



City of Detroit

COVID-19 Safe Workplace Standards

OFFICE OF THE CHIEF FINANCIAL OFFICER (“OCFO”) COVID-19 Protocol¹

The following Safe Workplace Protocols will be implemented to safeguard the health and safety of all Office of the Chief Financial Officer (“OCFO”) personnel and visitors to OCFO offices in compliance with the [COD Safe Workplace Policy 2.0](#).

All City employees and their families are encouraged to get the COVID-19 vaccine.

Call (313) 230-0505 to schedule a vaccination. Please visit the Employee COVID Resource Page for more information and resources. www.detroitmi.gov/employee-safe-workplace

The City’s Return to the Office “RTO” Team (which consists of members of the health department and others) has conducted walkthroughs for all OCFO workspaces and has identified capacities (suites, conference rooms, break rooms, etc.) and configurations to maximize the safety of our employees and customers. These capacities and any other requirements will be provided to each OCFO division and must be adhered to. These capacities can be found in this [OCFO Safe Workplace Capacities GoogleSheet](#) and will be updated as needed. *Note if evidence is provided that shows employees in an area or suite are all vaccinated, then there will be no capacity restrictions for that area, as determined in consultation with the health department.

The amount of staff working remotely or onsite is made at the divisional level (by the Deputy CFO), resulting in adherence and compliance with the capacity and other requirements in place as defined by the RTO Team, as well as other applicable policies (e.g., Human Resources).

Per the FWS Program, “FWS is not a universal employee benefit; employees do not have a “right” to participate in the program. The City reserves the right to approve or deny an employee’s application or terminate an approved FWS at any time. Employees who desire to participate in the FWS program must apply and receive approval before the FWS can start.

Employees who experience work performance difficulties, attendance problems, receive coaching, are placed on a Performance Improvement Plan (PIP), or receive disciplinary action during the approved FWS period, may be immediately removed from the FWS Program.”

Mask requirements are waived for fully vaccinated employees, unless in an elevator, shuttle bus, at a healthcare facility, in a residential property or in any location that requires a mask for entry, including CAYMC.

¹ Certified by the City of Detroit’s COVID-19 Safety Team on August 31, 2021.

Non-vaccinated employees shall continue to wear masks during the workday and are subject to COVID-19 testing on a regular basis, as determined by the Human Resources Department. For additional information, please see the [COD Vaccination Policy](#).

Due to the evolving response to the COVID-19 pandemic, the protocols outlined below may be revised with additional guidance. Employees 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, employees should always use common sense and good judgment to avoid risks and to keep themselves and our communities safe and healthy.

EMPLOYEE TESTING PROTOCOLS

1.0 Initial Return to the Office COVID-19 Testing

- 1.1 When an employee is scheduled to work after transitioning from telework, the employee must have a NEGATIVE COVID-19 test within the past (14) days on file with HR Employee Services prior to working onsite. The supervisor and employee will receive notice from HR Employee Services that the employee is cleared to come onsite. Those employees who have already received notice from HR that they are cleared to come onsite will be subject to random COVID-19 testing, and/ testing at a cadence as determined by HR.
- 1.2 Employees are encouraged to schedule their return to the worksite COVID testing through HR - Employee Services but can submit the results of a private test to be cleared to return to work. Please forward your test results to our department's HR Employee Services Consultant, Shine Joseph: Joseph.Shine@detroitmi.gov:

All Employees MUST have a NEGATIVE test and clearance from HR before returning to the office.

- 1.3 **Employees returning to the office and awaiting test results**, shall continue working at their current telework location until the test result is received.
- 1.4 **Employees returning to the office who test NEGATIVE for COVID-19**, shall forward a copy of test results, if tested at a non-HR-scheduled testing facility. All other test results are provided to the HR Employee Services Manager and an official Return to Work Clearance is sent to the supervisor.
- 1.5 **Employees returning to the office who test POSITIVE for COVID-19**, must notify HR Employee Services to receive direction on next steps. CDC Guidelines are fluid and change

frequently. Not every situation is the same, so please do not make decisions regarding your workday without contacting HR Employee Services.

