

**Planning and Development Department**

The following Safe Workplace Protocols will be implemented to safeguard the health and safety of all PDD personnel and visitors to PDD offices in Suite 808, Coleman A. Young Municipal Center.

These protocols directly support the Mayor’s “COVID-19 Safe Workplace Standards” and policies as distributed to the City’s Leadership in April 2020. Compliance with these policies and protocols is required for all in-person activities at PDD offices.

**HEALTH and SAFETY COORDINATOR**

The designated Health Coordinator for PDD Offices is:

Susan M. Burrows

Associate Director of Administration

Planning and Development Department

BurrowsS@detroitmi.gov

313-224-2399 Office

617-981-3439 Mobile

The Health and Safety Coordinator will be responsible for 1) Supporting PDD supervisors in contacting the EMS response team for further evaluation of any employee who displays illness or COVID-19 symptoms at work, and relaying information as appropriate to HR and the Health Department. 2) Coordinating cleanings per this protocol with Building Authority and PDD staff, as appropriate. 3) Conducting regular wellness checks with employees who are directed by a physician to isolate or to quarantine by the Health Department. Questions or concerns related to PDD personal health and health protocols should be directed to the Safety Coordinator.

**EMERGENCY SUPPLIES COORDINATOR**

The designated Emergency Supplies Coordinator for PDD Offices is:

Shelby Holmes

Program Analyst-Administration

Planning and Development Department

Shelby.Holmes@detroitmi.gov

313-628-1102 Office

313-590-6612 Mobile

The Emergency Supplies Coordinator will be responsible for: 1) Identifying the supply needs for their entire department 2) Submitting weekly, unified department orders for supplies to the centralized emergency supplies warehouse via a Smart Sheet form. 3) Coordinating the pickup of supplies from the emergency warehouse 4) Overseeing the distribution of supplies within their department once the order(s) has been received 5) Monitoring the entire department for supply & PPE needs.

**INITIAL TESTING FOR COVID-19**

1. PDD employees will call HR at 313-673-04701 for a COVID-19 testing appointment *as soon as they are scheduled to return to work*. No prescription is required. Results will be available in 48 hours via a secure web portal; instructions for receiving results will be provided at the time of testing.
2. **If the test is negative for COVID-19**, the employee must send a copy of the negative test results to:

Briget Slaughter

Human Resources Employee Services Consultant II – PDD

slaughterb@detroitmi.gov

313 670-9344 Mobile

313 224-3378 Office

**NOTE:** If an employee experiences fever, cough, shortness of breath, and/or sore throat within the previous 72 hours of the scheduled return, she/he may NOT return to work, regardless of test result. The employee should call HR at 313-673-04701 to discuss next steps for obtaining clearance.

1. **If the test is positive for COVID-19,** employees must be cleared by a health provider before returning to work by obtaining a certification that:
* At least seven days must have elapsed since the positive test.
* The employee has been free of fever, shortness of breath, and/or sore throat, without medication, for 72 hours.

Once the prior conditions have been met, the employee must call HR at 313-673-04701 to schedule a return to work physical and COVID test at the Rapid Test Center at 100 Mack Avenue. Employees are encouraged to obtain testing through the City’s Human Resources department. Employees who rely on a private test to be cleared to return to work must also:

* Inform their Employee Services Consultant that a test was taken.
* Schedule the test within two (2) weeks prior to the return-to-work date

The employee may not return to work until test results are available, and submitted to Briget Slaughter in Employee Services at slaughterb@detroitmi.gov

1. **If the PDD 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. Letters should be sent to:

Briget Slaughter

Human Resources Employee Services Consultant II – PDD

slaughterb@detroitmi.gov

313 670-9344 Mobile

1. 224-3378 Office

The City will work to reasonably accommodate employees’ sincerely held religious beliefs.

