



City of Detroit

COVID-19 Safe Workplace Standards

COVID-19 Daily Self-Screening

In accordance with the *City of Detroit COVID-19 Safe Workplace Standards, Sec. II (A) Employee Health Screening* [City of Detroit Safe Workplace Standards](#), all employees shall be screened prior to entering City of Detroit buildings or work sites.

Beginning, May 26, 2020, all City of Detroit employees must submit a Self-Screening Form to monitor COVID-19 symptoms or exposure, prior to the start of their shift and on a daily basis.

A link to the form is located on the City's webpage and is accessible here:

[COVID-19 Self-Screening Form \(General City Employee\)](#)

- Employees are encouraged to complete the form prior to the leaving their home to limit exposure to others, in the event of a failed screening.
- Employees can access the form via computer, tablet or mobile device (smartphone).
- If the employee does not have access to these devices, he/she must to call their supervisor or the department's COVID-19 designated coordinator and provide answers over the phone. The supervisor or designated coordinator will record the employee's answers on the screening tool.
- The self-screening process should take no more than 1-3 minutes for a first-time user and will get progressively easier to complete.
- Upon completion of the form, the employee will receive the following notification based on their responses: **CLEARED TO WORK** or **DO NOT REPORT TO WORK** and follow normal call-off procedure(s).
- **The employee must present their clearance email upon entry to their work site.**
- The supervisor will also receive an e-mail notification when the employee fails the screening. The supervisor's alert will only display the employee's name, date, department, division, building/location and screening outcome.
- Any employee who does not pass the screening should self-isolate and follow the medical advice of their healthcare provider.
- Employees should follow their normal call-in procedure to report their absence.

Employees can contact their Human Resources - Employee Services Consultant to determine appropriate time-off provisions @ 313-224-8584 (Press 7)