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MEMORANDUM

TO: All OCFO Employees
FROM: David Massaron, Chief Financial Officer
DATE: May 19, 2020
RE: OCFO COVID-19 Safe Workplace Policy

Pursuant to the [City's COVID-19 Safe Workplace Standards](#) issued by Dr. Denise Fair, Chief Public Health Officer and Dr. Robert Dunne, Chief Medical Consultant, this memo outlines the Office of the CFO (OCFO) COVID-19 Safe Workplace policy based on six elements:

1. Initial COVID-19 testing for each OCFO employee, prior to traveling (on-site or other locations) for work
2. Performing a daily health self-assessment
3. Workplace distancing and hygiene protocols
4. Mandatory use of masks and other necessary PPE
5. Thorough and frequent cleaning of work-site and vehicles
6. Ensuring a continuous adequate inventory of necessary PPE and sanitizing supplies

General

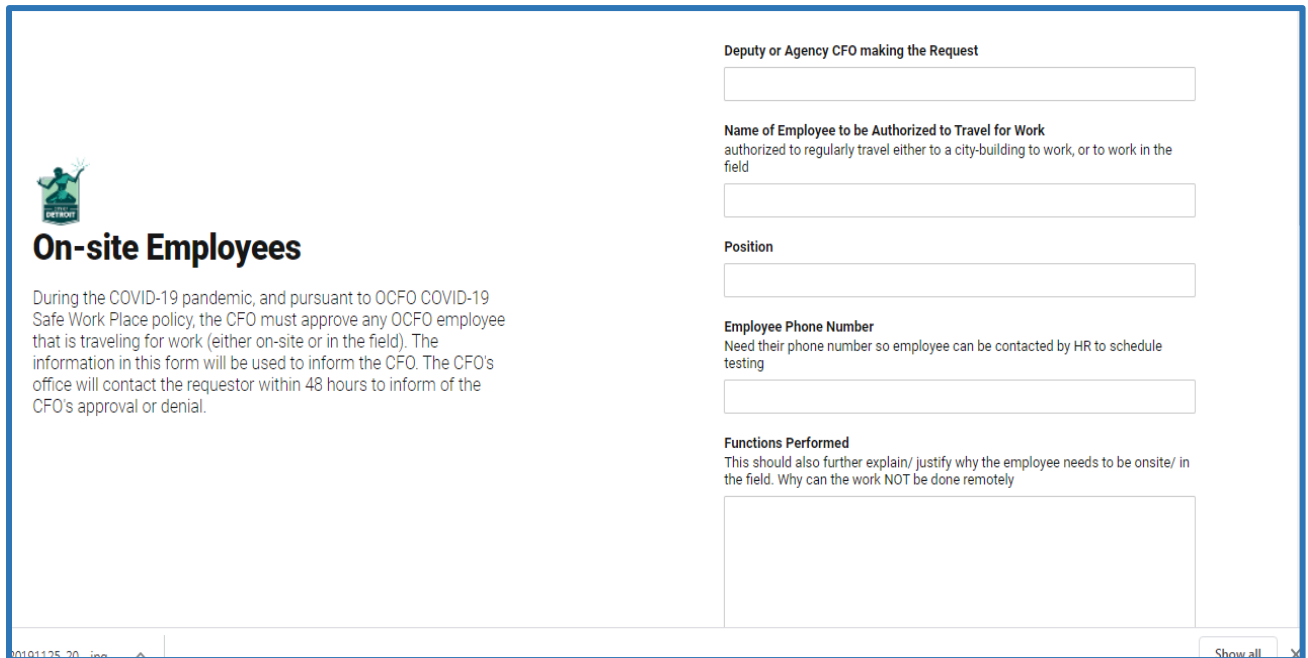
To reduce the spread of COVID-19, OCFO will be maximizing the use of telecommuting, flexible work schedules and alternate work schedules where feasible. OCFO leadership will determine On-site Employees who must travel for work (whether to an office, or those conducting business offsite or other location).

