

# **DETROIT WAYNE INTEGRATED HEALTH NETWORK**

## **COVID-19 EMPLOYEE SAFETY AND BUILDING REOPENING PROCEDURE GUIDE**

**May 2020**

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# PLAN OVERVIEW

	PHASE 1 Safety and Preparedness March 13 – May 28, 2020	PHASE 2 Lower Workplace Risk June 1 – July 31, 2020	PHASE 3 Prepare for “New Normal” August 3 – October 2, 2020	PHASE 4 Embrace our “New Normal” October 5 – Beyond (tba)
PLAN GOALS	<ul style="list-style-type: none"> <li>○ Safeguard staff and move to successful remote operations for both Milwaukee and New Center One employees</li> <li>○ Clean and sanitize building</li> </ul>	<ul style="list-style-type: none"> <li>○ Safe and healthy employees</li> <li>○ Determine the most appropriate actions while adjusting to meet the unique needs and circumstances of DWIHN workforce</li> <li>○ Centralize limited staff at Milwaukee building</li> <li>○ Limit staff entering the New Center One building due to high traffic and lack of control</li> </ul>	<ul style="list-style-type: none"> <li>○ Safe and healthy employees</li> <li>○ Access current environment, well-being of staff, remote operations and proceed with caution</li> </ul>	<ul style="list-style-type: none"> <li>○ Safe and healthy employees</li> <li>○ A building that will once again be open to the public for meetings and trainings.</li> </ul>
HEALTH & WELLNESS ACTIONS	<ul style="list-style-type: none"> <li>○ Close building to staff</li> <li>○ Order appropriate PPE and sanitation supplies</li> <li>○ Increase cleaning and disinfecting measures</li> <li>○ Provide access to staff for diagnostic testing and routine screening.</li> <li>○ Social distancing to slow the spread of the virus</li> </ul>	<ul style="list-style-type: none"> <li>○ Building opens to limited staff (50-60 employees)</li> <li>○ Provide access to staff for diagnostic testing and routine COVID screening.</li> <li>○ Implement social distancing, barrier/partition controls</li> <li>○ Providing personal protective equipment for staff</li> <li>○ Encouraging telework</li> <li>○ Restrict entrance and conduct daily screening protocols into the buildings</li> <li>○ Prohibit public use of buildings (trainings, meetings)</li> <li>○ Continue cleaning and disinfecting measures</li> </ul>	<ul style="list-style-type: none"> <li>○ <b>Pending outcomes of COVID tests in staff in Phase 2</b> working in the buildings, add’l 50-60 staff to enter building</li> <li>○ Provide access to staff for diagnostic testing and routine COVID screening.</li> <li>○ Continue social distancing, barrier/partition controls and personal protective equipment for staff</li> <li>○ Prohibit public use of buildings (trainings, meetings)</li> <li>○ Continue cleaning and disinfecting measures</li> </ul>	<ul style="list-style-type: none"> <li>○ <b>Pending outcomes of COVID tests in staff in Phase 3</b> working in the buildings, add’l 50-60 staff to enter building</li> <li>○ Provide access to staff for diagnostic testing and routine COVID screening.</li> <li>○ Cont. social distancing to slow the spread of the virus</li> <li>○ Continue cleaning and disinfecting measures</li> </ul>

