

**Housing & Revitalization Department**

I. Employee Testing

All Housing & Revitalization Department (HRD) employees must be tested for COVID-19 if they are either (1) currently working from Coleman A. Young Municipal Center (CAYMC) or at another worksite, or (2) returning to work at CAYMC or at another worksite.

**A. Employees Currently at the Job Site (Not Working from Home)**

**HRD Employees who are currently working from CAYMC or another City of Detroit worksite must be tested for COVID19.** HRD administrationwill coordinate with the City’s Human Resources Department (“HR”) to schedule appointments for employees. The HR Department will be reaching out to all employees who are currently working at any worksite to help them with scheduling an appointment with the new rapid testing tent at the Coronavirus Community Care Network (CCCN) drive-thru testing site at the State Fair Grounds.

Employees can also schedule their own appointment by calling HR at 313-673-4701. No prescription is required. Test results should be available within 48 hours. Results will be provided to HR via a secure portal.

**Employees who test positive for COVID-19 must be cleared by a health care provider before they return to work.** The health care provider should ensure the following prior to certifying that an employee is ready to return to work:

• At least 10 days must have elapsed since the positive test; and

• The individual has been free of fever, shortness of breath, and/or sore throat, without medication, for 72 hours.

If the prior conditions have been met, the employee must contact the Human Resources Department to schedule a return-to-work physical at the Rapid Test Center at 100 Mack Avenue. A COVID-19 test will be administered to clear the employee to return to work.

If a COVID-positive result is reported, the Detroit Health Department will contact the employee with proper instruction to isolate, and to follow up with a health care provider. HR will contact the employee’s supervisor.

**B. Testing Requirements for Employees Who Are Not Currently at the Worksite, Prior to Returning to Work**

All employees who are not currently working at CAYMC or another City of Detroit worksite must be tested for COVID-19 prior to physically returning to work. Employees can be tested by calling Human Resources at 313-673-4701 and scheduling an appointment. No prescription is required. Employee results should be available within 48 hours.

**Employees testing negative for COVID-19 must meet the following conditions before entering CAYMC or another City worksite:**

 • The employee must provide a copy of their negative test results to their Human Resources Employee Services Consultant, Briget Slaughter (e-mail: slaughterb@detroitmi.gov). HR will submit the COVID-test documentation to the Occupational Medical file.

• Individuals cannot enter CAYMC or other worksite if they have had fever, cough, shortness of breath, and/or sore throat within the previous 72 hours.

**Employees who have tested positive for COVID-19 must be cleared by a health care provider before coming in to work. The health care provider should ensure the following prior to certification:**

• At least 10 days must have elapsed since the positive test.

• Individual must be free of fever, shortness of breath, and/or sore throat, without medication, for 72 hours.

If the prior conditions have been met, the employee must contact the Human Resources Department to schedule a return to work physical at the Rapid Test Center at 100 Mack Avenue. A COVID-19 test will be administered to clear the employee to enter CAYMC or another worksite.

Employees are encouraged to obtain testing through the City’s Human Resources department. Employees may, however, also rely on a private test to be cleared to return to work. **Employees who opt to coordinate private testing must complete the following before returning to work:**

• The individual must inform their Employee Services Consultant that a test was taken.

• The test must have been taken within two (2) weeks prior to the return-to-work date

• The individual may not return to work until test results are available

**C. Employees with Sincere Religious Objections to Testing**

As outlined above, all HRD employees must be tested as a precondition to working at a City of Detroit job site. Any religious objections to specific testing regimes, however, will be reasonably accommodated. If an employee has a sincere religious objection to a particular test, the employee should submit, in writing, an explanation for why a particular test violates that employee’s sincerely held religious beliefs.

Submissions should be given to the employee’s Employee Services Consultant, Briget Slaughter slaughterb@detroitmi.gov. The City will work to reasonably accommodate employees’ religious beliefs.

II. Employee Health Screening and Monitoring

**A. Daily Health Screening**

All employees entering CAYMC will be screened by (1) having their temperature(s) taken, and (2) answering the questions on the questionnaire attached as Appendix C via an electronic survey. Employees need not be screened more than once a day, and will receive a visual marker (e.g. stickers, wristbands, etc) signifying that they have been screened that day. Employees must display that visible marker for the remainder of the day.

Other worksites will have designated screeners. This screening will include gauging the employee’s temperature to ensure the employee does not have a low-grade fever, which is often a first symptom of COVID-19. If an employee does not pass screening, that employee will not be permitted to enter the work site. The employee should go home and inform their supervisor and HR.

HRD employees whose worksite type is an occupied single-family home or occupied housing unit must follow the protocols to be shared by the HRD leadership governing work performed under these conditions.