Only those On-site Employees are permitted to travel for work. All other employees will telecommute until otherwise notified.

On-site Employees

1. CFO approval is required for approval of On-Site Employees who work within OCFO. On-site Employees will be tested for COVID-19 at a frequency as determined by the City's Health Department as outlined in the [City's COVID-19 Safe Workplace Standards](#). The results of the testing will be used to determine ability to travel for work.

Once a Deputy CFO determines a need for an employee, or group of employees, to travel for work (either into an office or to conduct business offsite or other location), they must submit the request to the CFO's Office using this smartsheet form: <https://app.smartsheet.com/b/form/0cfee19eceba4baabf9b324471fbfa52>.



On-site Employees

During the COVID-19 pandemic, and pursuant to OCFO COVID-19 Safe Work Place policy, the CFO must approve any OCFO employee that is traveling for work (either on-site or in the field). The information in this form will be used to inform the CFO. The CFO's office will contact the requestor within 48 hours to inform of the CFO's approval or denial.

Deputy or Agency CFO making the Request

Name of Employee to be Authorized to Travel for Work
authorized to regularly travel either to a city-building to work, or to work in the field

Position

Employee Phone Number
Need their phone number so employee can be contacted by HR to schedule testing

Functions Performed
This should also further explain/ justify why the employee needs to be onsite/ in the field. Why can the work NOT be done remotely

This is a partial screenshot of the form. Please click the link above to view the full form.

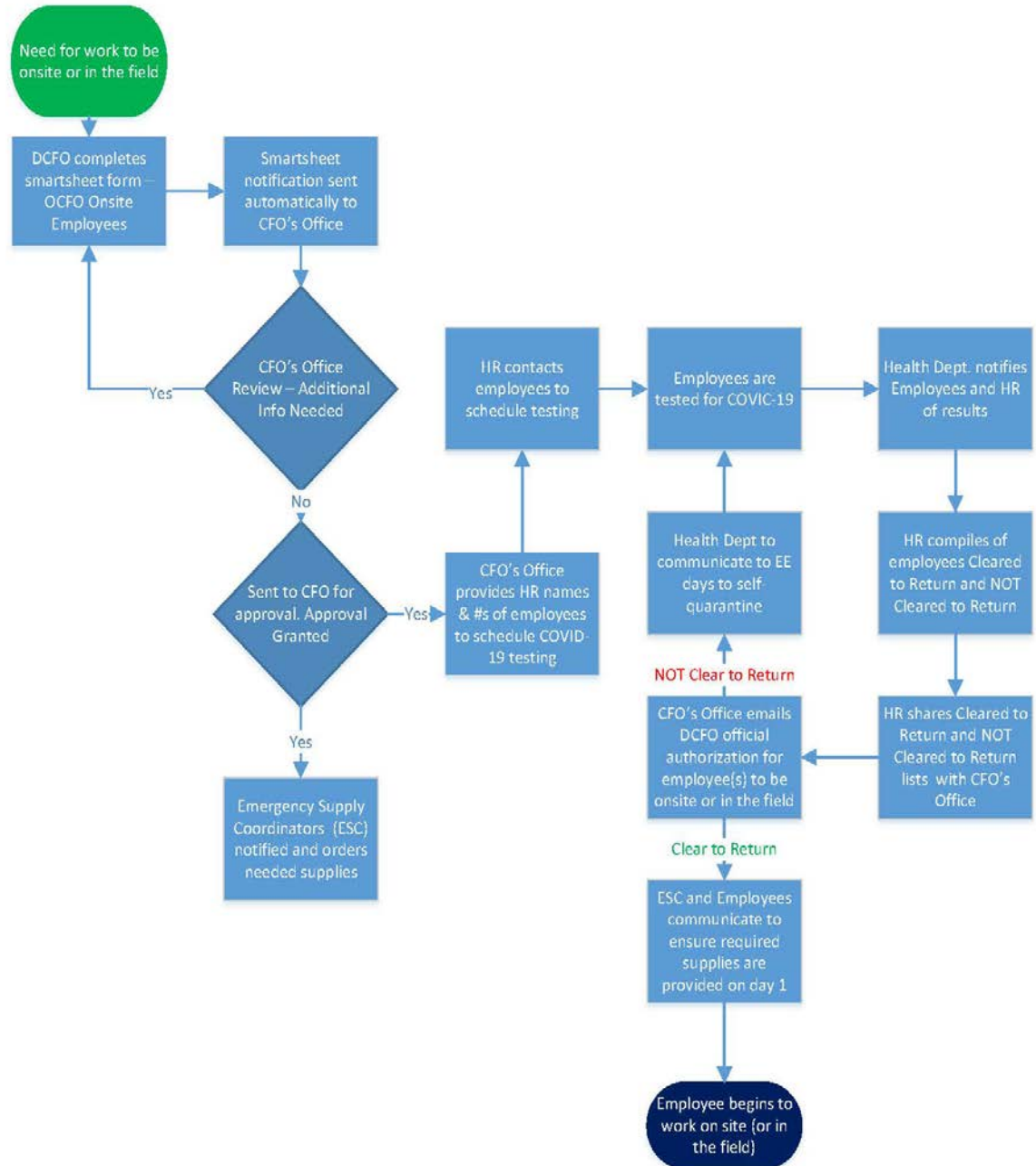
- ❖ Once CFO's Office approves, the information above will be provided to HR so they are able to contact the employee to schedule testing.
- ❖ CFO's Office will notify the Division's Emergency Supplies Coordinator to ensure adequate amount of supplies are on site.

