

**General Services Department**
Davidson Garage Site Plan

In support of the ***City of Detroit Covid-19 Safe Workplace Standards*** and the ***COVID-19 GSD Daily Screening Policy***,the procedures in this document must be followed upon entry to this facility.

**NOTE:** ALL personnel entering this facility will be subject to a standardized Health Screening. Also, please adhere to all COVID-19 related signage posted throughout this facility.

1. **Entry to the Facility**
	1. Employees will be screened at the start of each day, in the main vestibule area starting at 6:30am-7:30am (until all are screened) by the Auto Repair Supervisor.
	2. All persons entering this facility must go through the screening process unless they present a “GSD Screening Pass” with the current date.
	3. Garage employees are to use **Garage Door 8** on the **South side** of the building. Other exterior doors must remain locked at all times so they cannot be opened from outside. A sign on the door will define what key information an employee or visitor must know to comply with these procedures.

**Note:** Inside the vestibule we will stack 3 employees at a time, on 6’ intervals marked on floor with yellow paint. Other employees will remain outside the Garage Door #8 entrance adjacent to the garage. There will be yellow marking on the concrete to serve as 6’ distance markings along the outside of the garage.

* 1. The screening process will consist of questions related to COVID-19 symptoms and testing, and a temperature check. This screening will be sufficiently private that responses to questions cannot be overheard by others.

**NOTE: See *COVID-19 GSD Daily Screening Policy* for important information regarding thermometer calibration and temperature-taking procedures.**

* 1. The conversation will be kept as private as possible. The screener will sanitize their hands and thermometer with disinfectant wipes throughout the process.
	2. Individuals **pass** the screening if they answer “No” to all questions and do not have a fever. They will receive a “COVID-19 Screening Pass” that is good at all GSD sites for that day.
	3. Individuals that **do not pass** the screening cannot enter the facility. Follow the procedures defined in ***COVID-19 GSD Daily Screening Policy***. If someone appears to need an immediate medical assessment or appears unstable, **call 911**.
	4. After the morning screenings, Garage Door #8 will be locked. Employees arriving later in the day will be screened by an assigned GSD staff person if they do not present a GSD screening pass. This screener will be assigned each day by the Auto Repair Supervisor who will give the screener’s contact information to Security at the site. Security will play a critical role in notifying the screener when someone arrives. The visitor must remain in the vestibule at the **West side** of the building until they are screened. **There will not be a person stationed at Garage Door #8 all day to screen.**
1. **Vehicle Operators and Bringing Vehicles in for Service**
	1. Operators bringing a vehicle in for maintenance must call in advance to schedule an appointment (Desk: 313-628-4293 / Cell: 313-350-4067).
	2. Any person bringing a vehicle to GSD for maintenance must drop off the vehicle at **Garage Door #8** on the **South side** of the building.
	3. GSD Staff will decontaminate contact points before performing maintenance.
	4. If operators need to enter the GSD facility, they are to go the main door at the west side of the building and be screened.
	5. Any additional information needed should be given to the Supervisor office via phone (Desk: 313-628-4293 / Cell: 313-350-4067).
2. **General Facility Notes**
	1. In the event that the line for health screenings becomes too long, individuals will be directed to social distance as they queue, staying six (6) feet apart at all times. GSD staff will position cones or tape every six feet as benchmarks.
	2. No Laborers / Operators will be permitted in the garage at any time.
	3. All persons entering the garage are asked to wear face mask and gloves and enter through **Garage Door #8** on the **South side** of the building.
	4. All tools and equipment used must be disinfected using wipes or sanitizing spray prior to returning to their storage location. If not available, please CALL the office for assistance (Desk: 313-628-4293 / Cell: 313-350-4067).
	5. 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.
	6. Sanitation supplies will be located with the Auto Repair Supervisor.