

City of Detroit

Safe Workplace Policy 2.3 (Revised 01.24.22)



1. Authority

In accordance with the City of Detroit's duty to provide and maintain a workplace that is free of known hazards, we are adopting this policy to safeguard the health of our employees and their families; our citizens and visitors; and the community at large from infectious diseases, such as COVID-19.

This policy complies with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention (CDC), U.S. Department of Occupational Safety & Health Administration (OSHA), Michigan Occupational Safety & Health Administration (MI-OSHA), and local health authorities.

2. Scope

All City of Detroit employees, volunteers, interns, and contractors.

3. General

Overall, the goal is to have a workplace focused on prevention of disease transmission. Each department may update their safe workplace practices as needed.

The City of Detroit COVID-19 Safe Workplace policy is based on the following elements:

1. Vaccination Policy
2. Remote Work/Flexible Work Policy
3. On-Site Work Policy:
 - a. Engineering controls
 - b. Administrative controls
 - c. Basic infection prevention measures
 - d. Personal protective equipment
 - e. Health surveillance
 - f. Training

4. Vaccination Policy

Employees are strongly encouraged to get vaccinated and boosted. City of Detroit sites are available to any employee and their family.

Employees who are not fully vaccinated are subject to mandatory COVID-19 testing at a frequency determined by the Human Resources Department, while fully vaccinated employees may be subject to random testing depending on community and workplace prevalence. **(See *Vaccination Policy, Appendix D*).**

Vaccinated employees are still subject to safe workplace practices. COVID testing is required of any employee who exhibits symptoms, regardless of their vaccination status.

COD Safe Workplace Policy 2.3 *(Continued)*

5. Remote Work and Flexible Work Plans

Some employees may continue full-time or part-time remote work depending on their role and their department's participation in the City's flexible work program. Directors will work with managers and department personnel to staff capacity in the workplace and implement schedules on a rotational basis, if needed.

Employees may be eligible for a flexible work plan where weekly schedules and tasks would allow flexibility in work hours or number of days in the office. Flexible work plans may help departments adapt to capacity restrictions at the worksite and avoid high traffic at worksite entryways. Directors and managers will determine the flexible work options available for each department based on operational need. These plans will be included in each department's safe workplace protocol.

6. Employee Requirements

The following applies to employees working onsite, whether full-time or on a flexible schedule:

DO NOT USE

Policy Archived

A. COVID-19 Testing Guidelines:

- a. **Any employee who tests positive but has no symptoms** will be asked to isolate and can retest 5-7 days from the date the initial positive test. If after 5-7 days the employee tests negative and continues to be symptom-free, the employee can be allowed to return to a worksite.
- b. **Any employee who tests positive with symptoms** will be asked to isolate and can retest in as early as 7 days from the date of their first symptom (if they are symptom free for at least 24 hours). If negative and displaying no symptoms (including being fever free), the employee can be allowed to return to a worksite.
- c. **Employees who have had a high-risk exposure** will continue to be evaluated for quarantine and tested 5-7 days after the initial exposure, unless symptoms develop wherein the employee will be tested immediately.
- d. **All employees who test positive must receive a NEGATIVE test and HR Clearance prior to returning to the workplace.**
- e. **Self-test results are currently being accepted.** Send images of self-test results to your HR Employee Services Consultant.

5/11/23

COD Safe Workplace Policy 2.3 *(Continued)*

B. Additional Testing Requirements:

- a. Employees will be tested for COVID-19 and must receive a negative test result prior to returning to the workplace, regardless of vaccination status.
- b. Employees may schedule testing by calling (313) 426-7997 or by contacting their HR Employee Services Consultant.
- c. Human Resources will provide a “Clear” for any employee planning to come on-site or continue working on-site.
- d. **PLEASE NOTE: Only when HR has informed the department that an employee is cleared to work, shall the employee be authorized work (either on-site or at an offsite or outdoor work location).**
- e. Fully vaccinated employees may be subject to random testing based on community and employee prevalence.
- f. Employees who do not fully vaccinate and whose vaccination status is not known by HR shall be scheduled for testing at a frequency determined by Human Resources. **Testing includes employees approved for telework who can be called in to work at any time.*
- g. Failure to submit to the required COVID-19 testing can result in disciplinary action; refusal to do so could constitute cause for dismissal.