Once testing has occurred, the Health Department will notify the employee and HR. HR will contact the CFO's Office confirming the employee is cleared to return to work. CFO's Office will document date and inform Deputy CFO.

Only when HR has informed the CFO's Office an employee is cleared to work, only then is when the employee is authorized to travel for work (either onsite or in the field).

For those employees not cleared to work must be cleared by a health care provider before returning to work. HR will communicate to the CFO's Office the employee is cleared to travel for work and the CFO's Office will communicate this to the respective Deputy CFO.

Flowchart of Onsite Employee Authorization and Testing Process



See Exhibit A for larger version of the Onsite Employee Authorization and Testing Process flowchart.

- On-site Employees must perform a daily health self-assessment before leaving their residence. If an employee replies "YES" to any of the items in the checklist below, they must stay home, not come into work, notify their supervisor and call the City's Health Department at (313) 876-4000.

COVID-19 Daily Checklist

Review this COVID-19 Daily Self Checklist **each day before reporting to work.**

Do you have a fever (temperature over 100.3F) without having taken any fever reducing medications?

- ☐ Yes
☐ No

Cough?

- ☐ Yes
☐ No

Diarrhea/Nausea?

- ☐ Yes
☐ No

Reduced Smell & Taste?

- ☐ Yes
☐ No

Shortness of Breath?

- ☐ Yes
☐ No

Have you, or anyone you have been in close contact with been diagnosed with COVID-19, or been placed on quarantine for possible contact with COVID-19?

- ☐ Yes
☐ No

Have you been asked to self-isolate or quarantine by a medical professional or a local public health official?

- ☐ Yes
☐ No

If you reply YES to any of the questions above, you must stay home and follow these steps:

- Call your supervisor
- Call the City's Health Department at 313-876-4000

If the employee answers NO to all, then the employee is clear to travel and go into work (or other offsite location).



A printable version of the self-assessment is in Exhibit B.