2.0 Testing Protocol While Working at City Building/Location

- 2.1 If an employee begins demonstrating symptoms **during the workday**, the employee should notify supervisor and immediately leave the worksite. Supervisors should contact Employee Services right away. The employee may not return to work until they receive a negative COVID-19 test, following the City's testing regimen.
- 2.2 Employees **who have been working on-site** and test positive for COVID-19 will be continually monitored by HR Employee Services during isolation.
- A. The Employee Services Consultant will direct any employee exposed to COVID-19 to isolate and/or receive a COVID-19 test, based on contact tracing guidelines.
- B. HR Employee Services will conduct ongoing wellness checks to confirm the employee's status. Employees shall respond to those phone calls or could be subject to being recorded absent without leave.
- C. The City is committed to bringing isolated employees back to work safely and efficiently and in accordance with the City of Detroit's Safe Workplace Policy 2.0.
- 2.3 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 the office (they must go home). The employee will be scheduled for a COVID-19 test, and if negative, will be released to return to the office.

3.0 Sincere Religious Objections to Testing

- 3.1 As outlined above, all employees must be tested as a precondition to working at any work location. However, in compliance with federal, state, and local ordinance and where it does not conflict with the health and safety of other employees, a religious objection to the subjection of specific testing regimes will be carefully reviewed by HR Employee Services and accommodated, where possible.
- 3.2 If an employee has a sincere objection to a particular test, the employee should submit, in writing, the nature and basis of the objection. Written objections should be forwarded to HR Employee Services Consultant, Shine Joseph at Joseph.Shine@detroitmi.gov.

EMPLOYEE HEALTH SCREENING & MONITORING PROTOCOLS

4.0 Daily Self-Screening Survey

- 4.1 All employees and contractors reporting to a worksite are required to complete a daily self-screening survey prior to leaving their home before starting their shift. All employees and contractors must complete the survey whether going to a City facility, or another worksite. (e.g., City Inspectors). If an employee is unable to complete the survey, they must contact their supervisor to complete the survey on their behalf. Continued failure to do complete the daily screening may result in disciplinary action.

COVID-19 Self-Screening Form (General City Employee)

- 4.2 Employees who are authorized to telework for the entire day, do not have to complete the screening survey, as they are not working onsite.
- 4.3 Supervisors will receive immediate notification of their employee's survey results including the employee's name, date/time of entry and survey results; PASS or FAIL.
- 4.4. It is critically important for supervisors to closely monitor if an employee arrives to work without completing the daily screening survey. Any employee who does not complete the survey prior to the start of their shift and refuses to do so after being directed by the supervisor, is not eligible to work onsite and should be sent home. Continued disregard for completing the daily screening or ignoring a supervisor's order may be grounds for discipline.
- 4.5 Employees **who tested positive within the past 14-days, or who are experiencing COVID-19 related symptoms, or who have been exposed to someone that has tested positive**, will not pass the screening, and SHOULD NOT attempt to enter any City of Detroit facility, or report to any City of Detroit jobsite. Instead, the employee should comply with the following:
- A. Continue to work remotely, if not experiencing significant COVID-19 symptoms;
 - B. Follow normal call-in procedure to report an absence; and
 - C. Contact HR Employee Services to determine appropriate time-off options.
 - D. Stay at home and isolate to minimize the potential spread to others.
 - E. Consult a physician if health conditions worsen.

5.0 Visitors

- 5.1 Employees seated in locations to receive visitors shall maintain a log with the visitor's name, date, time, contact information and the name of the employee they are visiting. This information will be helpful for contact tracing purposes.
- 5.2 Visitors should be made aware of the requirements for unvaccinated visitors, including wearing facemasks and social distancing.
- 5.3 Visitors should be directed to the barrier-free restrooms in the basement. OCFO will no longer provide visitors with keys to the locked employee bathrooms.

**If all employees/visitors provide proof of vaccination, then capacity limitations will be waived, except reception areas that must adhere to capacity limitations at all times.*

6.0 Social Distancing

- 6.1 The Centers for Disease Control (CDC) has identified social distancing as a key tool to prevent the spread of the virus and Employees are required to follow the following protocols:
 - A. Remain (6) feet apart from another person, whenever feasible.
 - B. All employees will have (1) point of entry and (1) point of exit assigned to their area.
 - C. Do not use doors marked for emergency exit only.
 - D. Comply with direction markers, capacity signs in conference rooms, on the elevator, etc. to maintain safe spacing.
 - E. Significantly reduce or eliminate the number of in-person meetings and all-employee meetings, and instead use Zoom or other video conference functionality for meetings.
 - G. Leaders may schedule work with staggered start times to foster social distancing.