**B. Exposure Response**

If an HRD employee **becomes sick while on the job (e.g., begins demonstrating symptoms during the workday) that employee should be immediately evaluated by the EMS team.** The EMS team can be contacted at 313-316-9209. If the employee is safe to be sent home, that employee should not return to work until receiving a negative COVID-19 test. The testing regimen outlined in Section I of these policies should be followed for any employee who develops symptoms.

Similarly, **if an HRD employee who has been working on-site develops symptoms of COVID-19 during non-work hours, that employee must not return to work until receiving a negative COVID-19 test.** The testing regimen outlined in Section I of these policies should be followed for any employee who develops symptoms.

HRD Employees who begin to develop symptoms should contact their HR Employee Services Consultant (Briget Slaughter) to determine appropriate time off provisions.

If an HRD employee who has been working on-site becomes sick, that information must immediately be reported to Detroit Health Department. If the HRD employee tests positive for COVID-19, the HRD employee’s supervisor will assist the Health Department in contact tracing.

All COVID-positive HRD employees who have been working on-site will be continually monitored under the program outlined in Subsection C of these policies. In addition, the Detroit Health Department will continue to monitor the exposed individuals as recommended by contact tracing.

**C. Health Monitoring of Isolated Employees**

HRD Administration will check in on employees who have been directed by a physician to isolate or are placed in quarantine by health officials. Human Resources will conduct ongoing wellness checks to confirm HRD employees’ status. HRD Employees shall respond to those phone calls, or could be subject to being recorded absent without leave.

The Housing & Revitalization Department will be committed to bringing isolated HRD employees back to work safely and efficiently. To that end, workers shall return to work under the following conditions:

• At least seven days must have elapsed since the positive test

• The individual has been free of fever, shortness of breath, and/or sore throat, without medication, for 72 hours.

If the prior conditions have been met, the HRD employee must contact the Human Resources Department to schedule a return to work physical at the Rapid Test Center at 100 Mack Avenue. A COVID-19 test will be administered to clear the employee to return to work.

There may be cases where a worker is unable to isolate at home due to an immuno-comprised, sick, or elderly relative. In these cases, the worker should contact their Employee Services Consultant (Bridget Slaughter) if they cannot isolate at home.

III. Workplace Practices and Distancing

**A. Sick Policy**

**Anyone experiencing COVID-19 related symptoms (i.e. fever, cough, shortness of breath, diarrhea, loss of smell or taste), or who has prolonged exposure to someone that has tested positive, SHOULD NOT attempt to enter any City of Detroit facility, or report to any City of Detroit worksite.**

In this instance, employees should NOT report to work outside of the home. They should follow their regular call-in procedure to report their absence to their supervisor, if applicable, and should contact their HR Employee Services Consultant to determine appropriate time off provisions. Employees should stay at home and isolate to minimize the potential spread to others.

Employees with worsening health conditions should consult a physician.

**B. Strict Physical Distancing for all Employees**

The Centers for Disease Control (CDC) have identified social distancing as a key tool to prevent the spread of the virus. Social distancing is defined as being no less than six feet apart from another employer. Towards that end, the following social-distancing requirements shall be put into effect:

• HRD Employees shall stay at least six feet apart from another person whenever feasible including during lunch and break times. Please refer to the provided Suite 908 floor plan with revised maximum room occupancy limits. You may need to relocate your work station.

• CAYMC and DPSH Elevators will be marked with places for people to stand, at appropriate social-distancing spacing.

• HRD Employees shall reduce the number of in-person meetings and congregations, and instead use Zoom or other video conference call vendors for a meeting.

• When working in a group atmosphere, as few employees should be assigned to a task as possible.

Employees should also adhere to state-level guidelines—including, but not limited to, executive orders from the Governor—to ensure their safety outside of work.

**C. Workspace Modifications or Changes**

In order to ensure adherence to physical distancing guidelines, the Housing & Revitalization Department leadership has assessed its workspaces for necessary modifications and changes. Modifications or changes could include:

• Creating 6-foot markings on the floor to encourage employee spacing

• Removing chairs and desks to ensure 6-foot spacing

• Limiting the number of people that can be in one room at a time, and creating clear, maximum room occupancy signage based on adequate spacing.

• Considering more appropriate spaces that allows for 6-foot spacing between employees

• The installation of plexiglass screens at counters where employees have face-to-face interaction with the public.

• Encouraging the use of kiosks to minimize cash handling.

* Reducing office hours and limiting access to employees only.
* Alternating office work hours to allow for addition employee spacing.

**D. Encourage Good Hand Hygiene Practices**

The Housing & Revitalization Department encourages good hygiene practices for ALL workers and reminds HRDD workers to:

• Eliminate handshaking and consider an elbow greeting or bow.

• Wash hands frequently with soap and water for at least 20 seconds especially before and after going to the restroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.

• When sneezing or coughing, cover your mouth and nose with a tissue and discard the tissue. If you do not have a tissue, cough or sneeze into your upper sleeve and not in your hands.