3. On-site Health Screening

Upon entering any city building, each employee will be screened by 1) having temperature checked and 2) answering Qs in Exhibit C: Screening Questionnaire of the [City's COVID-19 Safe Workplace Standards](#). Employees will receive a visual marker (e.g., sticker, wristband) signifying that they have been screened that day. Employees must display that visible marker at all times while on-site. An employee will not be permitted to work on-site if they do not display the visible marker.

If an employee does not pass the on-site health screening, the employee will not be permitted to enter the work site. HR will be informed and will notify the employee's supervisor.

The supervisor must notify the Deputy CFO and CFO's Office.

4. Exposure Response

If an 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 by contacting

313-316-9209. If the employee is safe to be sent home, the employee should notify their Supervisor immediately and the Supervisor will notify the respective Deputy CFO and CFO's Office. The testing process outlined in Item 1 above should be followed. The employee will not be permitted to return to work until receiving a negative COVID-19 test. Similarly, if an employee who has been working on-site develops symptoms of COVID-19 during non-work hours, that employee must notify their Supervisor immediately and the Supervisor will notify the respective Deputy CFO and CFO's Office. The employee must not return to work until receiving a negative COVID-19 test.

5. PPE must be worn at all times while on-site

Each Deputy CFO must identify an Emergency Supplies Coordinator (ESC) for their division. The contact info of the ESC will be provided to the CFO's Office, Emergency Supplies, and the OCFO – Office of Procurement (see Exhibit C for list of all OCFO ESCs). Each ESC will be responsible for:

- a) Identifying the supply need for their division
- b) Submitting unified division orders for supplies to the centralized emergency supplies warehouse via smartsheet form.
- c) Coordinating the pickup of supplies from the emergency warehouse
- d) Ensuring supplies are distributed to the employees
- e) Monitoring their division for supply & PPE needs by using Exhibit E: PPE Estimate Form of the City Policy. The estimates needed must reflect the minimum supplies as identified in the table on page 12 of the [City's COVID-19 Safe Workplace Standards](#), and is copied below for reference.

Emergency Supplies and Amounts

Item	Minimum Supply
Mask (surgical/ N95)	30-day
Mask Storage	30-day
Nitrile Gloves	30-day
Infrared Thermometer	2 per entry point
Disinfectant spray/ wipes	30-day
Hand sanitizer (refills)	30-day
Hand soap	30-day
Eye protection	30-day


Upon approval of the CFO of an onsite employee (either onsite at a city building or in the field), the CFO's Office will notify the respective ESC of the newly authorized onsite employee. Based upon the role and function of the onsite employee, the ESC will order necessary supplies, including PPE and cleaning supplies required. The ESC will order the supplies through a process prescribed by the Chief Procurement Officer and Emergency Services and in a timely fashion to ensure the supplies will be available to the employee when needed. All OCFO Divisions have designated emergency supply areas (most are specific cabinets, offices), which as summarized in Exhibit C. The emergency supply areas are to be stocked with ample supply and according to the minimums identified in [City's COVID-19 Safe Workplace Standards](#) as described above. The ESC for each Division will work with their leadership, Office of Contracting & Procurement, and Emergency Services to maintain required supply levels. Employees should contact their respective ESC if they have any supply needs. If necessary, any OCFO employee is able to retrieve supplies from an emergency supply area outside of their division.

Masks must be worn before entering any city building, and should be worn upon exiting their vehicles, bus, etc. All supplies will be available to employees at their work station. If an employee has any concern with their ability to obtain appropriate PPE prior to entering city buildings, or in the field, they must contact their respective ESC to arrange pick-up of PPE. Employees regularly interacting with the public will be issued and must use masks meeting the N-95 standard (see section below – Public-Facing Employees). City-issued masks must continue to be worn throughout the day, unless employees are alone in a closed office, at their assigned seating safely away from other employees (see Section 7 below), or in a vehicle. Personal masks (e.g., cotton, home-made) may only be worn upon entering the building for the first time, and once exited city property.