DO NOT USE
Policy Archived

C. Daily Self-Health Screening:

- a. Each workday, on-site employees must complete [MANDATORY Daily COVID-19 Health Assessment \(REQUIRED\)](#) before leaving their residence. An immediate response is provided to the employee and their supervisor indicating whether the employee is permitted to come on-site that day, or not cleared for work. If an employee fails the daily health self-assessment, they must work remotely for the day, where possible, and notify their supervisor. No temperature screening is required, but elevated temperatures of 100.4 or above should be reported on the daily health assessment.

D. Public-facing Employees:

- a. Workspaces where staff interact with the general public may require additional spacing and physical barriers. In addition to the above listed items for on-site employees, public-facing employees are also required to abide by the following:

COD Safe Workplace Policy 2.3 *(Continued)*

- **Gloves:** If using gloves, they must be used properly – *Contact the Detroit Health Department for training in proper use of gloves.*
- **Surgical Masks:** Be able to provide surgical masks to members of the public for those not wearing.
- **Clean:** After each visit: wipe down counter, and anything else a guest has touched after EACH visit.
- **Signage:** Ensure yourself and the public are abiding by signage and markers indicating where to stand to ensure social distancing. Contact security if someone is not willing to abide by rules.
- **Etiquette:** Be considerate, understanding and patient. Operations may require more frequent rotations and breaks.

E. Exposure Response

- DO NOT USE**
- Policy Archived**
- 5/11/23**
- a. **Do not come to work if you feel or are concerned that you are sick.**
 - i. Contact your supervisor immediately.
 - ii. Comply with urgent Covid-19 testing, which will be arranged by HR.
 - b. **Sick On-Site:** If an employee becomes sick while on-site (e.g., begins demonstrating symptoms during the workday), they should do the following:
 - i. Leave the worksite after notification to the Supervisor, who will then notify their respective Department Director.
 - ii. Comply with urgent Covid-19 testing, which will be arranged by HR.
 - iii. The employee will not be permitted to return to work without a negative COVID-19 test.
 - iv. Ill employees should be encouraged to seek medical care.
 - v. No ill employee will be allowed in the workplace
 - c. **Sick While not On-Site:** If an employee who worked on-site develops symptoms of illness during non-work hours or tests positive for COVID-19 within 2 weeks of having been on site, they must:
 - i. Notify their Supervisor immediately, who will then notify their respective Department Director.
 - ii. Notify supervisor of last date in workplace
 - iii. The employee must not return to work until they have recovered and received a negative COVID-19 test.

COD Safe Workplace Policy 2.3 *(Continued)*

- d. **Contact Tracing:** HR will do the following after having been notified by a Department Director that an employee who has been on-site (currently or within the last two weeks) has tested positive for COVID-19:
- i. Conduct contact tracing to employees and others who may have been exposed, and who may need to quarantine and/or get COVID-19 testing.
 - ii. Review the exposure with health and safety team to determine cleaning and sanitizing needs, (generally if employee has been in workplace within 24-36 hours) and notify those needs to property management.
 - iii. Communicate to employees who work with the employee who has tested positive and notify that appropriate cleaning and disinfection has been performed.
 - iv. All cases will be review by the employee health and safety team. Quarantine and isolation will be determined on a case-by-case basis.

F. Masking Personal Protective Equipment (PPE) Requirements

- a. **Masks:** Masks must be worn by all unvaccinated employees before entering any City building and during the entire workday. See requirements below:
- i. While indoors, all employees are required to wear masks while in a City building, and/or while traveling by elevator, shuttle, or City vehicle.
 - ii. Where available and when indoors employees must wear either KN95 or N95 masks which will soon be made available to all employees while onsite. Wearing a surgical mask alone (or double-masking) is an acceptable alternative until KN95 or N95 masks are available.
 - iii. While indoors, cloth masks alone do not provide adequate protection and are not acceptable as a safe method of protection indoors.
 - iv. Employees who are required to wear a fit-tested N95 mask must continue to do so.
- b. **Respiration Protection:** Employees in jobs requiring specific respiratory protection must follow OSHA regulations regarding use and fit testing.