# PLAN OVERVIEW cont.

<p><b>SAFETY MONITORING</b></p>	<ul style="list-style-type: none"> <li>○ Establish and maintain tracking of employees entering the building</li> <li>○ Monitor federal, state, and local public health communications about COVID-19 regulations, guidance and ensure that staff have access to information.</li> </ul>	<ul style="list-style-type: none"> <li>○ Continue testing staff, including tests for those with symptoms and positive results.</li> <li>○ Monitor PPE equipment and supplies. Re-order as necessary.</li> <li>○ Continue to monitor and inform staff on COVID-19 safety protocols.</li> <li>○ Enhance infection prevention programs in accordance with MIOSHA and CDC guidelines</li> </ul>	<ul style="list-style-type: none"> <li>○ Continue testing staff, including tests for those with symptoms and positive results</li> <li>○ Monitor PPE equipment and supplies. Re-order as necessary.</li> <li>○ Continue to monitor and inform staff on COVID-19 safety protocols.</li> </ul>	<ul style="list-style-type: none"> <li>○ Continue testing staff, including tests for those with symptoms and positive results.</li> <li>○ Monitor PPE equipment and supplies. Re-order as necessary.</li> <li>○ Consider modifying travel policies</li> <li>○ Continue to monitor and inform staff on COVID-19 safety protocols.</li> </ul>
<p><b>COVID-19 POSITIVE PROCEDURE</b></p>		<ul style="list-style-type: none"> <li>○ Staff who test positive for COVID-19 should be identified by either regular testing or daily screening.</li> <li>○ DWIHN can isolate a COVID+ employee and surrounding staff through our daily screening measures to identify and notify employees.</li> <li>○ DWIHNs HR Dept will provide appropriate support to any employee testing positive COVID-19 as they reach out to their primary care physician</li> <li>○ COVID + clients to be contacted by the WC Health Dept who is the responsible agency for Contact Tracing</li> </ul>	<ul style="list-style-type: none"> <li>○ Before an employee who tested positive for COVID-19 returns to work, they must be cleared by a physician.</li> <li>○ The employee must still have waited the 14-day incubation period.</li> <li>○ Surrounding staff who may have come in contact with “employee” must check with the WC Health Dept and their physician to determine their exposure risk level, necessity for testing and clearance for work.</li> </ul>	
<p><b>PLAN HAZARDS</b></p>	<ul style="list-style-type: none"> <li>○ Shortage of PPE and prolonged waiting periods</li> <li>○ Monitor federal, state, and local public health communications about COVID-19 regulations, guidance and ensure that staff have access to information</li> </ul>	<ul style="list-style-type: none"> <li>○ Should an employee test positive for COVID-19 during Phase 1.</li> </ul>		<ul style="list-style-type: none"> <li>○ Some staff who work in the field may be going into AFC homes, hospitals and interacting with clients were COVID-19 may still be prevalent.</li> </ul>

# BUILDING CLEANING

The Facilities Dept has established hand sanitizer stations in areas where individuals may not have immediate access to restrooms in addition the lobbies and other common areas. Every employee has also been provided with their own individual bottle of hand sanitizer in their PPE allotment.

To ensure you return to a safe work environment, we've implemented the following:

- ✓ Cleaned and disinfected all workstations and accessible offices.
- ✓ Cleaned and disinfected all common areas – including break and lunch areas, conference rooms, entrances, lobby areas, restrooms.
- ✓ Instituted daily and weekly cleaning protocols in accordance with CDC and MIOSHA guidelines.
- ✓ Established hand sanitizer stations in areas where soap and water are not easily accessible
- ✓ Implemented social distancing actions
- ✓ Disinfecting supplies will be available for staff to wipe down general work surface areas twice per day.

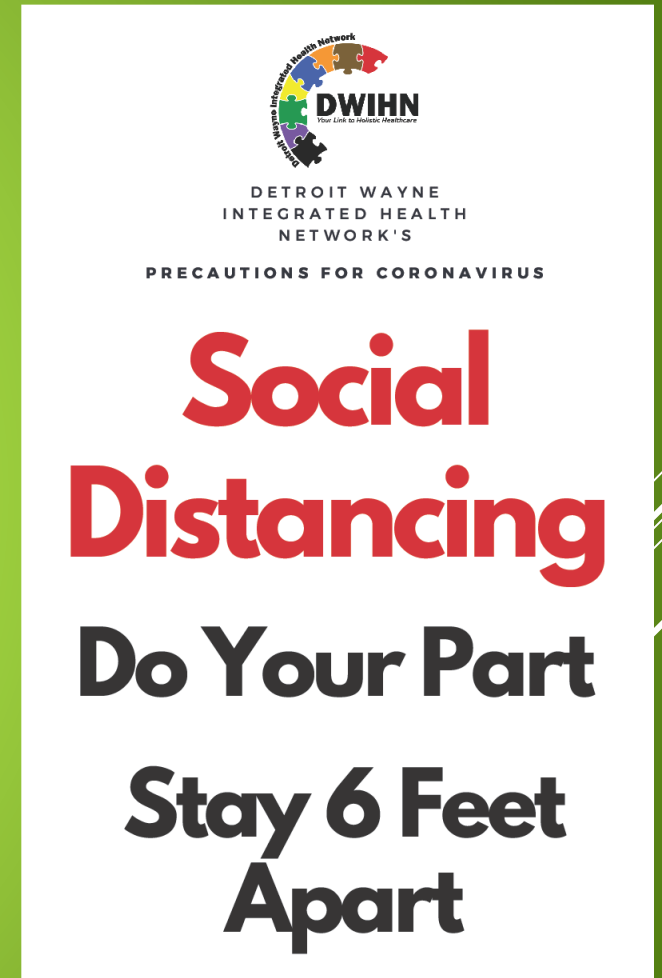




# PHYSICAL DISTANCING AND WORKPLACE MODIFICATIONS

The Centers for Disease Control (CDC) has 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 employee. The following requirements have been put into effect:

