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## CITY COUNCIL AGENDA ITEM

Date: May 21, 2020

To: Mark F. Miller, City Manager

From: Jeanette Menig, Human Resources Director

Subject: Policies and Procedures for Returning to in-person Work

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### **Background**

Since mid-March the City has implemented remote work wherever possible. Thanks to the robust technology infrastructure that already existed in our organization and adept support from our Information Technology Department, the transition to remote work was smooth. As a result, the vast majority of full-time employees, and some part-time employees, who were no longer able to work in-person have continued to work from their homes.

As the Executive Orders change and additional sectors of the economy return to work, City operations will continue to change to provide the services needed. When the construction trades returned to work, many employees from Planning, Engineering and Building Inspection, as well as contractors for SafeBuilt and the Engineering Department, returned to varied levels of in-person work.

### **New Policies**

In addition to the facility updates completed by the Public Works Department, the City has identified new expectations for safe work in City facilities. Guided by direction and recommendations from the Occupational Safety and Health Administration (OSHA), Centers for Disease Control (CDC), State of Michigan and Oakland County, the City has implemented new policies and procedures for safe in-person work, in the form of Administrative Memo 1-P-26.

These changes include behavior expectations, individual responsibility for personal hygiene and workspace cleaning, personal protective equipment use (including required face coverings), daily symptom screening, and the suspension of nonessential travel. A copy of the Administrative Memo is attached.

### **Updates**

City management continues to review Executive Orders as they are released and will update our policies and procedures as needed to comply and provide a safe, productive work environment for our in-person employees.



# ADMINISTRATIVE MEMORANDUM

<b>SUBJECT:</b> Policies and Procedures for Return to in-person Work		
<b>DATE OF ORIGINAL ISSUE:</b> May 7, 2020	<b>EFFECTIVE DATE:</b> May 7, 2020	<b>NUMBER:</b> 1-P-26
<b>RE-EVALUATION DATE:</b>	<b>RESCINDS:</b>	<b>LAST REVISION DATE:</b>
<b>DISTRIBUTION:</b> All Employees		

## **BACKGROUND**

The safety of our employees and the public is of paramount importance to the City. As we return to additional in-person work at City Hall and other City offices we must provide our services with diligent regard for public health.

Guided by direction and recommendations from the Occupational Safety and Health Administration (OSHA), Centers for Disease Control (CDC), State of Michigan and Oakland County, the following policies and procedures will be in effect immediately and until further notice.

## **POLICIES AND PROCEDURES**

### Remote work, reducing in-person occupancy

- Remote work will continue, where appropriate, to the greatest extent possible.
- Employee to employee contact and employee to public contact will be reduced by replacing face-to-face meetings with virtual communications when possible.
- When in person meetings are required with the public, it is encouraged that meetings will be scheduled whenever possible to anticipate department occupancy.
- Employees will be required to adhere to posted occupancy on shared rooms (conference rooms, employee lounge, mail room, etc.).

### Social distancing

- Employee workspaces will be modified to allow for at least a 6 foot distance between employees.
- Employees will be required to maintain the 6 foot distance from other individuals, as possible, as they interact and occupy the building.

### Work schedules may change

- Employees who are authorized to return to in-person work will be notified by their supervisor or department director regarding their schedule and work hours.
- Some employees may work a hybrid schedule including some remote work and some in-person work. Some work schedules may be modified to allow in-person workers to maintain proper distance from one another.

### Illness and daily screening

- Supervisors will continue to encourage sick workers (with symptoms consistent with COVID-19, and other illnesses) to stay home.
- Before entering the workplace, all employees will be screened by self-report or by in-person inquiry according to criteria established by the Oakland County Health Department. Employees will be asked to report their current health status including, but not limited to: fever, cough, shortness of breath, sore throat, and/or diarrhea. Also part of the daily screening will be reporting if the employee was in close contact in the last 14 days with someone with a diagnosis of COVID-19 or if the employee travelled internationally or outside of Michigan in the last 14 days. If the employee reports any of these symptoms, or a “yes” to the additional questions, they will not be permitted to work in-person or enter the workplace.

### Personal protective equipment (PPE) and hygiene

- The City will provide personal protective equipment to employees consistent with their exposure risk regarding their contact with the public/other employees (e.g. face coverings).
- Employees may choose to use their own personal protective equipment if it complies with the recommendations of the CDC.
- The City will continue to provide a work environment that promotes personal hygiene and materials necessary to maintain personal hygiene (i.e. hand soap, hand sanitizer, disposable towels, disinfectants and materials to clean their workspaces).
- The City will continue to require regular hand washing or use of alcohol-based hand rubs while employees are working in-person.
- The City will continue to provide information to employees regarding COVID-19 risk factors and protective behaviors (e.g., cough etiquette and use/care of PPE).

### Employees must wear face coverings

- All employees able to medically tolerate a face covering must wear face coverings over their nose and mouth in the course of their work. Specifically, these employees must wear face coverings if they are in an enclosed public space or if they cannot consistently maintain six feet of separation from other workers or the public in open spaces.
- Employees who are unable to medically tolerate wearing a mask over their nose and mouth must notify their supervisor and/or the Human Resources department prior to their return to in-person work, or as soon as practical after they become aware of their inability to medically tolerate wearing the face covering.

### Cleaning and disinfecting of workspaces and shared equipment

- The City has increased cleaning and disinfection of all facilities.
- The City will continue to provide disinfectants and materials employees need to clean their workspaces.
- Shared workspaces, equipment (telephones, copy machine, public access kiosk/computer, etc.) and frequent touch points (doorknobs, light switches, file drawer handles, etc.) must be cleaned/disinfected by department staff members multiple times during the work shift, including at the beginning and end of the work shift.
- Individual workspaces must be cleaned/disinfected by the employee at the beginning and end of their work shift.

### Reduced Travel

- Nonessential work travel is discontinued (i.e. traveling to attending professional conferences, seminars or nonessential in-person training).

Additional Measures

- Additional safety measures may be implemented, as needed or as available to protect the health and safety of the employees and public visiting our facilities.
- 24/7 Operations in the Police Department or Fire Department, and other specific work-locations (e.g. Troy RYDE, Public Works Division) may implement additional or modified safety procedures.

Approved:

A handwritten signature in black ink, appearing to read 'Mark F. Miller', is written over a solid horizontal line.

Mark F. Miller, City Manager