



LAW DEPARTMENT

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MEMO

TO: DR. ROBERT DUNNE; KIM RUSTEM

FROM: LAWRENCE GARCÍA, CORPORATION COUNSEL

RE: LAW DEPARTMENT REVISED RETURN TO WORK PROTOCOL

DATE: MAY 18, 2020

The City of Detroit Law Department's checklist for development of COVID-19 Return to Work Protocol is attached. In addition to the checklist, this memorandum reviews some additional considerations. Referring to the attached map and photographs will assist the explanation.

Physical Layout

Most Law Department employees who work at the CAYMC spend most of their time in separate interior offices. See attached images of "Offices." Workers in these spaces should be more than six feet from others and relatively safe to work for extended hours, up to eight hours a day.

Cubicles. Those who are not assigned workstations inside interior offices usually work in workstations and cubicles. In order to maintain appropriate physical spacing, only two out of the four workstations in each cubicle will be utilized. The two employees working in each cubicle will be positioned in a diagonal or "criss-crossed" fashion to maximize their physical distance from each other. See attached images of "Cubicles".

Conference Rooms. Conference rooms will be occupied by no more than four individuals at the same time. The department's largest conference room (Conf. Rm. A) will be the only room used for a gathering as large as four. The second largest may hold two persons in a meeting. The other conference rooms will be used only to house a single individual as a temporary workspace.

Break rooms. Seating is structured with no more than one seat per table. Persons preparing food will be limited to doing so one at a time, and no congregate dining will be allowed.

Reception area. Plexiglass will be installed around the reception desk, and in order to preserve physical distancing, seating in the area will be limited to five chairs only.

Procedures to Access Suite

All Department employees returning to resume regular work at the CAYMC will be required to demonstrate fitness to come back to work vis-a-vis COVID-19 before their return. Employees will be given PPE supplies (masks and sanitizer and one container of wipes per section).

Recording Data

The Department will keep a record of each employee's arrival and satisfaction of fitness.

**Checklist for Development of COVID-19 Return to Work
Department Protocols**

Department Name	<i>Law</i>
Director Name	<i>Lawrence García</i>
Division	<i>N/A</i>
Operation(s)	
Operation(s) Location(s)	<i>Fifth Floor CAYMC and offices on the third floor of 36th District Court Building</i>
Workplace Environment(s)	Circle all that apply: office; vehicle, counter, publicinterfacing setting, outdoors, garage, service center, other:

Please use the checklist below to review your department protocols to ensure you have included all of the following for each operation you wish to see returned to work.

Checklist:

___ Employee Testing Protocols, including:

- Testing protocols for employees currently working at a city job site
- Testing protocols for employees prior to returning to work
- Protocols for employees with sincere religious objections to testing

___ Employee Health Screening & Monitoring Protocols, including:

- Daily health screening protocols
- Response protocols in the event an on-site worker becomes sick or tests COVID-positive
- Protocols for monitoring of isolated employees

___ Workplace Practice protocols including:

- Protocols to ensure sick people do not enter the workspace
- Strict physical distancing protocols
- Workspace modifications or changes
- Protocols for encouraging good hand hygiene practices

___ Use of Personal Protective Equipment protocols, including:

- Protocols for the daily use of surgical masks by employees
- Protocols for the daily use of N-95 masks by employees interfacing with the public
- Protocols for the daily use of surgical masks by the public
- Protocols for the use of gloves in selected environments (if applicable)
- Protocols for the use of eye protection in selected environments (if applicable)

___ Work-Site and Vehicle Cleaning protocols, including:

- Protocols for the sanitation and disinfection of high-touch or high-traffic surfaces
- Protocols for the sanitation and disinfection of vehicles (if applicable)

___ Distribution of PPE and Supplies protocols, including:

- Protocols for the designation of an emergency supplies coordinator
- Protocols for how the emergency supplies coordinator will gather PPE and supplies needs from staff and managers
- Protocols for how the emergency supplies coordinator will distribute PPE and supplies.
- Protocols for how the departments will track PPE and sanitation supplies by job category per week