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**General Services Department**  
Detroit Animal Control 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 the Detroit Animal Care and Control 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, at the roll up door on Custer Street starting at 6:30 am-7:30 am (until all are screened) and again at the start of the 2nd shift at 10:30 am by the Supervisor on duty.
   2. All persons entering this facility must go through the screening process unless they present a “DACC Screening Pass” with the current date.
   3. Employees are to use the roll up main door located on Custer Street. 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.
   4. Outside the building we will stack employees, on 6’ intervals marked with tape. Inside the building in the “Intake room” the employees will be screened, one at a time by the Supervisor.
   5. 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 DACC 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 the roll up door will be locked. Visitors arriving later in the day must enter through the back door located off the alley. Visitors will be screened by a Supervisor if they do not present a DACC screening pass. The visitor must remain outside of the building until they are screened. Visitors will ring the doorbell and a Supervisor will greet them and do the screening if they are allowed entry.

1. **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. DACC staff will position cones or tape every six feet as benchmarks.
   2. All persons entering the facility are asked to wear face masks at all times.
   3. 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.
   4. Sanitation supplies shall be located in the Supervisor officesfor employee use.