How to Safely Wear and Take Off a Cloth Face Covering

WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2





USE THE FACE COVERING TO PROTECT OTHERS

- Wear a face covering to protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available





TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



(5/16/20) 047102/00

Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Full printable version of this poster is included as Exhibit D.

Only those positions constantly interacting with the public should use gloves. Each Deputy CFO will work with their ESC to identify those employees/ roles/ functions which require gloves. Improper use of gloves can result in the spreading of more germs than if none were used at all. All other employees should instead frequently wash their hands.

6. Strict Physical Distancing

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 person. The following requirements shall be put into effect:

- Employees shall stay at least six feet apart from another person whenever feasible.
- Employees shall minimize the number of in-person meetings and congregations. Can a form or file be emailed as opposed to printed and provided in-person? Avoid dropping in on another employee. Call or email to confirm what is needed.
- Any necessary in-person meeting shall ensure people are no less than six feet apart at all times. Masks must be worn at all times unless alone in an office, assigned seat (see Section 7 below) or vehicle. Teleconferencing and videoconferencing, emails, and other forms or remote communication should be utilized.
- Employees must abide by all signage and markings indicating where to stand to ensure appropriate social-distancing spacing.

7. Scheduling and Seat Assignments

To limit the number of people on-site at one time, the use of staggered shifts and alternate work schedules will be utilized when possible. Upon approval by the CFO of On-site Employees, a schedule will be submitted. It is essential employees abide by those schedules. In cases where an unexpected change occurs, or social distancing is difficult, employees will need to use newly created hoteling space. The hoteling space will be more frequently cleaned than other spaces and employees must follow the protocols identified in the space (e.g., wipe down space before and after use).

8. Avoid sharing equipment

In general, employees should use their own computers, phones and other equipment. If using communal equipment (copier, stapler, etc.), employees are encouraged to use disinfectant wipes to clean the areas they touched and wash their hands after use. The communal equipment will also be cleaned daily by janitorial staff. Common areas such as lunch or break rooms should not be used as a place to gather. It is expected that some aspects of these common areas must be utilized (e.g., refrigerators, microwaves, etc.), but only as needed.

9. General etiquette – *see printable flyer in Exhibit E.*

- Minimize person-to-person interaction.
- Limit the frequency you touch your eyes, nose and face.
- Cover coughs and sneezes.
- Wash hands frequently.
- Do not congregate.

10. Mail

In most instances, mail is a centralized function at the building level. Unless deemed urgent, mail should be picked up no more than once per week. When employees handle mail, the following precautions should be taken:

- Always wear gloves when handling mail
- Avoid touching your eyes, nose, or mouth
- After handling mail, properly dispose of gloves and immediately wash hands

Public-facing Employees

In addition to the above listed items for On-Site Employees, public-facing employees are also required to abide by the following:

- Must wear masks meeting N-95 standards unless alone in an office or assigned seat (See Section 7).
- Must wear gloves – *See Exhibit F for proper use of gloves.*
- Be able to provide surgical masks to member of the public for those not wearing. If they refuse to wear one, contact security (*see list in Exhibit G*) and they will be escorted out of the building
- Wipe down counter, and anything else, guest has touched after EACH visit
- Ensure they and the public are abiding by signage and markers indicating where to stand to ensure social distancing. Again, if someone is not willing to abide by rules, contact security so they can be removed.
- Be considerate, understanding and patient. Operations may require more frequent rotations and breaks.