**HEALTH SCREENING AND MONITORING**

1. All PDD employees reporting to work in Suite 808 **will be screened daily** at the beginning of their shift by city personnel at CAYMC’s Randolph Street employee entrance. This screening involves (1) having their temperature(s) taken, and (2) answering the questions on the City’s COVID-19 Screening Questionnaire. A low-grade fever is often a first symptom of COVID-19.
2. 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.
3. Every building and workplace will have designated screeners. If a PDD employee does not pass screening into CAYMC or another City site, that employee will not be permitted to enter the work site. Any employee appearing ill at screening will receive additional medical evaluation by the EMS response team.
4. If an employee begins **demonstrating symptoms during the workday**, the employee should be immediately evaluated by the EMS team.Supervisors should call the EMS team at 313-316-9209. If the employee is safe to be sent home, that employee may not return to work until receiving a negative COVID-19 test, following the city’s testing regimen as outlined on page 2 of these protocols.
5. If an employee who has been working on-site **develops symptoms of COVID-19 during non-work hours**, that employee must notify his/her supervisor immediately and not return to work until receiving a negative COVID-19 test, following the city’s testing regimen as outlined on page 2 of these protocols.
6. The employee should also contact HR Employee Services Consultant Briget Slaughter to determine appropriate time off provisions at slaughterb@detroitmi.gov or 313-224-3378.
7. **Supervisors must immediately report** **employees demonstrating or developing symptoms** to:
* The Detroit Health Department at (313) 876-4000 (24/7)
* PDD Safety Coordinator Sue Burrows at 617-981-3439 (cell). PDD’s Safety Coordinator will advise HR and the Director
1. If the employee tests positive for COVID-19, the employee’s job-site supervisor must assist the Health Department in contact tracing.
2. **All COVID-positive employees who have been working on-site will be continually monitored during isolation. In addition, the Detroit Health Department will continue to monitor the exposed individuals** as recommended by contact tracing.
3. The employee’s supervisor or PDD’s Safety Coordinator will check in on workers who have been directed by a physician to isolate, or are placed in quarantine by health officials.
4. Human Resources will conduct ongoing wellness checks to confirm employees’ status. Employees shall respond to those phone calls, or could be subject to being recorded absent without leave.
5. PDD is committed to bringing isolated 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.
1. If the prior conditions have been met, the employee must contact HR at 313-673-04701 to schedule a COVID-19 testing appointment at the Rapid Test Center at 100 Mack Avenue and a return-to-work physical. The COVID-19 test results will be administered to clear the employee to return to work.
2. 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 HR Employee Services Consultant Briget Slaughter at slaughterb@detroitmi.gov or 313-224-3378.

**WORKPLACE DISTANCING AND HYGIENE**

1. **WORKPLACE DISTANCING** - Any PDD employee **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 job-site. Instead, the employee should:
2. Follow their regular call-in procedure to report their absence to their supervisor; and
3. Contact HR Employee Services Consultant Briget Slaughter to determine appropriate time off provisions at slaughterb@detroitmi.gov or 313-224-3378.
4. Stay at home and isolate to minimize the potential spread to others.
5. Consult a physician if they have worsening health conditions.
6. **SOCIAL DISTANCING** – Because the Centers for Disease Control (CDC) have identified social distancing as a key tool to prevent the spread of the virus, PDD employees will follow the following protocols:
7. Stay six feet apart from another person whenever feasible.
8. Adhere to markings for people to stand, at appropriate social-distancing spacing, in city elevators and work sites.
9. Reduce the number of in-person meetings and congregations, and instead use Zoom or other video conference call vendors for a meeting.
10. Limit group efforts by assigning as few employees to a task as possible.
11. Adhere to state-level guidelines — including, but not limited to, executive orders from the Governor —to ensure their safety outside of work.
12. **WORKSPACE MODIFICATIONS –** In support of physical distancing guidelines, PDD employees will adhere to the following workspace modifications:
13. **New capacity limits** as posted for Suite 808:
* Reception area (2 guests maximum, plus one receptionist)
* Kitchen (1 person maximum)
* Huddle rooms (2 people maximum)
* CityView conference room (6 people maximum)
* Red, Yellow and Blue conference rooms (4-5 people maximum)
* Offices (2 people maximum)
1. **Social distancing measures** to ensure 6-foot spacing. In addition to floor markings in PDD Reception, this will include a reduced number of chairs in PDD conference and huddle rooms, plus the replacement of brown tables in huddle rooms with larger white tables from PDD storage.
2. **Workspace protections,** including the installation of Plexiglas sneeze guardsbetween work stations and at the reception desk for public interactions.
3. **Good hand hygiene,** through regular use of hand sanitizers located on the files separating work stations, at PDD copier and scanner locations, in reception and the kitchen; and adherence to signage reminding PDD staff 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.
1. **Personal hygiene requirements,** which include:
	* Cover your mouth and nose with a tissue when sneezing or coughing, 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, especially common surfaces such as the copier or common keyboards and door handles
	* Avoid touching your face.

**MANDATORY USE OF MASKS AND OTHER NECESSARY PPE**

1. To ensure the health and safety of all employees and residents, PDD will provide surgical masks, N95 masks, gloves and eye protection to support the following requirements, to be reinforced by supervisors:
2. **Daily Use of Surgical Masks.** All employees are required to wear a surgical mask while reporting to work to reduce the spread of the virus. Employees will be issued a mask at the beginning of their shift, and 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 who test positive for COVID-19. Whenever an employee requires a new mask, they should notify their supervisor. Employees are not required to return the mask at the conclusion of their shift.
3. **Use of mask and eye protection in the following circumstances:**

• When interacting within six feet of 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.

1. **Daily Use of N-95 Masks by Employees Interfacing with the Public.** 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.
2. **Daily Use of Surgical Masks by the Public.** PDD will provide surgical masks to any member of the public who enters Suite 808 without one, in order to prevent the spread of infection among workers and other members of the public
3. **Use of Gloves in Selected Environments.** Employees who have regular interaction with the public will wear gloves provided by PDD when accepting or offering forms, maps and other materials. All employees must wash and/or sanitize their hands after glove removal.
4. **Use of Eye Protection in Selected Environments** For employees whose job function inevitably requires them to come within six feet of others (e.g., first responders) eye protection will be worn whenever they are within six feet of one another.