- ✓ Employees shall be six feet apart from another person whenever feasible.
- ✓ Designed measures to control the flow of people entering and exiting facilities
- ✓ Creating 6-foot markings on the floor to encourage employee spacing
- ✓ Removing chairs and desks to ensure 6-foot spacing
- ✓ Remote working will allow for suitable spacing in cubicles
- ✓ Limiting the number of people that can be in one room at a time, and creating clear, maximum room occupancy signage based on adequate spacing.



# PHYSICAL DISTANCING AND WORKPLACE MODIFICATIONS cont.

- Elevators will be marked with a per car maximum
- Employees shall reduce the number of in-person meetings and trainings, instead using MS Teams, BlueJeans, Zoom or other video conference call means.
- When working in a group atmosphere, as few employees should be assigned to a task as possible.
- Employees should adhere to state-level guidelines—including, but not limited to, executive orders from the Governor—to ensure their safety outside of work.



**COVID-19 ELEVATOR ETIQUETTE**

- 2-3 people per elevator**  
Avoid overcrowding
- Take the stairs or wait for the next elevator**
- Cover your cough**
- Avoid touching your face after pushing buttons**

# WORKPLACE – PHYSICAL CLOSURE TO THE PUBLIC

- DWIHN facilities will temporarily be closed to the public in adherence to social distancing guidelines. Administration will re-evaluate after consulting with local health officials, taking into consideration internal COVID-19 testing and evaluating the overall safety of its staff and members of the public.
- Conferences, meetings and trainings typically held at its offices are encouraged to be held virtually whenever possible.
- Members of the general public wishing to participate in a meeting of a public body of DWIHN can do so by visiting [www.dwihn.org](http://www.dwihn.org) as all DWIHN Board and Committee meetings are held electronically in accordance with the Open Meetings Act.



DETROIT WAYNE  
INTEGRATED HEALTH  
NETWORK'S

PRECAUTIONS FOR CORONAVIRUS

# COVID-19 SAFETY

## Public Closure

Visit us at [dwihn.org](http://dwihn.org)

