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# Detroit Media Department (Media Services) COVID-19 Safe Workplace Policy and Procedures

## Purpose

The purpose of this document is to provide you with the COVID-19 safe workplace policy and procedures that have been put in place in the Detroit Media Department. These new policies and procedures are necessary to minimize the risk of transmitting the COVID-19 virus.

Each Detroit Media employee is responsible for reading and complying with the policy as noted.

## Policy

All City of Detroit Employees returning to work during the COVID-19 Coronavirus Pandemic must comply with the following:

* Prior to returning to work, employees must submit to a COVID-19 Coronavirus test. The COVID-19 Coronavirus test will be scheduled by your Supervisor.
* Employees must submit to health screening administered each day prior to entering the building and the department workspace.
* Employees must wear a surgical mask at all times unless they are alone in a closed office.
* Employees must adhere to physical or social distancing of 6 feet apart when feasible, while continuing to wash hands and/or use hand sanitizer throughout each day.

## This Policy will be in effect until further notice.

**Return to Workplace Procedures**The outlined procedures below are all required without exceptions.

**Daily Health Screening**

All employees entering the Detroit Media Workplace will be screened each day, at the beginning of their shift, by (1) having their temperature taken, and (2) answering questions related to COVID-19 symptoms and testing. Employees will be screened only 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.

* Employees will **pass** the screening if they answer “No” to all questions and do not have a fever. They will receive a visual marker that is good for that day.
* Employees who **do not pass** the screening cannot enter the workplace and will be sent home with instructions to contact their healthcare provider. Human Resources will be notified and will schedule a COVID-19 test for the employee.
* Any employee who is sent home due to exposure, or due to the results of the screening, should self-isolate and follow the medical advice of their healthcare provider.
* Employees should contact Human Resources to request another COVID-19 test when they meet the return-to-work conditions described in ***City of Detroit Covid-19 Safe Workplace Standards***. If the COVID-19 test is negative, Human Resources will communicate a return-to-work date.

**Reporting Illness**

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 report to work.

* Employee should follow their regular call-in procedure to report their absence to their supervisor
* Employee should contact their Human Resource Employee Services Consultant to determine appropriate time off provisions.
* In addition, workers should stay at home and isolate to minimize the potential spread to others.  Workers with worsening health conditions should consult a physician.

**Personal Protection Equipment (PPE)**

Each employee will receive a personal supply of Personal Protection Equipment consisting of; hand sanitizer, gloves, disinfectant wipes and masks from their Supervisor. The PPE will be available in the department and will be distributed to each employee as needed.

**Physical Distancing and Hygiene**  
Physical or Social distancing is defined as being no less than six feet apart from another employee. The following physical distancing requirements shall be put into effect:

* Employees shall stay six feet apart from another person whenever feasible.
* Employees shall reduce the number of in-person meetings, and instead use Zoom or Conference Call lines.
* Wash hands frequently with soap and water, 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.
* Eliminate handshaking
* Wash or sanitize hands after touching surfaces
* Wash or sanitize hands after removing gloves
* Avoid touching your face.

**Workspace Modifications**   
In order to ensure adherence to physical distancing guidelines the City has adopted, the Detroit Media Department has implemented the following for the Workspace.

* Employees who **do not** require coming into the office to perform their work duties will be scheduled for “Work From Home (WFH)”.
* Employees who need to be in the office to perform their work duties (i.e. copy center, AV Support etc.) will report to the office at their regular time.
* Employees who WFH but do need to come in the office periodically, will schedule their in office time on the daily smartsheet before the desired date. There will be a one hour scheduling gap between each occupancy.
  + Only one employee will be allowed to occupy the rear office workspace at time.
  + Only one employee will be allowed to occupy the middle workspace at a time. Two employees will be allowed only if one person is in a closed office. You must observe the 6-foot physical distance guidelines.
  + Only three employees will be allowed to occupy the front workspace at the same time. You must observe the 6-foot physical distance guidelines.

**Shared Vehicle Daily Cleaning**

If you check a vehicle out you are responsible for the cleaning of that vehicle before and after use. When checking out a vehicle you will receive a cleaning packet consisting of disinfecting wipes and gloves from the office administrator.

* Soft surfaces
  + For soft or porous surfaces such as fabric seats, remove any visible contamination, if present, and clean with appropriate cleaners indicated for use on these surfaces.
* Hard surfaces
  + Such as hard seats, arm rests, door handles, seat belt buckles, light and air controls, radio controls, doors and windows, and grab handles. Disinfect using alcohol-based wipes or sprays containing at least 70% alcohol.
* Electronic surfaces
  + For frequently touched electronic surfaces, disinfect using alcohol-based wipes or sprays containing at least 70% alcohol.
* Gloves and any other disposable PPE used for cleaning and disinfecting the vehicle should be removed and disposed of after cleaning.
* Wash hands immediately after removal of gloves and PPE with soap and water or use a hand sanitizer with at least 60% alcohol if soap and water are not available.

**Shared Equipment Cleaning**

To help minimize the risk of transmitting the COVID-19 virus, all production equipment will be cleaned after each use prior to restocking by the team signing it out. The Office Administrator will provide the disinfecting wipes and gloves for the equipment room.

* Disinfect all outside and frequently touched surfaces using alcohol-based wipes or sprays containing at least 70% alcohol.
* Gloves and any other disposable PPE used for cleaning and disinfecting the equipment should be removed and disposed of after cleaning.
* Wash hands immediately after removal of gloves and PPE with soap and water or use a hand sanitizer with at least 60% alcohol if soap and water are not available.

See ***City of Detroit Covid-19 Safe Workplace Standards*** for additional guidelines and requirements related to safe workplace practices.