

**Bridging Neighborhoods**
Supplemental Workplace Plan

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The following plan details how the Bridging Neighborhoods Program will return to work during the COVID-19 pandemic while ensuring the safety of its staff, participants and contractors. Bridging Neighborhoods Program is a division within the City of Detroit that provides home relocation and retrofit services.

Bridging Neighborhoods’ Program Office (1017 Springwells)

BNP will follow the COVID-19 Safe Workplace Standards issued by the City of Detroit (“City Standards”) without exception. Below is a summary of each of the six elements required within that plan, including any supplemental standards that will be observed by BNP staff at our Program Office.

1. Employee Testing: All BNP staff will follow the requirements described within the City Standards. There are no supplemental standards for BNP.
2. Employee Health Screening and Monitoring: All BNP staff will follow the requirements described within the City Standards, to include the supplemental standards listed below.
	1. The BNP Program Assistant will be the primary staff assigned to performing daily health screenings. However, to allow for workplace flexibility, all BNP staff levels will receive guidance on how to perform a daily health screening.
	2. Any BNP Staff that becomes sick while at the Program Office will be directed to isolate in the Windsor Conference Room until the EMS team arrives on site.
	3. Bridging Neighborhoods will append the COVID-19 Screening Checklist to include a “Time Out” that staff will be required to fill out upon departing the Program Office for the day. In the event a staff member becomes sick and subsequently tests positive, we will review the Staff Tracking Log to determine what other BNP staff were simultaneously at the Program Office as the staff member who tested positive.
3. Workplace Practices and Distancing: All BNP staff will follow the requirements described within the City Standards, to include the BNP supplemental standards listed below.
	1. Entrance to the Program Office will only be allowed through the door facing Olivet Street; the Springwells Street door will not be used under any circumstances during the COVID-19 pandemic.
	2. Shared spaces will have limited capacity, as noted per space below, during the pandemic.
		1. Revised capacity of Detroit Conference Room: 4
		2. Revised capacity of Gordie Howe Conference Room: 6
		3. Revised capacity of Windsor Conference Room: 1
		4. Revised capacity of kitchen area: 1
	3. Although workplace modifications will not be implemented for staff seating, staff will be permitted to work from home unless there is a need, determined by his or her supervisor, to physically attend on site. If a need is determined, staff are assigned days within which they are allowed to be on-site as noted within Appendix A. Observing the assigned day will allow for a minimum of 6-foot spacing when staff members are seated at their workstations.
		1. Daily allocations may be adjusted as needed to meet needs of participants and/or staff. If adjustment is made to allow for a staff member coming in on a non-assigned day, the staff member may occupy an open space that is not within 6 feet of normally present staff (including disinfecting station before and after use) OR days may be swapped with adjacent cube partners.
		2. Due to the reduced number of staff in Program Office on a regular basis, BNP is temporarily suspending its internal rule of disallowing a single staff member being on site. If a staff member is on site by him- or her-self, the entrance is not to be opened for any reason, unless they are leaving the Program Office.
		3. Staff/workspaces with all days checked as assigned, indicates that the workspace is more than 6 feet from other work stations and/or includes sufficient division that physical distancing is still achieved, however this does not require staff to be present for all assigned days.
	4. A workplace modification of a “sneeze guard” will be installed around the front desk reception area, or WS-1.
	5. In addition to the preventative measures noted in parts a, b, and c, staff will additionally seek to reduce interactions with the public during the pandemic.
		1. Participants will only be allowed to schedule appointments with staff after all virtual options have been exhausted.
		2. Participants will be required to follow PPE requirements as outlined in City Standards.
		3. Participants will be subject to a Daily Health Screening upon entering the Program Office.
			1. Any participants that do not pass the Daily Health Screening will be required to provide confirmation of a negative COVID-19 test prior to returning to the Program Office. Negative tests will be accepted from any medical-administered testing facility.
			2. BNP will update the website and notify participants of this requirement. BNP will do its best to accommodate any dissenting participants with alternate methods of communication.
		4. Participants will not be allowed to use bathroom or kitchen facilities.
		5. After participant visit, all areas accessed by participant will be disinfected to protect BNP staff.
4. Use of Personal Protective Equipment: All BNP staff will follow the requirements described within the City Standards. There are no supplemental standards for BNP.
5. Work-Site and Vehicle Cleaning: All BNP staff will follow the requirements described within the City Standards, to include the supplemental standards listed below.
	1. The Program Office is leased from CD Leasing, LLC. BNP lease includes nightly custodial services. To be consistent with City Standards, BNP will ask CD Leasing, LLC and its subcontractor who performs custodial services to obtain a negative COVID-19 test prior to returning to workplace.
	2. While CD Leasing will be requested to disinfect door handles and other high-touch areas nightly, BNP will arrange for weekly disinfecting cleans of the Program Office through the City’s cleaning contract.
	3. All sharing of tablewear will be discontinued during the pandemic as the proper sanitizing tools are not present at the Program Office. BNP will provide a small supply single use supplies (paper plates, plastic forks, knives and spoons) and encourage reuse or use of staff’s own tableware – that is daily returned home to avoid increase of pests – where possible.
6. Distribution of Supplies: All BNP staff will follow the requirements described within the City Standards, to include the supplemental standards listed below.
	1. BNP Deputy Director is appointed the Emergency Supplies Coordinator.