7.0 Workplace Modifications

- 7.1 A walkthrough was conducted for all OCFO work locations. All active reception desks in our offices have plexiglass sneeze guards. Factors such as air flow, traffic flow, etc., may limit the number of non-vaccinated employees that can work in any given area at the same time.** In support of physical distancing guidelines, OCFO employees will adhere to the workspace capacities identified in the Google Sheet here:

<https://docs.google.com/spreadsheets/d/1MQEPuvhkPpLfWzdnP9zockvFRdTnYYwwQJfWCnoR9bl/edit?ts=606f1087#gid=0>. **Note there are no capacity limitations if all employees in room(s) are vaccinated.

8.0 Hygiene Protocols (General)

- 8.1 Employees are encouraged to wipe down their desk and equipment upon their return to the office and throughout the workday with sanitizing wipes provided by the City.
- 8.2 Employees using high touch items such as copiers will be required to use sanitizing wipes before and after touching the surface(s).
- 8.3 Good hand hygiene, through regular use of hand sanitizers located at each workstation, copiers and other high touch areas throughout the department is strongly encouraged.
- 8.4 Employees should eliminate handshaking and consider an alternate greeting gesture.
- 8.5 Employees are required to 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 70% alcohol.
- 8.6 Personal hygiene requirements, which include:
 - Cover your mouth/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.

9.0 Hygiene Protocols (Break Rooms)

- 9.1 Employees using common items such as refrigerators, microwaves, faucets, coffee machines, etc. in break rooms are required to use sanitizing wipes before and after touching surfaces.
- 9.2 Employees are required to provide their own food utensils to minimize physical handling of common items.

- 9.3 To stop the spread of the virus, employees are prohibited from sharing any food buffet-style, catering for groups, etc. in all offices and locations, for the duration of the public health emergency.

10.0 Mandatory Training

- 10.1 All employees are required to participate in COVID-19 training focusing on workplace hazards and the appropriate use of Personal Protective Equipment (PPE). Click the PowerDMS link to complete the required training: [COVID-19 Training on PowerDMS](#). For assistance logging in, please click here: [PowerDMS User Guide](#)
- 10.2 All PPE training will be logged for record-keeping purposes.

11.0 Use of Masks and Use of PPE

- 11.1 To ensure the health and safety of all employees and residents, the City will provide disposable surgical masks and may provide other PPE to support the following requirements, to be reinforced by supervisors:
- 11.2 All employees, except those that are fully vaccinated², are required to wear a surgical mask while reporting to work to reduce the spread of the COVID-19 virus. Employees will be provided masks and are required to wear the mask throughout the day unless they are alone in a closed office or vehicle.
- 11.3 Masks can be re-used provided the masks do not get soiled, wet, or exposed to employees who test positive for COVID-19. Employees should carefully discard their mask in accordance with PPE training noted in Section 10 of this protocol.
- 11.4 Employees are reminded that while surgical masks provide important protection in daily activity, vaccination, social distancing, and good hand hygiene are the most important steps to take to prevent the spread of COVID-19.
- A. **Use Surgical Masks in the following circumstances:**
- When interacting within six feet of others
 - Driving in a car with another individual in the passenger seat
- B. **Daily Use of Surgical Masks by the Public.** The department will provide surgical masks to any non-vaccinated member of the public who enters our offices without one to prevent the spread of infection among employees and other members of the public

² Masks are required for vaccinated and unvaccinated employees in elevators, shuttle buses, in residential property and during entry into CAYMC.

- C. **Use of Gloves in Selected Environments.** Employees who have regular interaction with the public or high touch areas may elect to wear gloves when accepting or providing forms, opening mail, filing, etc. All employees must wash and/or sanitize their hands immediately after glove removal. Gloves, like masks, should be carefully discarded in accordance with the PPE training noted in Section 10 of this protocol.
- D. **Use of Eye Protection in Selected Environments** For employees whose job function requires them to come within six feet of persons (e.g., first responders) eye protection may be worn. OCFO NAME has a limited number of reusable face shields for use.