## Crisis Services Call 800-241-4949



# DAILY EMPLOYEE SCREENING



## GUIDE TO COVID-19 SYMPTOMS AND PREVENTION



LOSS OF SENSES



FEVER



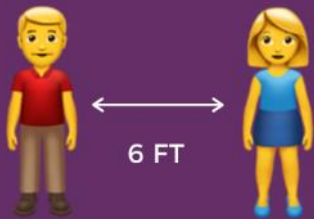
COUGH



SHORTNESS OF  
BREATH



CALL YOUR DOCTOR  
IMMEDIATELY IF  
SYMPTOMS APPEAR



PRACTICE  
SOCIAL DISTANCING



STAY HOME IF  
SICK



COVER MOUTH AND  
NOSE



WASH HANDS  
FREQUENTLY

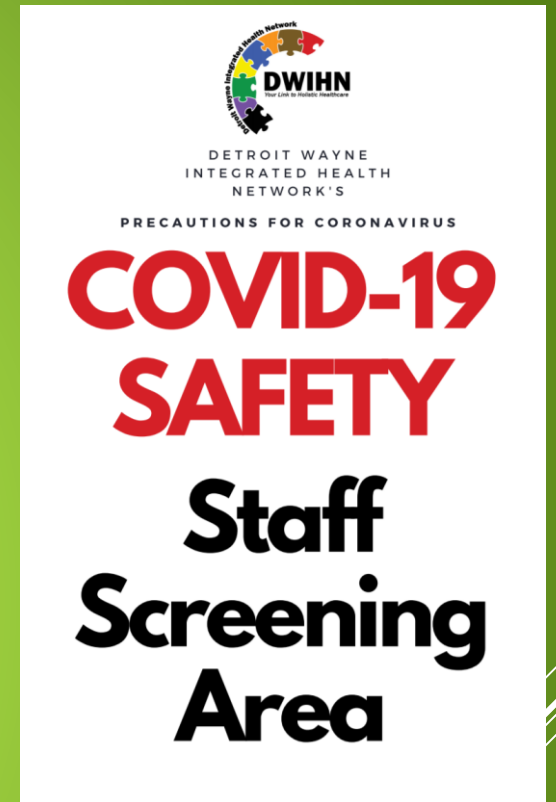


CALL YOUR DOCTOR  
IMMEDIATELY IF  
SYMPTOMS APPEAR

AVOID TOUCHING YOUR EYES, NOSE AND MOUTH  
VISIT [CDC.GOV](https://www.cdc.gov) FOR MORE INFORMATION

# DAILY EMPLOYEE SCREENING

- All employees will complete a COVID-19 Daily Screening Survey and use the survey confirmation to gain entry into DWIHN buildings. Questions are in accordance with CDC guidelines.
- Every building will have designated screeners.
- Upon entering the building, all employees will receive a non-contact temperature scan. If your temperature scan is above normal, you will be asked to visit your personal healthcare provider before being allowed to return to work.
- Although not everyone with a fever is infected with COVID-19, a fever is frequently one of the symptoms. Identifying people who have a fever and advising them to return home, monitor their symptoms and contact their personal healthcare provider for further direction and advice reduces the risk to people without symptoms of being exposed to COVID-19.



# DAILY EMPLOYEE SCREENING FORM



## Coronavirus (COVID-19) Intake Form for Detroit Wayne Integrated Health Network (DWIHN)

All responses will remain confidential and will only be visible to the DWIHN's HR team.

Your name \*

Office location \*

If this form is filled while staff is at Home - Use the "Home Office" under "Office Location"

Do you or anyone in your household have symptoms of COVID-19 including fever, cough, sore throat or shortness of breath? \*

Yes  No

Have you been in contact with someone with or under investigation for COVID-19? \*

Yes  No

Do you have a fever (temperature 100.4 or greater) or feel feverish? \*

Yes  No

Digital Temperature reading (When at Home)

(To be entered only when filling this form from home)

Are you experiencing shortness of breath? \*

Do you have diarrhea? \*

Possible exposure details

If you answered 'yes' to the above question, please explain your relationship to the individual you have been in contact with.

# DAILY EMPLOYEE SCREENING FORM - cont.

## WHAT HAPPENS IF YOU HAVE AN ELEVATED TEMPERATURE?

- If your temperature scan is above normal, you will be asked to return home, monitor your symptoms, and consult with your personal healthcare provider.
- Please do not return to the facility until have had no fever for at least 72 hours (that is three full days of no fever without the use medicine that reduces fevers); AND any other symptoms of COVID-19 have improved (for example, cough or shortness of breath); AND at least 7 days have passed since your symptoms/fever first appeared.
- You may also be required to get a release from your medical provider before returning to work. In all cases, follow the guidance of your healthcare provider and Wayne County Dept of Public Health.





# COVID-19 MOBILE TESTING PROCEDURE

- Please arrive at your indicated time. You will need your Driver's License or State ID. The mandatory COVID-19 testing is paid by DWIHN.
- If staff are interested in the COVID-19 antibody test (done at the same time) payments can be made via debit, HSA, credit card or cash. The cost is \$40.
- Mobile Testing will take place in Lot A & Lot B, you will not need to leave your vehicle. The building will be closed for everyone's safety.
- Testing is being done by Great Lakes Medical Laboratory, the week prior to your scheduled return to work day.
- Test results take 24-48 hrs. After a negative result, returning staff will report the following week. Please check with your supervisors for your specific schedule.
- Only staff who have been tested and screened will be permitted in the building.



## COVID-19 POSITIVE PROCEDURE

- Employees who test positive for COVID-19 must be cleared by their health care provider before they return to work. The health care provider should ensure that an employee is ready to return to work:
  - ✓ At least fourteen 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.
  - ✓ If the prior conditions have been met, the employee must contact the Human Resources Department to schedule a return-to-work COVID-19 test to be administered to clear the employee to return to work.
- If an employee who has been working on-site becomes sick, that information must immediately be reported to the DWIHN Human Resources Department. If the employee tests positive for COVID-19, DWIHN's HR Dept will assist the Wayne County Department of Public Health, which is the entity responsible for contact tracing.
- All COVID-positive employees who have been working on-site will continually be monitored through the daily screening process, once cleared to return. In addition, the Wayne County Department of Public Health will continue to monitor any exposed individuals as recommended by their contact tracing procedures.