Bridging Neighborhoods’ Active & Vacant Construction Sites (Multiple)

BNP will follow the City Standards and the COVID-19 Safe Workplace Standards for Essential Construction Contracts Purchased by the City of Detroit (“Construction Standards”) will be required of all BNP contractors without exception. Below is a summary of each of the six elements required within City Standards, including any supplemental standards that will be observed by BNP staff when at active and vacant construction sites.

1. Employee Testing: All BNP staff will follow the requirements described within the City Standards. There are no supplemental standards for BNP.
2. Employee Health Screening and Monitoring: All BNP staff will follow the requirements described within the City Standards, to include the supplemental standards listed below.
	1. If City supply stock allows, each BNP field staff member will be allocated a thermometer for their home location. This will allow for Daily Health Screening to be performed via Zoom conference daily with the BNP Construction Manager and will avoid the requirement to first travel to the Program Office before traveling back to active and vacant job sites.
	2. If City supply stock does not allow, all BNP field staff members will be required to present at the Program Office for a Daily Health Screening. Once passing the Daily Health Screening, the staff member may access the office and desk area, but will still only be permitted to work from their assigned work location on the assigned days noted in Appendix A.
	3. Any BNP Staff that becomes sick while at an active and vacant construction site will be directed to isolate in their personal vehicles until the EMS team arrives on site.
3. Workplace Practices and Distancing: All BNP staff will follow the requirements described within the City Standards, to include the BNP supplemental standards listed below.
	1. On-site superintending visits will be limited, where possible, to once weekly. Subsequent check ins will be performed virtually or information will be submitted by contractors and reviewed by field staff.
	2. BNP staff will discontinue carpooling regardless of whether another staff member is visiting a site. All mileage will be reimbursed and all private cars of field staff members will be adequately equipped with extra sanitizing wipes, spray, gloves and masks.
4. Use of Personal Protective Equipment: All BNP staff will follow the requirements described within the City Standards, to include the supplemental standards listed below.
	1. BNP field staff will observe PPE requirements as listed within the Construction Standards.
	2. Face shields will be provided to field staff as an additional preventative measure, for use in coordination with a facemask, when in an enclosed space with another field staff member and unable to stay consistently physically distant.
5. Work-Site and Vehicle Cleaning: All BNP staff will follow the requirements described within the City Standards. There are no supplemental standards for BNP.
6. Distribution of Supplies: All BNP staff will follow the requirements described within the City Standards, to include the supplemental standards listed below.
	1. BNP Deputy Director is appointed the Emergency Supplies Coordinator.
	2. All field staff members will pick up packages of PPE to be kept within their personal vehicles upon returning to work.

