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**General Services Department**   
Street Maintenance 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**
2. Street Maintenance Garage will have 2 shifts, from 6:30am-3:00pm and from 2:30pm-11:00pm. Employees will be screened in the main vestibule area starting at 6:30 am-7:30 am (1st shift) and 2:30pm-3:30 pm (2nd shift) by the Assistant Superintendent or Foreman.
3. All persons entering this facility must go through the screening process unless they present a “GSD Screening Pass” with the current date.
4. Employees are to enter through **Bay Door Six** on the **West 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 building we will stack 3 employees, on 6’ intervals marked with cones, from the entrance of common area to the door leading to the outside. All other employees will remain outside the main entrance along the building, separated by a minimum of 6’.

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. **Vehicle Operators**
5. Operators bringing a vehicle in for maintenance must call in advance to schedule an appointment (313-224-2907) or sending email to the Sr. Supervisor ([cottong@detroitmi.gov](mailto:cottong@detroitmi.gov)).
6. All vehicles needing service must be parked in the down vehicle parking area behind the **East side** of the garage.
7. All work orders must be filled out prior to entry and left in the vehicles along with the keys.
8. Upon arrival, operators will be directed by GSD staff to follow the below process:
   1. If possible, GSD staff will direct vehicle operator to remain in their vehicle during maintenance. *No screening required.*
   2. If the vehicle operator needs to exit the vehicle for any reason they must:
      1. Inform GSD staff that they need to exit their vehicle.
9. GSD Staff will decontaminate contact points within the vehicle before performing maintenance.
10. Any additional information needed should be given to the Sr. Supervisor office via phone (313-224-2907).
11. **General Facility Notes**
12. 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 caution cones every six feet as benchmarks.
13. No Laborers or operators will be permitted in the garage at any time.
14. All persons entering the garage are asked to wear face mask and gloves and enter through Bay Door Six on the West side of the building.
15. 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 (313-237-3153).
16. 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.
17. Sanitation supplies shall be located in the foreman office for employee use.