**COVID-19 RETURN TO WORK PROTOCOL: ELECTIONS**

|  |  |
| --- | --- |
| Department Name | **Department of Elections** |
| Operation(s) | Election Commission |
| Operation Location | 2978 West Grand Blvd, Detroit MI |
| Workplace Environment | Circle **(Bold)** all that apply: **office**, **vehicle, counter, public interfacing setting, outdoors, garage, service centers, other: 100 Polling Sites Throughout the City (1,500 poll worker staff), Absentee Ballot Counting Operation at TCF Center (700 poll worker staff)** |
| Submitted by | George Azzouz, Director of Elections |
| Approved by | Janice M. Winfrey, Detroit City Clerk |

*Department Protocol Checklist/ Appendix A COVID 19 Safe Workplace Standards*:

1. **Employee testing protocol**

|  |  |
| --- | --- |
| Testing protocol for employees currently working at a city job site | Policy: Daily all staff working onsite will be pre-screened at home and tested onsite by medical personnel in accordance with the COVID-19 (C-19) Safe Workplace Standards. |
| Testing protocol for employees returning to work | Policy: All staff must test negative for C-19, prior to physically returning to work, in accordance with Appendix C, Screening Questionnaire, contained in the Safe Workplace Standards. We developed an electronic application using the questions in Appendix C. |
| Protocol for employees with sincere religious objections to testing | Policy: Will consult Human Resources for guidance and request that the employee submit a written letter explaining why a particular test violates their religious beliefs. |

1. **Employee health screening & monitoring protocols**

|  |  |
| --- | --- |
| Daily health screening protocol | Policy: All employees will self-screen at home, in addition to onsite testing daily, in accordance with the C-19 Safe Workplace Standards. |
| Response protocols in the event an on-site worker becomes sick or tests COVID-positive | Policy: Employee will be placed in our isolation room. We will contact the EMS team at 313-316-9209 and the employee services consultant to seek guidance, then the employee will be sent home. The General Services Department will be contacted to clean all affected areas. |
| Protocols for monitoring of isolated employees | Policy: Deputy Directors are responsible for daily welfare checks. Employees must respond to phone calls, or could be subject to being recorded absent without leave, as specified in the C-19 Safe Workplace Standards. |

1. **Workplace practice protocols**

|  |  |
| --- | --- |
| Protocols to ensure sick people do not enter the workplace | Policy: Staff will self-prescreen at home before coming to the office, in addition to onsite screening, in accordance with the Safe Workplace Standards. |
| Strict physical distancing protocols | Policy: All employees are required to stay 6 feet away from each other, in accordance with the C-19 Safe Workplace Standards. |
| Workplace modifications or changes | Policy: Work spaces and restroom facilities will be modified to meet the 6 feet requirement, specified in the C-19 Safe Work Place Standards. |
| Protocols for encouraging good hand hygiene practices | Policy: The building will be sanitized daily by the General Services Department. Additionally, sanitation stations (Clorox wipes and liquid hand sanitizer) are located throughout the building. CDC signs are posted throughout the building. Each employees upon arrival to work, receives a bag with masks, gloves, and hand sanitizer. |

1. **Use of Personal Protective Equipment protocols**

|  |  |
| --- | --- |
| Protocols for the daily use of surgical masks by employees | Policy: All employees are required to wear a surgical mask and stay 6 feet apart. |
| Protocols for the daily use of N-95 masks by employees interfacing with the public | Employees interacting with the public are required to wear an N-95 surgical mask. |
| Protocols for the daily use of surgical masks by the public | The public is required to wear a surgical mask while conducting business at the Department of Elections. Public lobby areas have been modified to meet the 6 feet requirement. |
| Protocols for the use of gloves in selected environments (if applicable) | Employees are required to wear gloves, especially if they are serving the public. |
| Protocols for the use of eye protection in selected environments (if applicable) | Policy: Employees interacting with the public are required to wear face shields and gloves and stay 6 feet away from the customer. |

1. **Worksite and vehicle cleaning protocols**

|  |  |
| --- | --- |
| Protocols for the sanitation and disinfection of high touch or high traffic surfaces | The General Services Department will provide daily sanitization services, prior to each shift. |
| Protocols for the sanitation and disinfection of vehicles (if applicable) | High touch areas in City vehicles will be wiped clean by employees. Hand sanitizer and Clorox wipes will be available in each vehicle. |

1. **Distribution of PPE and Supplies protocols**

|  |  |
| --- | --- |
| Protocols for the designation of an emergency supplies coordinator | Two emergency supply coordinators have been identified. |
| Protocols for how the emergency supplies coordinator will gather PPE and supply needs from staff and managers | Weekly PPE supplies request will be submitted by Division Directors via a smart sheet to the emergency coordinators. |
| Protocols for how the emergency supplies coordinator will distribute PPE and supplies | PPE supplies will be distributed to staff by Division Directors or onsite medical personnel, as needed. Employees returning to work are provided a medical bag, containing masks, gloves, and hand sanitizer. |
| Protocols for how the departments will track PPE and sanitation supplies per week | Emergency coordinators will conduct weekly inventory of supplies, using the form contained in the COVID-19 Safe Workplace Standards. |

1. **Signage and other safety measures**

|  |  |
| --- | --- |
| Posting CDC Signs throughout the building | Signs are posted throughout the building regarding safe hygiene practices, in accordance with the COVID-19 Safe Workplace Standards. |