Bridging Neighborhoods’ Prospective & Vacant Construction Sites (Multiple)

BNP will follow the City Standards and the Construction Standards will be required of all BNP contractors without exception. Below is a summary of each of the six elements required within City Standards, including any supplemental standards that will be observed by BNP staff when at active and vacant construction sites.

1. Employee Testing: All BNP staff will follow the requirements described within the City Standards. There are no supplemental standards for BNP.
2. Employee Health Screening and Monitoring: All BNP staff will follow the requirements described within the City Standards, to include the supplemental standards listed below.
	1. If City supply stock allows, each BNP field staff member will be allocated a thermometer for their home location. This will allow for Daily Health Screening to be performed via Zoom conference daily with the BNP Construction Manager and will avoid the requirement to first travel to the Program Office before traveling back to active and vacant job sites.
	2. If City supply stock does not allow, all BNP field staff members will be required to present at the Program Office for a Daily Health Screening. Once passing the Daily Health Screening, the staff member may access the office and desk area, but will still only be permitted to work from their assigned work location on the assigned days noted in Appendix A.
	3. Any BNP Staff that becomes sick while at an active and vacant construction site will be directed to isolate in their personal vehicles until the EMS team arrives on site.
3. Workplace Practices and Distancing: All BNP staff will follow the requirements described within the City Standards, to include the BNP supplemental standards listed below.
	1. BNP staff will discontinue carpooling regardless of whether another staff member is visiting a site. All mileage will be reimbursed and all private cars of field staff members will be adequately equipped with extra sanitizing wipes, spray, gloves and masks.
	2. BNP field staff will still be required to perform field recons and scopes in pairs throughout the pandemic. Physical distancing is strongly recommended and should be observed even when on site simultaneously, to include, but not limited to: utilizing staircases and entrances to and within the structure at different times.
4. Use of Personal Protective Equipment: All BNP staff will follow the requirements described within the City Standards, to include the supplemental standards listed below.
	1. BNP field staff will observe PPE requirements as listed within the Construction Standards.
	2. Face shields will be provided to field staff as an additional preventative measure, for use in coordination with a facemask, when in an enclosed space with another field staff member and unable to stay consistently physically distant.
5. Work-Site and Vehicle Cleaning: All BNP staff will follow the requirements described within the City Standards. There are no supplemental standards for BNP.
6. Distribution of Supplies: All BNP staff will follow the requirements described within the City Standards, to include the supplemental standards listed below.
	1. BNP Deputy Director is appointed the Emergency Supplies Coordinator.
	2. All field staff members will pick up packages of PPE to be kept within their personal vehicles upon returning to work.

Bridging Neighborhoods’ Active & Occupied Construction Sites (Multiple)

BNP will follow the City Standards and the COVID-19 Safe Workplace Standards for Essential Construction Contracts Purchased by the City of Detroit (“Construction Standards”) will be required of all BNP contractors without exception. Below is a summary of each of the six elements required within City Standards, including any supplemental standards that will be observed by BNP staff when at active and vacant construction sites.

