be by appointment only. Plexiglass has been hung at the counter areas and “X”s have been placed on the floor.)
2. All doors are opened, eliminating the need to utilize door knobs, while Township Hall is closed.
3. Inspector mailboxes have been moved near the entrance, as well as the supplies required and a basket to place completed inspections, to eliminate the need for Inspectors to report to the department.
4. The office/desk phone for every Inspector has been forwarded to their cell phone, to eliminate the need to utilize their desk phone. (All cell phones have been programed to show as “Restricted” on the caller id, when placing calls, in an attempt to not provide an Inspector’s cell number to the public. If an Inspector wants to allow their name/number to be shown on the caller id, they can program the number [unrestrict it] with *82 in front of the number.)
5. Some inspections are being completed utilizing the ZOOM app for a virtual inspection.
6. Currently no building inspections are being scheduled for occupied homes, due to social distancing.
7. When an Inspector arrives onsite, the building/new construction must be vacant or the Inspectors will not perform an inspection.
8. If an Inspector completes their inspections prior to the end of their shift, they are allowed to go home. (Staff receives their entire check.)
9. Due to the inability to safely socially distance staff in the department, non-inspection staff is rotating working remotely (at home). Some plan reviews are being completed at home. Code Enforcement is doing inspections in the field 2 to 3 days a week, then completing the paperwork, attaching photos, emails and phone calls at home.
10. NO vehicles are being shared; the vehicles are professionally sanitized every Friday night.

If you have any questions, please contact me.

STAY SAFE!

Carol Septer
Shelby Township
Code Enforcement Officer
Cell: (586) 651-5515
Sure. I and many Board members share similar questions. A few for you?

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I do not inspect, and am just as busy working from home, with the exception of less phone calls.

Paul Evans
Zoning & Compliance Specialist
City of Troy
500 W. Big Beaver
Troy, MI 48084
248.524.3359
Date: May 13, 2020

To: Mark F. Miller, City Manager

From: Robert J. Bruner, Assistant City Manager
Dennis Trantham, Facilities and Grounds Operations Manager
Kurt Bovensiep, Public Works Director

Subject: City Facilities Safe Return to Work Plan

The city has begun planning on how to return physically to work and begin servicing the public at our facilities. Our employees’ and constituents’ health is paramount as we look at ways to ensure we are returning to a safe work environment. This includes looking at the safety of employee-employee interaction and employee-public interaction. Although our return date is uncertain and what the most current recommendations will be, it is important that we start accomplishing some of the physical improvements and modifications to city facilities. A Facilities Task Force was assembled with representatives from the Facilities Division, City Clerk’s Department, Fire Department, and Police Department to begin looking at concerns, solutions, and current recommendations from Federal, State, and County agencies. Department Heads in City Hall were asked of any specific concerns from their respective departments. Both Library and Community Center representatives had separate conversations regarding these two facilities.

Listed are some of the highlights from the Return to Work Plan.

**Disinfecting**- Supply departments with the necessary disinfecting products and increasing services through the custodial contractor.

**Self-Symptom Screening**- Posters at all entrances to remind people entering to screen themselves and not enter the building if experiencing the listed symptoms.
Social Distancing- Floor decals, barrier ribbons, single elevator occupancy, single staircase occupancy, wall and counter signs, relocating some staff who work closer than 6'.

Proper Hygiene- Handwashing signs, automatic dispensing hand sanitizer stations, counter hand sanitizer stations
Limiting Physical Interactions - Clear counter shields, Department only signs.
Limiting Touch Points - Automatic faucets, automatic soap and towel dispensers, Step and Pull's for lavatory doors, eliminating public computers.

Air Circulation - Upgrading filtration to Merv13 in HVAC system, which will assist in capturing harmful bacteria and viruses.

The Facilities Division has begun procuring all the necessary Personal Protective Equipment (PPE), disinfecting products, and hygiene products to distribute to departments and facilities.

Directives to employees regarding processes and procedures will be accomplished through an Administrative Memorandum issued by the City Manager and Human Resources Director.

By accomplishing these tasks, the City of Troy will be well prepared to minimize any risk of exposure to the employees and public when facilities begin to reopen.
BACKGROUND
The safety of our employees and the public is of paramount importance to the City. As we return to additional in-person work at City Hall and other City offices we must provide our services with diligent regard for public health.