ATTACHMENTS

Exhibit A – Onsite Employee Authorization and Testing Flowchart

Exhibit B – Daily Health Self-Assessment Poster

Exhibit C – List of OCFO ESCs and Supply Requirements

Exhibit D – How to Safely Wear and Remove Cloth Face Covering

Exhibit E – General Etiquette: Stop the Spread of Germs

Exhibit F – How To Properly Use and Remove Gloves

Exhibit G – Security Contact for each OCFO Location (*forthcoming*)

Exhibit A – Onsite Employee Authorization and Testing Flowchart

OCFO ONSITE EMPLOYEE AUTHORIZATION AND TESTING PROCESS

As of May 18, 2020

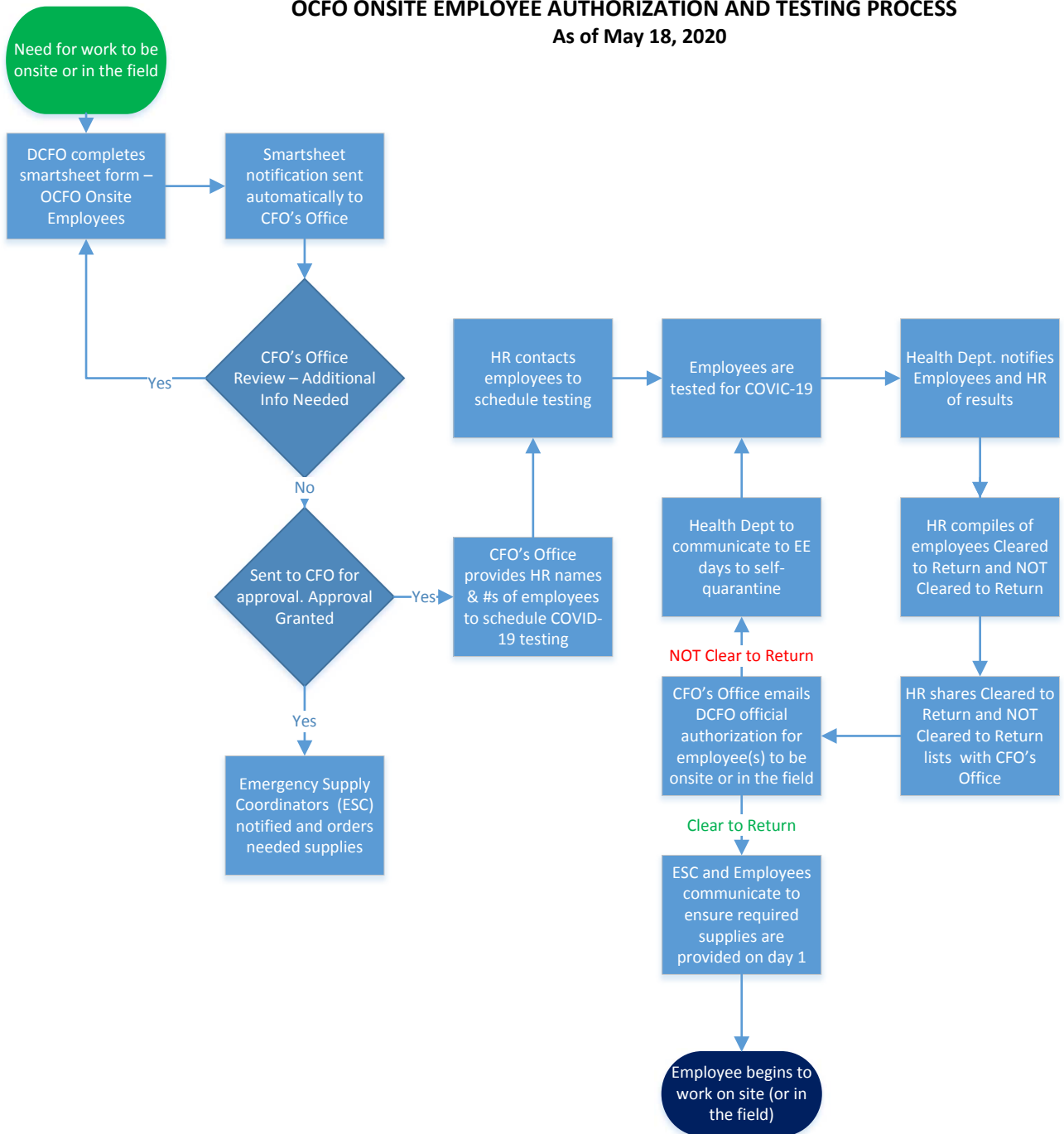


Exhibit B – Daily Health Self-Assessment Poster

COVID-19 Daily Checklist

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Have you been asked to self-isolate or quarantine by a medical professional or a local public health official?