1. Employee Testing: All BNP staff will follow the requirements described within the City Standards, to include the supplemental standards listed below.
	1. Within the I-75 Environmental Mitigation Program, the worksites are the private residences of participants, who will be present, or may have tenants present, during site visits and active construction. Due to the close proximity that will occur over the course of multiple months in order to participate in the program, participants and/or their tenants will be encouraged, but not required, to be tested shortly before the beginning of the active procurement phase. Participants will also be provided the option to defer retrofit construction during the pandemic, but not beyond the terms of the contract that provides for retrofit construction (contract is active through March 2024).
2. Employee Health Screening and Monitoring: All BNP staff will follow the requirements described within the City Standards, to include the supplemental standards listed below.
	1. If City supply stock allows, each BNP field staff member will be allocated a thermometer for their home location. This will allow for Daily Health Screening to be performed via Zoom conference daily with the BNP Construction Manager and will avoid the requirement to first travel to the Program Office before traveling back to active and vacant job sites.
	2. If City supply stock does not allow, all BNP field staff members will be required to present at the Program Office for a Daily Health Screening. Once passing the Daily Health Screening, the staff member may access the office and desk area, but will still only be permitted to work from their assigned work location on the assigned days noted in Appendix A.
	3. Any BNP Staff that becomes sick while at an active and vacant construction site will be directed to isolate in their personal vehicles until the EMS team arrives on site.
	4. Within the I-75 Environmental Mitigation Program, the worksites are the private residences of participants, who will be present, or may have tenants present, during site visits and active construction. As a result, all household members present will be subject to a Daily Health Screening upon the arrival of either BNP staff or BNP’s contractor.
		* 1. Any household members that do not pass the Daily Health Screening will be required to provide confirmation of a negative COVID-19 test prior to construction resuming. If the household member tests positive, the entire household will be required to obtain negative tests before construction may restart, and the restart will also be subject to the contractor’s capacity at the time the household is cleared. Negative tests will be accepted from any medical-administered testing facility.
			2. Any households with persons present who opt not to participate in the Daily Health Screening will be deferred to a later procurement phase that is not during the pandemic.
			3. Record of Daily Health Screenings will be kept on site at the participant household. The Daily Health Screening Log will only be obtained by BNP staff in the event of a screening performed that does not pass.
3. Workplace Practices and Distancing: All BNP staff will follow the requirements described within the City Standards, to include the BNP supplemental standards listed below.
	1. On-site superintending visits will be limited, where possible, to once weekly. Subsequent check ins will be performed virtually or information will be submitted by contractors and reviewed by field staff.
	2. BNP staff will discontinue carpooling regardless of whether another staff member is visiting a site. All mileage will be reimbursed and all private cars of field staff members will be adequately equipped with extra sanitizing wipes, spray, gloves and masks.
4. Use of Personal Protective Equipment: All BNP staff will follow the requirements described within the City Standards, to include the supplemental standards listed below.
	1. BNP field staff will observe PPE requirements as listed within the Construction Standards.
	2. Within the I-75 Environmental Mitigation Program, the worksites are the private residences of participants, who will be present during site visits and active construction. All residents will be required to adhere to use of PPE as described within the City Standards while construction is ongoing. Failure to adhere to this requirement will result in delay of retrofits until after the pandemic and/or may result in removal from program.
5. Work-Site and Vehicle Cleaning: All BNP staff will follow the requirements described within the City Standards. There are no supplemental standards for BNP.
6. Distribution of Supplies: All BNP staff will follow the requirements described within the City Standards, to include the supplemental standards listed below.
	1. BNP Deputy Director is appointed the Emergency Supplies Coordinator.
	2. All field staff members will pick up packages of PPE to be kept within their personal vehicles upon returning to work.

Appendix A

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| **Employee Name** | **Work Space** | **M** | **T** | **W** | **Th** | **F** |
| Liz M. Santiago | WS-1 | X | X | X | X | X |
| Heather Zygmontowicz | WS-2 | X | X | X | X | X |
| Open | WS-3 | X | X | X | X | X |
| Rico Razo | WS-4 | X | X | X | X | X |
| Kayla Shelton | WS-5 | X | X | X | X | X |
| Robert Bilderbeck | WS-6 |   |   |   | X | X |
| Evan Markarian | WS-7 |   | X | X |   |   |
| Open | WS-8 |   |   |   | X | X |
| Open | WS-9 |   | X | X |   |   |
| Miguel Barajas | WS-10 |   |   |   | X | X |
| Open | WS-11 |   | X | X |   |   |
| Lawrence Young | WS-12 |   |   |   | X | X |
| Lincoln (John) Hoey Moore | WS-13 |   | X | X |   |   |
| Paola Camarena | WS-14 |   |   |   | X | X |
| Clarence Jefferson III | WS-15 |   | X | X |   |   |
| Antoine Hayes | WS-16 |   |   |   | X | X |
| Amy Amador | WS-17 | X | X | X | X | X |
| Raquelle Seda | WS-18 | X | X | X | X | X |