COD Safe Workplace Policy 2.3 *(Continued)*

- c. **Gloves:** Gloves should be worn only by those trained to use them. Improper use of gloves can result in the spreading of more germs than if none were used at all. All employees should frequently wash or sanitize their hands.
- d. **Supplies:** All Departments have designated emergency supply areas (most are specific cabinets, offices). The emergency supply areas are to be stocked with ample supply and according to the minimums as described above.
- e. **DSC:** Each Department has identified a Department Supplies Coordinator (DSC) for their division (see Appendix A). Each DSC will be responsible for:
 - Identifying the supply need for their division
 - Submitting unified division orders for supplies to the centralized emergency supplies warehouse via smartsheet form.
 - Coordinating the pickup of supplies from the emergency warehouse.
 - Monitoring their division for supply and PPE. Employees should contact their respective DSC when they have supply needs.

G. Hand Hygiene and General Etiquette

- a. Good hand hygiene is essential for prevention of all communicable disease.
 1. **Hand Washing:** Wash hands frequently with soap and water for at least 20 seconds especially before or after going to the restroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not readily available use hand sanitizer that contains at least 60% alcohol.
 2. **Hand Sanitizer:** Hand Sanitizer will be placed at all points of entry and egress to city departments, near high touch areas, at common use devices and provided to all employees.
- b. General Etiquette
 1. Minimize person-to-person interaction.
 2. Limit the frequency that you touch your eyes, nose, and face.
 3. Cover coughs and sneezes.
 4. Wash hands frequently.
 5. Do not congregate.
 6. Help enforce PPE and distancing compliance with yourself and others.

COD Safe Workplace Policy 2.3 *(Continued)*

H. Social Distancing

Social Distancing is defined as being no less than six feet apart from another person. **Maximum capacity will be 50% of fire marshal designated capacity.** The following requirements shall be in effect:

- a. **Distancing:** Employees shall stay at least (6) six feet apart from another person whenever feasible. Fully vaccinated employees are exempt from distancing requirements.
- b. **Minimize Meetings:** Employees shall minimize the number of in-person meetings and congregations. Consider emailing a form or file as opposed to printing and providing in-person. Avoid dropping in on another employee. Call or email to confirm what is needed.
- c. **In-Person Meetings:** Any (1) one-on-one or in-person meeting shall use a room at no more than 50% capacity, unless otherwise required by law. Teleconferencing and videoconferencing, emails, and other forms or remote communication should be utilized.
- d. **Seating:** Employees must abide by any signage and markings in rooms where to stand to ensure appropriate social distancing spacing.

7. Department/Agency Requirement

A. Return to Office Team

Each workspace will be reviewed by a Return to Office (RTO) team to determine department capacity requirements and physical needs.

- a. **Sign Off:** The RTO office will sign off on the safety of each workspace before return to work.
- b. **Posting:** Safe capacity and requirements will be posted.
- c. **Seating Assignments:** Employees must abide by any specific schedules and/or seating assignments to adhere to the capacity requirements.
- d. **“Hoteling” Spaces:** In cases where an unexpected change occurs, employees will need to use newly created hoteling space. The hoteling spaces must be wiped down by the employee before and after use.

COD Safe Workplace Policy 2.3 *(Continued)*

B. Air Handling and HVAC

- a. **Compliance:** All city building systems will be operated in compliance with all CDC, OSHA and ASHRAE air quality standards. Operations will maximize the fresh-air intake and assure optimum rated filters.
- b. **Additional:** No additional air cleaning devices will be deployed unless recommended by guidance from DHD environmental health in consultation with the building HVAC technician.

C. Communal Spaces and Equipment

- a. **Cleaning:** Employees must use disinfectant wipes to clean the areas they touched and wash their hands after using communal equipment and spaces (copier, stapler, etc.). The communal equipment will also be cleaned by janitorial staff.
- b. **Common Areas:** Common areas such as lunch or break rooms can be used as a place to gather, as long as capacity requirements are followed, and masks are worn. It is expected that some aspects of these common areas must be utilized, if it is necessary, such as meetings, etc. as needed.
- c. **Shared Vehicles** Employees working within vehicles should use disinfectant wipes on common surfaces (gear shifter, steering wheel) before/after every shift.
- d. **Mail:** When handling mail or papers not intended to others, avoid touching eyes, nose, and mouth. After handling, immediately wash or sanitize hands.
- e. **Shuttles:** All shuttles will require all persons to wear masks at all times regardless of vaccination status.
- f. **Elevators:** Elevators will operate at full capacity with all persons masked regardless of vaccination status.