12.0 Worksite Cleaning

- 12.1 **WORK-SITE CLEANING.** OCFO will work with each building’s cleaning team to ensure that all high-touch or high-traffic surfaces—such as door handles, light switches, reception tables, and shared computer/appliance controls—are sanitized frequently throughout the day.
- 12.2 Additional cleaning should follow these protocols:
 - A. **Common surfaces** Including control buttons, tools, and other common surfaces: Hospital grade disinfectant or fresh 10% chlorine bleach solution. Spray with handheld sprayer or wipe. Minimum at the end of workday
 - B. **Offices, office desks, and conference rooms** Table and chair surface spray with handheld sprayer or wipe, at the end of each meeting, per schedule, and end of day.
 - C. **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.
- 12.3 **PERSONAL & “HOTEL” WORKSPACE.** Employees are responsible for thoroughly cleaning and sanitizing their work surfaces and equipment once per day at a minimum (e.g., phones, keyboards, desks, doorknobs, light switches, etc.). Wipes and disinfectant are available for use.

12.3 Any meeting space or workspace used on a temporary “hoteling” basis must be thoroughly cleaned when leaving the workspace or room. We all must take responsibility in keeping our workspace clean and sanitized.

13.0 PPE and Supplies

13.1 **Emergency Supplies Coordinators** (“ESCs) have the primary responsibility for ensuring that their Division has an adequate amount of PPE and sanitation supplies on site, and that these are effectively allocated and distributed. Below is current the list of ESCs for each OCFO Division:

Division	Name	Email
CFO’s Office	Cherie Lawson	Cherie.Lawson@detroitmi.gov
Assessor	Cynthia Burton	burtoncyn@detroitmi.gov
Budget	Janice Butler	butlerj@detroitmi.gov
Contracting & Procurement	David Mott	MottDa@detroitmi.gov
Controller	Karen Scott	scottkf@detroitmi.gov
Departmental Financial Services	Sandra Johnson	Sjohnson@detroitmi.gov
Development & Grants	Jalesa Beck	BeckJal@detroitmi.gov
Treasury	Christen Talifer	TaliferC@detroitmi.gov

13.2 **Supply Notification Plan.** The Supplies Coordinator will take inventory to support supplies ordering. Each Division shall request and receive PPE and supplies from their Emergency Supplies Coordinator.

13.3 **Supply Distribution Plan** Ensuring all staff have the supplies they need, when they need it is critical to a safe return to work plan. All OCFO Divisions have designated emergency supply areas (most are cabinets, offices), which are identified in Exhibit A. These areas are to be stocked with ample supply and according to the minimums identified in the table below. 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.

30-day supply of the following:

- **Nitrile gloves** Surgical Nitrile Gloves
- **Disinfectant spray/wipes** 10% bleach (sodium hypochlorite)

- **Hand sanitizer (and refills)** Sanitizer with Alcohol 70%/Local Brand “Sanitizer.” Sufficient quantity for shared bottles to be placed at each desk, workstation, conference and huddle rooms, and refills for dispensers at copiers, kitchen and reception areas.
- **Hand soap** Hand soap for kitchen
- **Tissues** near copiers, kitchen, reception areas, offices, conference rooms, etc.
- **Eye protection** shields or goggles, for emergency use

14.0 Department COVID-19 Safety Coordinator

- 14.1 At least two (2) designated COVID-19 Safety Coordinators shall monitor and report on the COVID-19 control strategies developed in this protocol to ensure that all employees are compliant. OCFO COVID-19 Safety Coordinator(s) is/are listed below:

Name	Email
Jeanet Kulcsar	KulcsarJ@detroitmi.gov
Cherie Lawson	Cherie.LawsonC@detroitmi.gov

- 14.2 A copy of the OCFO’s protocol will be posted in multiple locations throughout the worksite and made readily available to employees and their representatives via (website, internal network and/or hard copy).

15.0 COVID-19 Safety Hotline

- 15.1 Employees should first notify their Department Safety Coordinator to resolve any concerns of non-compliance of this protocol.
- 15.2 If the compliance concern cannot be resolved at the department level, the employee may contact the COVID Safety Hotline to file a complaint at (313) 876-4000 or email DHDOutbreak@detroitmi.gov. The submitter should include in the subject: “City of Detroit COVID Safety Complaint”. The complaint will then be sent to Human Resources, City of Detroit Risk Management and Detroit Health Department – Environmental Health for investigation.