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If you reply YES to any of the questions above, you must stay home and follow these steps:

- Call your supervisor
- Call the City's Health Department at 313-876-4000

If the employee answers NO to all, then the employee is clear to travel and go into work (or other offsite location).



Exhibit C – List of OCFO ESCs and Supply Requirements

OCFO EMERGENCY SUPPLY COORDINATOR LIST

Division	Name	Cell Phone	Back Up	BU Cell Phone	Supply Location
CFO's Office	TBD	TBD	TBD	TBD	Suite 1100 - File Cabinets in the hallway, behind the reception desk
Assessor	Daryl Hardy	(313) 775-0871	Cynthia Burton	(313) 775-0868	Storage cabinet in Suite 828 - Manager office
Budget	TBD	TBD	TBD	TBD	
Contracting & Procurement	David Mott				
Controller	Karen Scott				Room 628
ODFS	Alicia Johnson		Sandra Johnson		Suite 1000 - Cabinet (need better description)
ODFS - DPSH	Pamela Jenkins				6th FL
ODG	TBD	TBD	TBD	TBD	
OPPM	TBD	TBD	TBD	TBD	
Treasury	Christen Talifer				Suite 130 - two supply tables

EMERGENCY SUPPLIES AND AMOUNTS

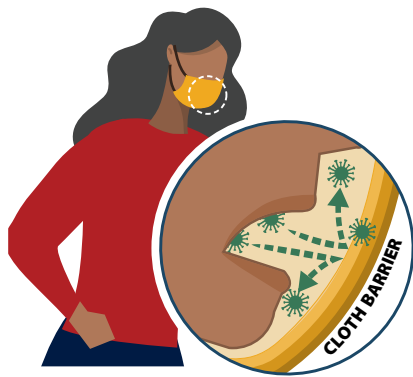
Item	Minimum Supply	Notes
Mask (surgical/ N95)	30-day	Employees should be able to wear 2 masks/ week.
Mask - surgical (for public)	30-day	Based upon traffic, order more initially
Mask Storage	30-day	1 bag/ week - 4 bags
Nitrile Gloves	30-day	Boxes of 100. Somewhat difficult to split up. For those employees who are regularly interacting with the public, order 1 box/ employee.
Infrared Thermometer	2 per entry point	On-site health screening will be done upon entering the building. These are more for divisional use of monitoring employees who may develop symptoms during the day.
Disinfectant spray/ wipes	30-day	Estimate one can of wipes/ month.
Individual Hand Soap	30-day	One bottle/ employee/ month.
Hand sanitizer (personal)	30-day	Estimate 4/ employee/ month.
Hand sanitizer (refills)	30-day	At building level
Hand soap	30-day	At building level
Eye protection	30-day	Have a few protective eyewear onsite. None are required for OCFO. This is just if for those employees interacting with the public, may want.

