

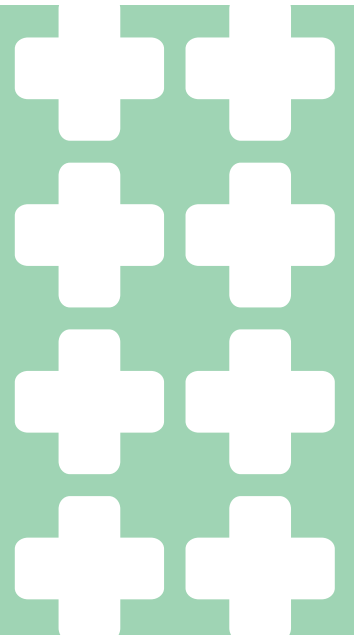


Detroit's COVID-19

# Small Business Playbook Summary

## Pre-employment Employee Testing

- All employees should produce evidence of a negative COVID-19 test no older than 2 weeks from the first day on the job.
- The City of Detroit can provide free COVID-19 tests. Employees should call the CCCN call center at 313-230-0505.
- Employees who test positive for COVID-19 should be cleared by a healthcare provider before they return to work.
- At least 10 days should have elapsed since the positive test and the individual should be free of fever, shortness of breath, and/or sore throat, without medication for 72 hours.



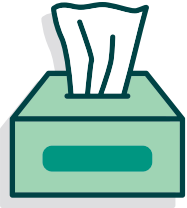
## Daily Employee Health Screening

- Employee health status should be monitored at the beginning of their shift by having their temperature taken and answering the questions on the questionnaire attached.
- If an employee does not pass screening, that employee should not be permitted to enter the worksite.



## Exposure Response

- If an employee becomes sick, that employee should be sent for medical evaluation.
- If the employee appears very ill, 911 should be contacted.
- If an employee is safe to be sent home, that employee should not return to work until receiving a negative COVID-19 test.



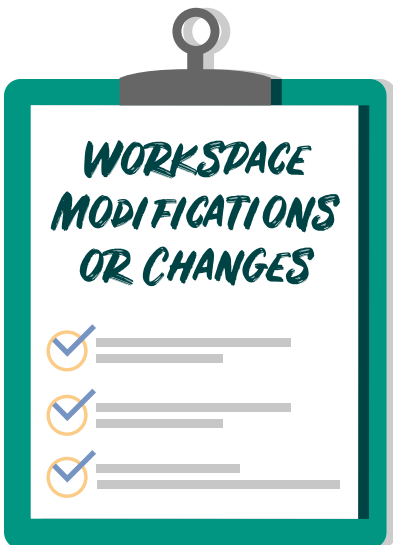
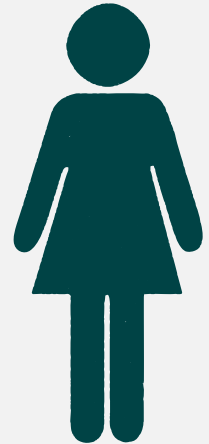
## Sick Policy

Anyone 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 the business facility, either as a customer or employee.



## Strict Physical Distancing

- Employees should stay six feet apart from another person.
- Elevators should be marked with places for people to stand, at appropriate social-distancing spacing.
- Employees should reduce the number of in-person meetings and congregations, and instead use zoom or other video conference-call vendors for a meeting.
- When working in a group atmosphere, as few employees should be assigned to a task as possible.



In order to ensure adherence to physical distancing guidelines, business owners should assess their workspaces for necessary modifications and changes and should include:

- Create 6-foot markings on the floor to encourage employee and customer spacing.
- Remove chairs and desks in offices to ensure 6-foot spacing
- Limit the number of people that can be in one room at a time, and create clear, maximum room occupancy signage based on adequate spacing.
- Considering more appropriate spaces that allow for 6-foot spacing between employees.
- Hand sanitizer that contains at least 60% alcohol should be readily available and accessible to all those on site.
- Ensure that seated customers and visitors are more than 6 feet from other people.



## Encourage Good Hygiene Practices

Place signage around the workplace that encourages:

- Eliminate handshaking and consider an elbow greeting.
- Wash hands frequently with soap and water for 20 seconds.
- When sneezing or coughing, cover your mouth and nose with a tissue and discard the tissue.
- Wash or sanitize hands after touching surfaces or after removing gloves.
- Avoid touching your face.

## Daily Use of Surgical Masks for Employees

- Employees should be required to wear a surgical mask while reporting to work to reduce the spread of the virus.
- Masks can be re-used by employees provided the masks do not get soiled, wet, or exposed to employees that test positive for COVID-19.
- Employees should be required to wear mask and eye protection when interacting with other employees or driving a car with another individual.

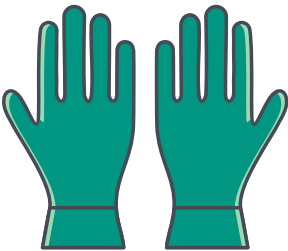


## Daily Use of N-95 Masks by Employees Interfacing with the Public

Employees interacting with the public should wear a mask meeting the N-95 standard. Masks can be re-used by employees provided the masks do not get soiled or wet.

## Use of Masks by the Public

Encourage the stringent use of masks for any member of the public who enters your place of business, in order to prevent the spread of infection among employees and other members of the public.



## Use of Gloves in Selected Environments

- For employees who have regular interaction with the public, business owners should consider how they might develop protocols for the use of gloves.
- Business owners should also ensure that their protocol involves hands being washed or sanitized after glove removal.



## Use of Eye Protection in Selected Environments

For employees whose job function inevitably requires them to come within six feet of others, eye protection should be worn.



## Sanitation and Disinfection

- Develop protocols to ensure that all high-touch or high-traffic surfaces- such as doorknobs, railings, frequently used drawer handles, and instrument/appliance controls- are sanitized at least every two hours.
- Implement a checklist for cleaning staff.
- At the minimum, disinfectant wipes should be used to clean commonly used surfaces every two hours.
- Employees working within vehicles should use disinfectant wipes on commonly used surfaces (steering wheel, gear shifter) before and after every shift.