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**Buildings, Safety, Engineering & Environment Department**

All BSEED Employees:

To promulgate the Mayor’s initiative of fostering a post COVID-19 safe workplace for the City of Detroit employees that is second to none, this document outlines the standards and policy that should be followed by all BSEED employees in the performance of their duties. I believe that if we follow these standards, BSEED will be a safer place to work.

These standards and policy are based on the following six elements which may vary by work site and occupation.

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.**

These protocols have been reviewed and approved by the Chief Medical Consultant, Robert Dunne prior to HR authorizing the recall of any BSEED employees.

**David Bell**

***Director***

# 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.

## 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.** BSEED will coordinate with the City’s Human Resources Department (“HR”) to schedule appointments for all BSEED 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.

Test results should be available within 48 hours. Results will be provided to HR via a secure portal that is HIPAA Compliant.

**Employees who test positive for COVID-19 must be cleared by a health care provider before they can return to work.** The health care provider should certify that an employee is ready to return to work upon that employee meeting the following conditions:

* At least 10 days must have elapsed since the positive test; and
* The employee 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-19 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 for any further actions to be taken.

## 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. 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. HR will submit the COVID-19 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 certify that an employee is ready to return to work upon that employee meeting the following conditions:**

* At least 10 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 to be submitted to HR in writing.

## 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 via email. The City will work to reasonably accommodate employees’ religious beliefs.

# Employee Health Screening and Monitoring

# Daily Health Screening

All employees entering City of Detroit buildings must be screened, at the beginning of their shift, by (1) having their temperature(s) taken, and (2) answering the questions on the questionnaire. 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 while on City premises or conducting inspections on any occupied buildings.  Employees starting in the field are to take their own temperature and submit a completed questionnaire via email to their supervisor prior to starting their shift. Employees with temperatures above 100.5° F or who is experiencing any symptoms on the checklist must contact their supervisor who will notify the division head and the Operations Manager at BSEED immediately or as soon as possible.

Every building and workplace will have designated screeners. This screening shall 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 the employee’s supervisor will be notified by HR.

Employees reporting to the **Coleman A. Young Municipal Center** will enter via the Randolph entrance and be tested for COVID-19 in accordance with the Detroit Wayne Joint Building Authority requirements. BSEED employees that report to the DPW yard at **Russell/Ferry** will be tested for COVID-19 by the Environmental Control office supervisors. See addendum \_\_\_.

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

Whenever an employee displays a fever or any other symptom, it is the responsibility of the supervisor to notify the division head who will then notify Andrew Anyanwu immediately or as soon as possible following the incident. 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.

# 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 and subject to the testing regimen outlined in Section I.

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** and subject to the testing regimen outlined in Section I.

Employees who begin to develop symptoms should contact the Employee Services Consultant in HR via email to determine appropriate time off provisions.

If an employee who has been working on-site becomes sick, that information **must immediately be reported to the 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-19 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.

# Health Monitoring of Isolated Employees

Supervisors 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 as absent without leave.

BSEED is 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. A COVID-19 test will be administered to clear the employee to return to work.

In cases where an employee is unable to isolate at home due to an immuno-comprised, sick, or elderly relative, the employee should contact the Employee Services Consultant in HR.

# Workplace Practices and Distancing

## 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, employees 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.

## 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 in effect:

* Employees shall stay six feet apart from another person whenever feasible.
* Employees must observe and adhere to protocols where Elevators are 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 avoid congregating in conference rooms and lunchrooms.

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.

## Workspace Modifications or Changes

In order to ensure adherence to physical distancing guidelines, BSEED will be making the following changes to the workspaces:

* 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.
* To the greatest extent possible, we will arrange for employees to work from home.
* Installing of plexiglass screens and sneeze guards at counters where employees have face-to-face interaction with the public.
* Encouraging the use of Qless kiosks to schedule appointments and to minimize cash handling.
* We will make provisions to no longer accept cash.

## Encourage Good Hand Hygiene Practices

BSEED also encourages good hygiene practices for workers, by means of 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.

# Use of Personal Protective Equipment

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

## Daily Use of Surgical Masks for Employees

## Supervisors are responsible for issuing masks to all BSEED 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 to 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 in the following circumstances:

## When interacting with others.

* Prior to entering a building.

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

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

## 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.

## Daily Use of Surgical Masks by the Public

Masks should be readily available at the service counters for distribution to any member of the public who enters a City of Detroit-owned or operated building or property without their own mask, in order to prevent the spread of infection among workers and other members of the public.

## Use of Gloves in Selected Environments

Employees who have regular interaction with the public will be supplied gloves by the department. These employees must wash their hands or sanitize after glove removal. These gloves must be disposed properly in approved waste containers after each use.

## Use of Eye Protection in Selected Environments

Eye protection is encouraged for employees whose job function inevitably requires them to come within six feet of others (e.g., first responders).

# Work-Site and Vehicle Cleaning

## Sanitation and Disinfection

All high-touch or high-traffic surfaces such as doorknobs, railings, frequently used drawer handles, and instrument/appliance controls must be sanitized at least every two hours by employees within the vicinity. **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.

