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**Department of Public Works**  
Southfield 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:** ALL personnel entering the Southfield Yard facility will be subject to a standardized Health Screening, performed by a designated DPW employee. Also, please adhere to all COVID-19 related signage posted throughout this 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. **Street Maintenance Division** employees are to use the rear pedestrian entrance on the North side of the building next to the garage bays. Health screening will begin 30 minutes before the beginning of each shift. Employees who have been cleared will meet with their crew leaders, in designated spaces to avoid crowding, collect their allotment of PPE and promptly proceed to their assigned City vehicles.
3. **City Engineering Division** employees are to use the pedestrian entrance on the East side of the building for health screening which will be held at the beginning of their shift.
4. Any other exterior doors must remain locked so they cannot be opened from outside. Signs on doors will define what key information an employee or visitor must know to comply with these procedures. A 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 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 table at a time. Waiting staff will stand on the provided markings 6 feet apart from one another and wait to be called to the screening tables. Should the garage waiting area be at capacity (all the pavement markings are occupied), 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. 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.
   2. 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. Upon completion of vehicle sanitization process, ALL drivers/passengers are required to present their daily pass or undergo the required health screening process before entering the facility. Please do not remove your mask until after the screening process has been completed. Proceed immediately to the restroom to wash hands after entry.

1. **General Facility Notes** 
   1. All tools and equipment used must be disinfected using wipes or sanitizing 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 located in the storage room.