## COVID-19 POSITIVE NOTIFICATION

- Under the ADA, employers are required to maintain the confidentiality of any medical information they receive, including the name of the affected employee.
- Through the Daily Screening Form (see pg. 11) the HR Dept will help to isolate the staff that may have been in “Close Contact” with a COVID positive individual. The HR Dept will communicate to these employees that they have potentially been exposed to COVID-19, while maintaining the affected employee’s confidentiality.
- Employees are to follow up with their primary care physicians
- The DWIHN HR Dept will work these employees in conjunction with Wayne County Department of Public Health to do contact tracing and conduct a risk assessment of their potential exposure

### WHAT IS A CLOSE CONTACT?

A close contact is defined as being within approximately six feet of a COVID-19 case for a prolonged period of time (15 minutes or more), or having direct contact with infectious secretions of a COVID-19 case (i.e., being coughed on).

# CLEANING PROTOCOL

## Deep Clean

- Area impacted is closed to access (until cleaning is completed and verified)
- Tape off identified area in need of cleaning
- Service professional performs work with specialized equipment and techniques (airborne disinfectant)
- Cleaning can be performed for the full or partial facility footprint (social habit / path)
- Donning of PPE

## Enhanced Clean

- Area impacted is closed to access (until cleaning is completed and verified)
- Janitorial team uses approved cleaning and sanitizing products
- Cleaning includes detailing of all desks and surfaces in area of identified employee; all identified area of social habits and paths identified by the impacted employee are to be sanitized

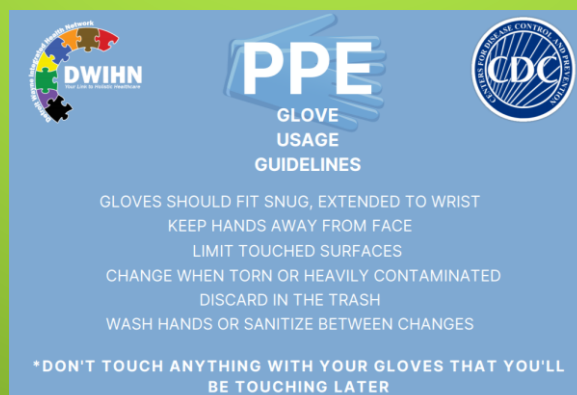
## Standard Clean

- Building is open
- Janitorial team uses approved cleaning and sanitizing products
- All high tactile areas (including but not limited to door handles, hand rails, conference rooms, elevators, escalators, kitchenettes, restrooms) cleaned twice per day



# PERSONAL PROTECTION EQUIPMENT DISTRIBUTION - STAFF

- Individual items of masks, gloves and hand sanitizer will be delivered to staff when they arrive to the DWIHN building following a successful completion of COVID-19 testing.
- These items will be replenished on a monthly basis (as seen fit) by the Facilities Dept.
- Personal Protection Equipment provided to all staff consists of:  
KN95 masks   Surgical masks   Gloves   Hand sanitizer
- Face masks are required to be worn at all times.
- Masks can be re-used by employees provided the masks do not get soiled, or wet.
- All employees will receive the below instruction cards and additional instructional video can be found on the DWIHN intranet  
[https://www.youtube.com/watch?time\\_continue=1&v=4xFY3aPF7E4&feature=emb\\_logo](https://www.youtube.com/watch?time_continue=1&v=4xFY3aPF7E4&feature=emb_logo)



# PERSONAL PROTECTION EQUIPMENT DISTRIBUTION - PUBLIC

- For the health and safety of all persons entering DWIHN facilities, hand sanitizing stations are provided to the general public.
- Face coverings are also to be worn by all persons inside DWIHN buildings, if you do not one, they are conveniently provided for you at entrance locations.
- Face masks are required to be worn by everyone, in all facilities, at all times. This measure of protection will remain in effect until such time as the COVID-19 virus is no longer a critical risk.



## NEW CENTER ONE (NCO)



- Due to the high traffic volumes and lack of building controls in common areas it is in the best interest in these early stages to limit staff use of NCO and centralize services under one roof where possible.
- DWIHN has effectively been utilizing a remote workforce since COVID-19 began; but even before the pandemic the majority of the NCO workforce has successfully demonstrated the ability to work remotely.
- The majority of operations at NCO will continue to operate remotely. Identified NCO staff who cannot work remotely, and are essential to preliminary DWIHN in house operations will report to the Milwaukee building on the 2nd floor.
- As in-house staffing levels will be low for the first few months, NCO staff will be assigned to park in Lot B, entering on Milwaukee St.