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| --- | --- | --- | --- | --- | --- |
| **#** | **Area/Place** | **Disinfection Content** | **Disinfectant** | **Disinfection Measures** | **Frequency** |
| **1** | **Common surfaces** | Including control buttons, tools, and other common surfaces | Hospital grade disinfectant or fresh 10% chlorine bleach solution (sodium hypochlorite solution), as appropriate | Spray with handheld sprayer or wipe | Minimum at the end of each shift |
| **2** | **Offices, desk, and conference rooms** | Table and chair surface | Spray with handheld sprayer or wipe | At the end of each meeting and end of day |
| **3** | **Moveable trays or containers** | Handles and other commonly touched areas | Spray with sprayer | Based on use; once per shift if contacted by 1 person only; otherwise, between users |
| 4 | **General objects often used or touched** | Doors and windows, handles, faucets, sinks, and bathrooms | Spray with handheld sprayer or wipe | At least four times per day |
| **5** | **Lunchroom** | Table and chair surfaces, dispensers, vending machines, etc. | Spray with sprayer | Generally, 3 or more times per shift to include after all breaks and meals |
| 6 | **Tableware** | Disinfection of tableware | Hospital grade disinfectant or fresh 10% chlorine bleach solution (sodium hypochlorite solution), as appropriate | Place in high- temperature disinfection cabinet, with temperature higher than 60°C, and time longer than half an hour | After use |
| **7** | **Vending machines** | Interface surfaces (pay, selection and vending surfaces) | Spray with sprayer | Generally, 3 or more times per shift to include after all breaks and meals |
| **8** | **Multi-user safety vest and other PPE** | All surfaces | Spray with sprayer | Not applicable/ not allowed |
| **9** | **Transport vehicles** | Common surfaces (e.g. seat surfaces rails, belts, door and window controls) | Spray with sprayer | * Before and after each use |
| **10** | **All floors and walls** | All general floors and walls at site | Mop | * Periodic, where frequently touched; mop hard surfaces daily |
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# Distribution of Supplies

In order to ensure the effective implementation of this policy, all divisions heads must ensure that they have an adequate amount of necessary supplies on site and must take stock frequently. Please do not allow your supplies to deplete completely prior to making a request for replenishing as there is a lead time for ordering due to high demand. Allow at least a 30-day lead time between order and supply.

## Emergency Supplies Coordinator

In order to effectively allocate and distribute PPE and sanitization supplies to all employees, the Operations Manager in Administration has been identified as the Emergency Supplies Coordinator for BSEED. Each division must designate an emergency supplies coordinator. The name and contact information should be shared with the Operations Manager. This Emergency Supplies Coordinator will be responsible for:

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

## Supply Notification Plan

It is critical that all employees have adequate supplies when needed to perform their duties safely, as a result, it is the responsibility of each division’s Emergency Supplies Coordinator to ensure that there is adequate supplies and PPE equipment and employees must notify the coordinator about these needs at least one week in advance prior to depletion.

## Supply Distribution Plan

Supplies will be distributed every Monday of each week in Administration.

## PPE & Supply Estimates

Using the PPE best practices outlined in Section V of these policies as a foundation, divisions should track PPE and sanitation supplies, by job category, per week. These estimates will be reviewed by Administration to ensure it meets the appropriate standards and requirements. Divisions should submit those estimates to BSEED Administration for a departmentwide inventory that will be submitted to the Chief Medical Consultant.

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| --- | --- | --- | --- |
| **#** | **Item** | **Spec** | **Quantity** |
| **1** | **Mask (surgical/N95)** | Disposable surgical/N-95 masks | Min. 30-day supply |
| **2** | **Nitrile gloves** | Touchflex/ Surgical Nitrile Gloves | Min. 30-day supply |
| **3** | **Infrared thermometer** | Medical infrared thermometer/ Measures ranges 32°C to 42.5°C meets ASTM E965-1998 (2003) | 2 per entry point |
| **4** | **Disinfectant spray/wipes** | 10% bleach (sodium hypochlorite) solution made fresh daily, or a hospital-grade disinfectant (refer to approved disinfectant listing) | Min. 30-day supply |
| **6** | **Hand sanitizer (refills)** | Sanitizer with Alcohol 70%/Local Brand “Sanitizer” | Min. 30-day supply |
| **6** | **Hand soap** | Hand soap | Min. 30-day supply |
| **7** | **Eye protection** | Shields or goggles | Min. 30-day supply |

Contact Information

Human Resources Consultant Kayetta Wilder-Holly [wilderhollyk@detroitmi.gov](mailto:wilderhollyk@detroitmi.gov) 224-3719

Operations Manager BSEED

(Emergency Supplies Coordinator) Andrew Anyanwu [Anaynwua@detroitmi.gov](mailto:Anaynwua@detroitmi.gov) 224-3250

The EMS team can be contacted at 313-316-9209.