Guided by direction and recommendations from the Occupational Safety and Health Administration (OSHA), Centers for Disease Control (CDC), State of Michigan and Oakland County, the following policies and procedures will be in effect immediately and until further notice.

POLICIES AND PROCEDURES

Remote work, reducing in-person occupancy
- Remote work will continue, where appropriate, to the greatest extent possible.
- Employee to employee contact and employee to public contact will be reduced by replacing face-to-face meetings with virtual communications when possible.
- When in person meetings are required with the public, it is encouraged that meetings will be scheduled whenever possible to anticipate department occupancy.
- Employees will be required to adhere to posted occupancy on shared rooms (conference rooms, employee lounge, mail room, etc.).

Social distancing
- Employee workspaces will be modified to allow for at least a 6 foot distance between employees.
- Employees will be required to maintain the 6 foot distance from other individuals, as possible, as they interact and occupy the building.

Work schedules may change
- Employees who are authorized to return to in-person work will be notified by their supervisor or department director regarding their schedule and work hours.
- Some employees may work a hybrid schedule including some remote work and some in-person work. Some work schedules may be modified to allow in-person workers to maintain proper distance from one another.
Illness and daily screening

- Supervisors will continue to encourage sick workers (with symptoms consistent with COVID-19, and other illnesses) to stay home.
- Before entering the workplace, all employees will be screened by self-report or by in-person inquiry according to criteria established by the Oakland County Health Department. Employees will be asked to report their current health status including, but not limited to: fever, cough, shortness of breath, sore throat, and/or diarrhea. Also part of the daily screening will be reporting if the employee was in close contact in the last 14 days with someone with a diagnosis of COVID-19 or if the employee traveled internationally or outside of Michigan in the last 14 days. If the employee reports any of these symptoms, or a “yes” to the additional questions, they will not be permitted to work in-person or enter the workplace.

Personal protective equipment (PPE) and hygiene

- The City will provide personal protective equipment to employees consistent with their exposure risk regarding their contact with the public/other employees (e.g. face coverings).
- Employees may choose to use their own personal protective equipment if it complies with the recommendations of the CDC.
- The City will continue to provide a work environment that promotes personal hygiene and materials necessary to maintain personal hygiene (i.e. hand soap, hand sanitizer, disposable towels, disinfectants and materials to clean their workspaces).
- The City will continue to require regular hand washing or use of alcohol-based hand rubs while employees are working in-person.
- The City will continue to provide information to employees regarding COVID-19 risk factors and protective behaviors (e.g., cough etiquette and use/care of PPE).

Employees must wear face coverings

- All employees able to medically tolerate a face covering must wear face coverings over their nose and mouth in the course of their work. Specifically, these employees must wear face coverings if they are in an enclosed public space or if they cannot consistently maintain six feet of separation from other workers or the public in open spaces.
- Employees who are unable to medically tolerate wearing a mask over their nose and mouth must notify their supervisor and/or the Human Resources department prior to their return to in-person work, or as soon as practical after they become aware of their inability to medically tolerate wearing the face covering.

Cleaning and disinfecting of workspaces and shared equipment

- The City has increased cleaning and disinfection of all facilities.
- The City will continue to provide disinfectants and materials employees need to clean their workspaces.
- Shared workspaces, equipment (telephones, copy machines, public access kiosk/computer, etc.) and frequent touch points (doorknobs, light switches, file drawer handles, etc.) must be cleaned/disinfected by department staff members multiple times during the work shift, including at the beginning and end of the work shift.
- Individual workspaces must be cleaned/disinfected by the employee at the beginning and end of their work shift.

Reduced Travel

- Nonessential work travel is discontinued (i.e. traveling to attending professional conferences, seminars or nonessential in-person training).
Additional Measures

- Additional safety measures may be implemented, as needed or as available to protect the health and safety of the employees and public visiting our facilities.
- 24/7 Operations in the Police Department or Fire Department, and other specific work-locations (e.g. Troy RYDE, Public Works Division) may implement additional or modified safety procedures.

Approved:

[Signature]

Mark F. Miller, City Manager