• Wash or sanitize hands after touching surfaces

• Wash or sanitize hands after removing gloves.

• Avoid touching your face.

To facilitate this recommendation of Good Hygiene Practices, Hand Sanitizer will be available throughout the workspace to encourage frequent use.

 IV. Use of Personal Protective Equipment

The City of Detroit is committed to ensuring the health and safety of all employees and its residents. Therefore, the Housing & Revitalization Department will supply all employees with personal protective equipment, including surgical masks, while at work.

**A. Daily Use of Surgical Masks for Employees**

The Housing & Revitalization Department supervision is responsible for issuing masks to all City of Detroit employees. **All employees are required to wear a surgical mask while reporting to work to reduce the spread of the virus.** HRD Employees who do not have a mask of their own should contact HRD administration to receive a mask. Employees are required wear the mask throughout the day unless they are alone in a closed office or vehicle.

 Masks can be re-used by employees provided the masks do not get soiled, wet, or exposed to employees that test positive for COVID-19. Whenever an employee requires a new mask, they should notify HRD administration. HRD Employees are not required to return the mask at the conclusion of their shift.

**Employees are required to wear the mask and eye protection in the following circumstances:**

• When interacting with other employees

• Driving in a car with another individual in the passenger seat.

Employees are reminded that while surgical masks provide important protection in daily activity, social distancing and hand hygiene are the most important steps to take to prevent the spread of COVID-19.

**B. Daily Use of N-95 Masks by Employees Interfacing with the Public**

HRD Employees interacting with the public will wear a mask meeting the N-95 standard. Workers should be issued a mask at the beginning of their shift and are required to wear the mask during their interactions with the public. Masks can be re-used by employees provided the masks do not get soiled, or wet. Whenever an employee requires a new mask, they should notify their supervisor.

**C. Daily Use of Surgical Masks by the Public**

Surgical masks will be made available for distribution to non HRD employees that enter the workspace without one. This will include but not be limited to: the General Public, Contractors or Vendors, employees from other Departments or Authorities. Individuals that refuse to wear a mask while in the HRD workspace will be directed to leave.

**D. Use of Gloves in Selected Environments**

For employees who have regular interaction with the public, wearing gloves is recommended. Gloves will be supplied by HRD. Always wash or sanitize hands after removing gloves and properly dispose of used gloves in trash receptacles.

**E. Use of Eye Protection in Selected Environments**

For those employees whose job functions inevitably requires them to come within six feet of others (e.g., first responders) it is recommended that eye protection be worn whenever they are within six feet of others. While there is no known scenario where HRD employees would fall into this category, should you need Eye Protection, please inform your HRD Supervision and Eye Protection will be provided by the department.

V. Work-Site and Vehicle Cleaning

**A. Sanitation and Disinfection**

CAYMC building management is responsible for the protocols to ensure that all high-touch or high-traffic surface—such as door hardware, railings, elevators, and instrument/appliance controls—are sanitized at least every two hours.

**HRD employees will be responsible for the sanitation and disinfection of individual workspaces and work surfaces. At a minimum, disinfectant wipes should be used to clean commonly used surfaces every two hours (e.g. phones, keyboards, desks, etc.).** For keyboards and other commonly used electronics, ensure the device is powered off and is cleaned with a disinfectant wipe that is bleach-free and not overly damp.

Employees working within vehicles (personal or City) should use disinfectant wipes on commonly used surfaces (gear shifter, steering wheel, door handles) before and after every shift.

To facilitate this recommendation of Sanitation and Disinfection, Disinfectant Wipes will be available throughout the workspace to encourage frequent use.

VI. Distribution of Supplies

In order to ensure the effective implementation of this policy, the Housing & Revitalization Departments will ensure there is an adequate stock of necessary supplies on site. The HRD will keep a minimum 30-day supply on site.

**A. Emergency Supplies Coordinator**

In order to effectively allocate and distribute PPE and sanitization supplies to all employees, Keinya Carter will be the Emergency Supplies Coordinators. The Emergency Supplies Coordinators will be responsible for:

1) Identifying the supply needs for their entire department

2) Submitting unified department orders for supplies to the centralized emergency supplies warehouse via a smartsheet form.

3) Coordinating the pickup of supplies from the emergency warehouse

4) Overseeing the distribution of supplies within the department once it has been received

5) Monitoring their entire department for supply & PPE needs

**B. Supply Notification Plan**

PPE request should be submitted via email to the Emergency Supplies Coordinator and copy to the HRD Supervisor stating the needed items and quantities. The Emergency Supplies Coordinator will instruct the HRD employee on how to receive the request.

**C. Supply Distribution Plan**

Upon return to work on May 18, 2020 or thereafter, HRD employees should contact Keinya Carter to receive their initial issuance of PPE and Sanitation and Disinfection supplies.