# PROPERLY SANITIZING YOUR OWN EQUIPMENT



## TIPS FROM THE DWIHN HELPDESK

<https://www.youtube.com/watch?v=dD6Q6vur2sQ>

How to Clean your PC and other Electronic Devices:

- Many Dell users have questions about proper cleaning techniques and what are the best options for disinfecting their Dell products.
- This video is a quick guide which can be applied to all Dell-branded PCs, monitors and display screens, docking stations, keyboards and mice. Watch and learn how to properly sanitize your equipment.
- Never spray the surfaces directly with cleaning solution. Always apply cleaning solution to cloth before application



## COVID-19: WHAT CAN YOU DO?

If anyone is experiencing symptoms of COVID-19, they should not come to work. They should monitor their symptoms and consult with their personal healthcare provider and contact HR.

The Centers for Disease Control has developed a website dedicated to providing information and guidance related to COVID-19. The website provides information on what individuals can do to protect themselves and also what individuals can do if they are sick.

[https://www.cdc.gov/coronavirus/2019-ncov/index.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2Findex.html](https://www.cdc.gov/coronavirus/2019-ncov/index.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2Findex.html)

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

## BUSINESS TRAVEL DURING COVID-19

- COVID cases and deaths have been reported in all 50 states, and the situation is constantly changing. Because travel increases your chances of getting infected and spreading COVID, staying home is the best way to protect yourself and others from getting sick.
- Due to DWIHNs commitment to employee safety in light of the COVID pandemic, all non-essential business travel will be suspended until further notice.
- Essential business travel should be limited to those situations where business cannot reasonably be conducted without face-to-face interaction
- Employees who become ill during or upon returning from travel with virus-like symptoms will need to contact a health care provider as well as the HR Dept for direction as soon as possible.
- Employees returning from travel who do not exhibit virus-like symptoms must still contact the HR Dept upon return and may be directed to remain away from the workplace for 14 days to determine whether or not they have been exposed. The returning employee should work with his or her manager to set appropriate telecommuting arrangements or request time off from work.
- Please contact the HR Dept with any questions or concerns.

# MANAGING STRESS DURING COVID-19

## MENTAL WELLNESS SUPPORT FOR COVID-19

### Empower yourself with resources to overcome the challenges you face

It's important to find support if you're feeling heightened stress and uncertainty brought on by the current coronavirus (COVID-19). myStrength's web and mobile tools are safe, secure and personalized – just for you.

Choose from over a dozen activities, including:



Strategies to manage heightened stress



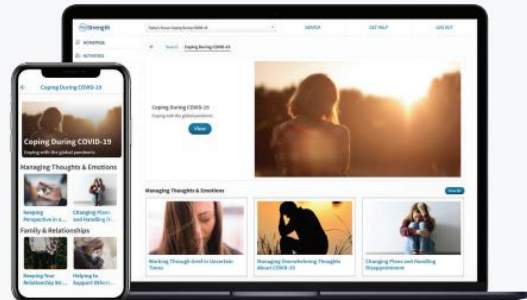
Tips for parenting during challenging times



Ideas to manage social isolation



Other tools and information for emotional support



#### SIGN UP TODAY

1. Visit [www.mystrength.com](http://www.mystrength.com) and click on "Sign Up."
2. Enter the **Access Code** marked below.
3. Complete the myStrength sign-up process and personal profile.

**DWIHCares**

Go Mobile! Download the **myStrength** mobile app, log in, and get started today.

**myStrength**<sup>®</sup>

is presented by



The current state of things with the fast spread of COVID-19 puts everyone in a place of heightened anxiety and fear. I've seen 3 negative reactions to this pandemic: Fear of getting sick or spreading it to someone in your life who is vulnerable Financial fear Depressed or low mood from the social isolation.

<https://www.youtube.com/watch?v=TtZaMdOy4K8>



THANK YOU AND BE SAFE

A word cloud centered on the word "Wellness" in a large, bold, red font. The word "Wellness" is the largest and most prominent. Surrounding it are several other words in various colors and orientations: "Fitness" is written vertically in green on the right; "Positivity" is in blue on the right; "You" is in grey above "Wellness"; "Mind" is in red to the left of "Wellness"; "Balance" is in blue script to the left; "Focus" is in grey outline to the left; "Health" is written vertically in blue on the left; "Body" is in yellow script at the bottom; "Stay Connected" is in black below "Wellness"; "Prioritize" is in blue below "Stay Connected"; "Virtual" is in grey to the right; "Stay Safe" is in black above "Wellness"; "Nutrition" is in black above "Stay Safe".

Stay Safe Nutrition Positivity  
You  
Mind Wellness Virtual  
Balance Stay Connected  
Focus Health Prioritize  
Body