Exhibit D – How to Safely Wear and Remove Cloth Face Covering

How to Safely Wear and Take Off a Cloth Face Covering

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- Don't touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
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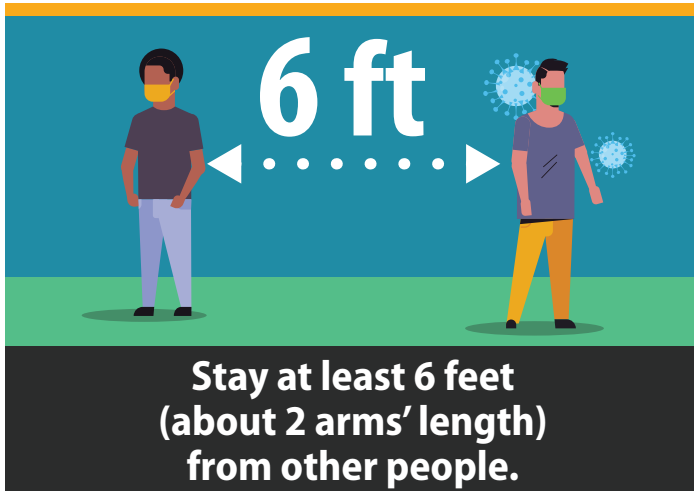
For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Exhibit E – General Etiquette: Stop the Spread of Germs

Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.



cdc.gov/coronavirus

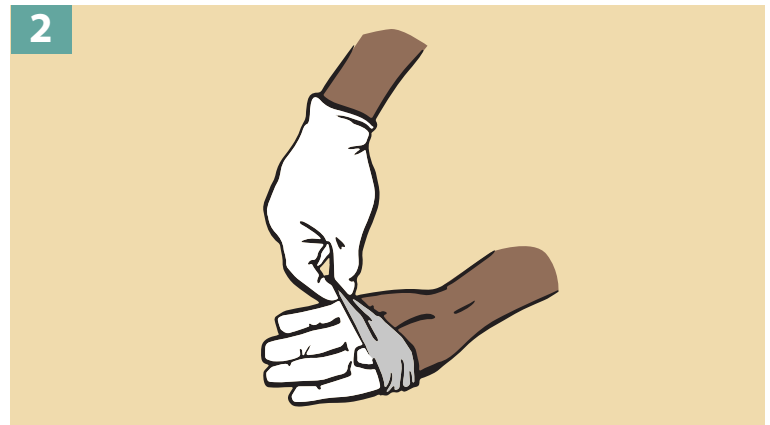
Exhibit F – How To Properly Use and Remove Gloves

How to Remove Gloves

To protect yourself, use the following steps to take off gloves



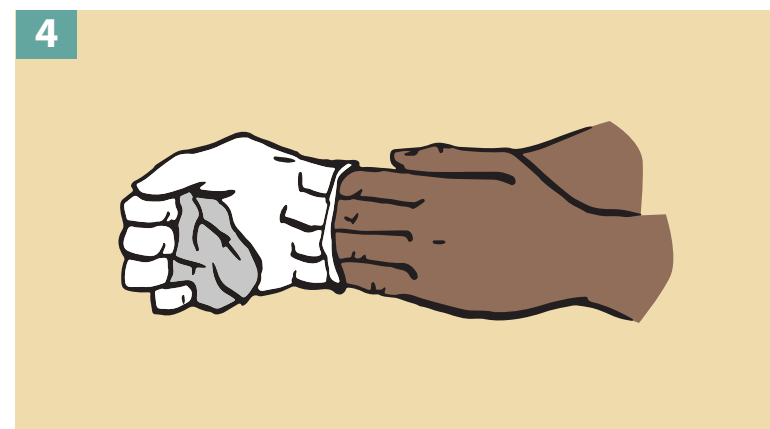
Grasp the outside of one glove at the wrist.
Do not touch your bare skin.



Peel the glove away from your body,
pulling it inside out.



Hold the glove you just removed in
your gloved hand.



Peel off the second glove by putting your fingers
inside the glove at the top of your wrist.



Turn the second glove inside out while pulling
it away from your body, leaving the first glove
inside the second.



Dispose of the gloves safely. Do not reuse the gloves.



Clean your hands immediately after removing gloves.

Exhibit G – Security Contact for each OCFO Location (*forthcoming*)

Security Contacts

Building	Contact Name	Phone Number
CAYMC		
DPSH		
DDOT Rosa Parks		
DDOT Warren		
Parking Admin Building		
DPW Fenkell		
DPW Michigan Ave		
City Airport		