8. Additional Resources

- a. **Policy Questions:** Direct any questions regarding this policy or accommodations to your department's Human Resources Manager or Consultant.

COD Safe Workplace Policy 2.3 *(Continued)*

- b. **Reporting Concerns:** To report a concern about safety in your workplace you can do the following:
 - i. Call the Detroit Health Department COVID-19 Resource Line: (313-876-4000 x 1 or email dhdoutbreak@detroitmi.gov).
 - ii. You also have the right to report to Michigan Occupational Safety and Health Administration (MIOSHA) by phone 800-866-4674 or online: https://www.michigan.gov/leo/0,5863,7-336-78421_11407_30453-93835--,00.htm
- c. You may be subject to additional requirements of the Mayor, Human Resources, DoIT, or other city departments which govern certain city-wide processes related to the pandemic.

9. Definitions

- a. **“Close contact”** means close contact as defined by the latest United States Centers for Disease Control and Prevention (CDC) guidelines at the time of contact.
- b. **“COVID-19”** means a viral respiratory illness characterized by symptoms defined by the CDC.
- c. **“Known cases of COVID-19”** means persons who have been confirmed through diagnostic testing to have COVID-19.
- d. **“SARS-CoV-2”** means the novel coronavirus identified as SARS-CoV-2 or a virus mutating from SARS-CoV-2 (severe acute respiratory syndrome coronavirus 2), the virus which is the causative agent of COVID-19.
- e. **“Suspected cases of COVID-19”** means persons who have symptoms of COVID-19 but have not been confirmed through diagnostic testing or unvaccinated persons who have had close contact with a person who has been confirmed through diagnostic testing to have COVID-19.
- f. **“Fully vaccinated”** means persons who have received all recommended doses of an FDA-approved or authorized COVID-19 vaccine, in compliance with the CDC’s vaccination schedule.

DO NOT USE
Policy Archived
5/11/23

COD Safe Workplace Policy 2.3 *(Continued)*

Appendix A: Supply and Supply Coordinator

- Each Department has identified a Department Supplies Coordinator (DSC) for their worksite/division (see Exhibit A for list of all Employee Services Consultants). Each DSC 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

Emergency Supplies and Amounts

Item	Minimum Supply
Mask (surgical/ N95)	30-day
Mask (surgical)	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

DO NOT USE
Policy Archived

- Prior to employees returning to the office, Managers must inform their respective ESC of additional employees returning on-site. Based upon the role and function of the on-site employee, the ESC will order necessary supplies, including PPE and cleaning supplies required for the employee. 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 Departments have designated emergency supply areas (most are specific cabinets, offices). The emergency supply areas are to be stocked with ample supply and according to the minimums as described above. Employees should contact their respective ESC if they have any supply needs.

COD Safe Workplace Policy 2.3 *(Continued)*

Appendix B: Reporting Workplace Concerns

Process for Reporting Unsafe Workplace Conditions to COVID-19/Coronavirus Resource Line

1. Reach out to your supervisor/manager or Employee Services Consultant (224-8584). If you feel that your concern has not been addressed appropriately, you may access the following resources:
2. If a call center representative from the COVID-19/Coronavirus Resource Line (313-876-4000 x 1) receives a complaint from the public regarding unsafe workplace conditions, the representative first provides the Michigan Occupational Safety and Health Administration number (MIOSHA) at 1-800-866-4674 or website for reporting:

https://www.michigan.gov/leo/0,5863,7-336-78421_11407_30453-93835--,00.html.

3. If a call center representative on the COVID-19/Coronavirus Resource Line receives a complaint from the public regarding unsafe workplace conditions, these calls for additional follow-up by DHD and record the reason for the complaint and contact information, including worksite name, address, and phone / email address.

DO NOT USE
Policy Archived

When filed, an "Unsafe Workplace Condition" for City of Detroit Employee, worksite or contractor, automatic notification is sent the dhdoutbreak@detroitmi.gov, email account that is monitored by our Public Inquiries Team.