**THOROUGH AND FREQUENT CLEANING OF WORK-SITES AND VEHICLES**

1. **WORK-SITE CLEANING**. PDD will contract with a cleaning team to ensure that all high-touch or high-traffic surfaces—such as door handles, reception tables and chairs, frequently used drawer handles, and shared computer/appliance controls—are sanitized at least every two hours.

In addition, cleaning crews will follow these protocols for Suite 808:

1. **Common surfaces** Including control buttons, tools, and other common surfaces: Hospital grade disinfectant or fresh 10% chlorine bleach solution (sodium hypochlorite. Spray with hand held sprayer or wipe. Minimum at the end of workday
2. **Offices, office desks, and conference rooms** Table and chair surface spray with hand held sprayer or wipe, at the end of each meeting, per schedule, and end of day.
3. **Kitchen:** Doors, cabinet handles, faucets, sinks, table and chair surfaces, dispensers and microwave will be sprayed with hand-held sprayer or wiped at least four times per day, to include after a mid-morning and mid-afternoon breaks and lunch. Tableware will be disinfected with hospital-grade disinfectant or fresh 10% chlorine bleach solution (sodium hypochlorite solution), as appropriate, and placed in high- temperature disinfection cabinet, with temperature higher than 60°C, and time longer than half an hour after use.
4. **All floors and walls** Mop Periodic, where frequently touched; mop all hard surfaces at end of day.
5. **PERSONAL WORKSPACE**. Employees are responsible for using disinfectant wipes provided by PDD to clean their commonly used surfaces once per day at a minimum (e.g. phones, keyboards, desks, etc.).
* When cleaning 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.
1. **PDD CAR.** Employees using the PDD car or another city owned vehicle should use disinfectant wipes on commonly used surfaces (gear shifter, steering wheel, seat surfaces, rails, belts, door and window controls) before and after every use.

**ENSURING A CONTINUOUS, ADEQUATE STOCKPILE OF NECESSARY PPE AND SUPPLIES**

1. **PDD’s Emergency Supplies Coordinator** is Shelby Holmes, with primary responsibility for ensuring PDD has an adequate amount of necessary PPE and sanitation supplies on site, and that these are effectively allocated and distributed. Specific Coordinator duties and contact information are as listed on page 1.
2. **Supply Notification Plan.**  The Supplies Coordinator will take weekly inventory and maintain a live tracker of supplies used to support supplies ordering. In addition, employees and managers should contact the Supplies Coordinator directly by email at Shelby.Holmes@detroitmi.gov with inventory questions or special needs, and copy Sue Burrows as PDD’s Health and Safety Coordinator, BurrowS@detroitmi.gov
3. **PPE & Supply Estimates** Using the PPE best practices outlined in pages 5-7 of these protocols, the Supplies Coordinator will track PPE and sanitation supplies, by job category, per week, and provide these estimates to the City’s Chief Medical Consultant on the form provided as Appendix E of the Mayor’s “*COVID-19 Safe Workplace Standards*” and policies. These estimates will be reviewed by Chief Medical Consultant Robert Dunne to ensure they meet the appropriate standards and requirements.
4. **Supply Distribution Plan** Ensuring all staff have the supplies they need, when they need it is critical to a safe return to work plan. To ensure employee safety and inventory control:
	* PPE equipment (gloves, surgical masks) will be available to PDD employees in a designated area of the Supply Room.
	* N-95 masks required for engagement with the public will be distributed and tracked by Shelby.
	* Disinfecting and sanitation supplies (wipes, hand sanitizer) will be distributed by the Supplies Coordinator as used by staff.
5. The Supplies Coordinator will ensure that PDD consistently has a minimum 30-day supply on site of the following:
	* **Masks (surgical/N95)** Disposable surgical/N-95 masks
	* **Nitrile gloves** Touchflex/ Surgical Nitrile Gloves
	* **Infrared thermometers** 2 Medical infrared thermometer/ Measures ranges 32°C to 42.5°C meets ASTM E965-1998 (2003)
	* **Disinfectant spray/wipes** 10% bleach (sodium hypochlorite) solution made fresh daily, or a hospital-grade disinfectant (refer to approved disinfectant listing in “*COVID-19 Safe Workplace Standards”*
	* **Hand sanitizer (and refills)** Sanitizer with Alcohol 70%/Local Brand “Sanitizer”. Sufficient quantity for shared bottles to placed on file cabinets dividing work stations, conference and huddle rooms, and refills for dispensers at three copiers, scanner, in kitchen and reception area
	* **Hand soap** Hand soap for kitchen
	* **Tissues** To be available on file cabinets dividing work stations, in kitchen and reception area, all offices, conference rooms and huddle rooms
	* **Eye protection** 4 sets ofshields or goggles, for emergency use

Due to the evolving response to the COVID-19 pandemic, the policies outlined above may be revised with additional guidance from our clients and by governmental authorities. Staff should review all current recommendations posted by the Centers for Disease Control and Prevention (CDC) and orders from federal, state, and local authorities regarding COVID-19. Finally, PDD Staff should always use common sense and good judgement to avoid risks and to keep themselves and our communities safe and healthy.