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**Department of Public Works**  
Russell Ferry Yard Site Plan

In support of the ***COVID-19 DPW Daily Screening Policy*,** below are the procedures that must be followed upon entry to this facility:

**NOTE:** Any personnel entering the Russell-Ferry Yard must wear a mask and be subject to a standardized Health Screening to be performed by a designated DPW employee. Please adhere to all COVID-19 related signage posted throughout the facility.

**NOTE:** All other individuals, including but not limited to, City of Detroit employees or External Customers, will not be permitted in the building unless they present a DPW “Screening Pass”, confirming that a screening has been performed elsewhere that day.

1. **All DPW Employees:**
2. **Solid Waste Division** Employees are to use the pedestrian entrance on the North side of the building. Health screening will begin 30 minutes before the beginning of each shift. Shifts are based on work types, and start times are staggered in 30 minutes increments. Employees who have been cleared will gather in the following rooms to collect their vehicle keys, allotment of PPE and promptly proceed to their daily assignments.
   1. 6:30am Shift Start Time (Monday through Friday)
      1. Sweeper operator Training room
      2. Log loader operator Lunch room
   2. 7:00am Shift Start Time (Monday through Friday)
      1. Commercial Dispatch
      2. Bus stop cans Dispatch
      3. Illegal dumping Bulk Room
   3. 7:30am Shift Start Time (Monday through Friday)
      1. Posting crews Training room
      2. Dump trucks Training room
      3. Citizen drop off site Dispatch
   4. Saturday Shifts
      1. Commercial Dispatch 7:00am
      2. Illegal Dumping Dispatch 7:00am
      3. COVID-related operations Dispatch 7:00am
      4. Citizen drop of sites Dispatch 7:30am
      5. Citizen drop of sites Dispatch 10:30am
3. **City Engineering Division** Employees are to use the pedestrian entrance on the West side of the building for health screening which will be held between 6:30 am and 7:30am daily. Employees who have been cleared will promptly proceed to their City vehicles and begin their daily assignments. *Under no circumstances shall employees proceed to work without their daily COVID clearance.*
4. All other exterior doors must remain locked so they cannot be opened from outside. A sign on the door will relay key information to employees or visitors on how to comply with these procedures. Any person who wishes to enter the building must wear a mask.
5. All employees arriving to work will be screened by designated staffs before starting their shift. The screening conversation will be kept as private as possible. The screener will sanitize their hands and thermometer with disinfectant wipes throughout the process. The screener will wear proper PPE consisting of a mask, gloves and a face shield to protect themselves and those they are screening. An employee that passes the health screening will be given a pass for the day and allowed entry into the building. If the employee does not pass the screening, the employee will be sent home and COVID-19 testing will be arranged, as defined in the ***COVID-19 DPW Daily Screening Policy.***

**Note:** To maintain privacy, only one employee will be with the screener in the screening room at a time. All other employees will remain in their vehicles or outside the main entrance along the building, separated by a minimum space of 6 feet until the line moves forward.

1. **Vehicle Use and Crew Transport:**
   1. Employees must be screened daily prior to entering a City vehicle or City facility
   2. Drivers are required to sanitize the interior of the vehicle and all exterior door handles at the beginning and end of each shift.
   3. Each vehicle will be equipped with hand sanitizer, extra masks, disposable gloves, sanitizing wipes, and extra safety goggles. The Superintendent will ensure that these supplies are in place each morning. The Vehicle Operator or driver is responsible for maintaining this supply during the work day, and should contact the Assistant Superintendent or Foreman if refills are needed.
   4. These vehicle maximum occupancies must be observed, with people seated as far apart as is practical:
   * Crew cab pickups – One driver and 2 passengers.
   * Any truck or van with only front seating – One driver and 1 passenger.
   * Passenger vans – One driver and 3 passengers.
   * Cars – One driver and 2 passengers.

Additional vehicles will be so these occupancy requirements can be met.

* 1. When returning to the facility in a City vehicle, drivers are required to immediately sanitize the interior of the vehicle and all exterior door handles.

**Note:** If supplies are needed, please do not proceed any further and contact the Assistant Superintendent or Foreman.

1. **General Facility Notes** 
   1. All tools and equipment used must be disinfected using sanitizing wipes or spray prior to returning to their storage location.
   2. All health information received during screening will be kept **CONFIDENTIAL.** Individuals will be separated and screened privately to maintain confidentiality. Documents shall be kept in a folder and not left exposed for any reason.
   3. Sanitation supplies shall be provided daily by the Superintendent or his designee.