- a. The Public Inquiries Team reviews the complaint and determines the appropriate regulatory agency for follow-up.
- b. The Public Inquiries Team refers the complaint to DHD Environmental Health and Human Resources and Risk Management

4. The Public Inquiries Team has updated the call center script and call log form to reflect this new process.
5. The DHD phone tree greeting is updated in English and Spanish to highlight this new reporting process..
6. Scott Withington and Elise Grogstad will create a contact list for our Administrative and Customer Service Teams to assist with routing complaints to appropriate regulatory agency.

COD Safe Workplace Policy 2.3 *(Continued)*

Appendix C: COVID-19 Return To Work Training

[Click Here](#)

To access the Return-to-Work Training.

As stay-at-home restrictions expire, our key priority is to help you get back to work safety and to ensure a safe work environment. The COVID-19 Return to Work course has six-section and is designed for all employees returning to the workplace. You will learn how to work safety to prevent the spread of Coronavirus at work including:

- Infection control practices
- Proper use of Personal Protective Equipment
- How notifications of Covid-19 symptoms and diagnosis are managed
- How to report unsafe working conditions.

DO NOT USE
Policy Archived
5/11/23

COD Safe Workplace Policy 2.3 *(Continued)*

Appendix D: COVID-19 Vaccination Policy (v.2 October 15, 2021)

1. Authority

- 1.1 In accordance with the City of Detroit's duty to provide and maintain a workplace that is free of known hazards, we are adopting this policy to safeguard the health of our employees and their families; our citizens and visitors; and the community at large from infectious diseases, such as COVID-19 that may be reduced by vaccination.
- 1.2 This policy complies with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention (CDC), Michigan Occupational Safety & Health Administration (MI-OSHA), local health authorities, and City of Detroit Safe Workplace policy, as applicable.

2. Scope

- 2.1 All City of Detroit employees and their families are eligible and encouraged to receive the COVID-19 vaccine (vaccines).

3. Procedures

- 3.1 Employees and their families can schedule a COVID-19 vaccine by calling: (313) 230-0505.
- 3.2 The City will pay for all vaccinations and testing covered by this policy.
- 3.3 When not administered by the City, costs associated with the vaccine(s) should be submitted through employees' health insurance, where applicable, submitted for reimbursement.
- 3.4 Employees should work with their supervisors to schedule the appropriate time to comply with this policy.
- 3.5 All employees will be paid for time taken for vaccination or for COVID-19 testing.
- 3.6 No employee shall receive overtime pay for vaccination or for COVID-19 testing.
- 3.7 Employees should retain a copy of their vaccination record.
- 3.8 Upon request of Human Resources, employees may be asked to provide proof of vaccination (i.e., copy of vaccination card).

DO NOT USE
Policy Archived
5/11/23

COD Safe Workplace Policy 2.3 *(Continued)*

- 3.9 Employees working on-site who are not vaccinated or do not provide proof of vaccination upon request by HR, shall be subject to weekly COVID-19 testing.
- 3.10 It is possible, but not likely, that fully vaccinated employees (final dose +2 weeks) can be asymptomatic carriers of COVID-19. Therefore, fully vaccinated employees working on-site may be subject to random COVID-19 testing, at a reduced frequency, based on community and employee prevalence.
- 3.11 Fully vaccinated and non-vaccinated employees must continue to adhere to the Safe Workplace Policy issued by the City of Detroit; including, but not limited to the use of face masks, social distancing, and emphasis on hand-washing.
- 3.12 Questions regarding this policy or requests for accommodations should be directed to Human Resources.
- 3.13 Refusal to submit to the required COVID-19 testing can result in disciplinary action; up to and including discharge.

4. Prohibited Activity/Request for Voluntary COVID-19 Vaccination

- 4.1 The City of Detroit provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religious beliefs, age, weight, sex, national origin, disability, status as a veteran, pregnancy, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

5. Additional Resources

- 5.1 Direct questions regarding this policy or accommodations to your department's HR Manager or Consultant or visit the following web pages for more information:

What you should know about COVID-19 Vaccine | City of Detroit
(detroitmi.gov)

COVID-19 Vaccines | CDC

<http://www.detroitmi.gov/employee-safe-workplace>