



# City of Hamtramck

## Illness Safe Workplace Standards

This document outlines standard policies for all City departments. All departments shall follow this policy and department directors shall distribute this policy to all employees. The City of Hamtramck shall follow all Federal, CDC, OSHA, State of Michigan, and MIOSHA guidelines regarding safe workplace standards. For individual personnel issues, Human Resources shall be consulted.

### I. Employee Sickness

Anyone experiencing sickness or a fever for longer than 24 hours **SHALL NOT** attempt to enter any City building, or report to any City worksite. They shall immediately notify their supervisor of their condition and follow up with Human Resources.

### II. Workplace Practices

#### A. **Encourage Good Hygiene Practices**

Departments should also encourage good hygiene practices for workers.

- Wash your hands frequently with soap and water for at least 20 seconds especially before or 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 60% alcohol.
- When sneezing or coughing, cover your mouth and nose with a tissue 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 and after removing gloves.
- Avoid touching your face.
- Regularly disinfect and wipe down personal working equipment and area.

#### B. **Vaccination Options**

Employees are encouraged to get vaccinated (if able to do so) to protect themselves, their coworkers, and their family from viruses.

#### C. **Training**

Annual training for bloodborne pathogens will be provided to employees by the city. The City reserves the right to choose the training provider and method (online, in person, etc.).

### **III. Worksite and Vehicle Cleaning**

#### **A. Sanitation and Disinfection**

**Disinfectant should be used to clean commonly used surfaces regularly (e.g., phones, keyboards, desks, etc.).**

For keyboards and other commonly used electronics, ensure the device is powered off and cleaned with a bleach-free disinfectant that is not overly damp. Employees working within vehicles should use a disinfectant on commonly used surfaces (e.g., gear shifter, steering wheel) regularly. The cleaning steps outlined below should be taken routinely, based on frequency mentioned to disinfect workplace surfaces, chairs, tables, etc., and protect employees.

#### **B. Exposure Cleanup**

##### **Cleanup for a known common illness by employee**

As soon as exposure has been noted, an employee shall use the provided disinfectant to wipe down all surfaces and items known to have been used by the infected party. That employee shall wash their hands and use sanitizer after to help mitigate the spread of any pathogens.

Notification shall be made to DPS, but no call in is needed for a basic illness exposure.

##### **For blood, vomit, or waste contamination:**

As soon as the contamination is found, the nearest employee shall employ measures to prevent the spread of the contamination: Don appropriate PPE (Masks, gloves, disposable boots, etc.) and apply absorbing granules, sawdust, or other provided supplies to the contamination. After the contamination is contained, notification should be made to DPS to advise them of the situation. As determined by the supervisor and DPS, a DPS employee may be called in to sanitize the area depending upon the severity of the contamination and time frame. However, If the contamination is reasonably contained and time will not be a factor, full sanitization shall wait until the next instance of normal janitorial operation.

##### **PD Best Practice**

The on-shift supervisor shall use best efforts to provide the prisoner with a clean Tyvek suit and a change of cell, if able, in the event of a contaminated environment.

## **VI. Distribution of Supplies**

To ensure the effective implementation of this policy, all departments should ensure they have adequate amounts of necessary supplies onsite. It shall be the responsibility of the department head to notify DPS if they do not have sufficient supplies and PPE to handle sanitation, remediation, etc.

## **VII. COVID Exposure**

### **A. Exposure Response**

All employees are required to report possible exposure and test results to Human Resources.

Employees who have had a confirmed exposure (as defined by the CDC) to COVID-19 SHALL NOT report to work and immediately notify their immediate supervisor and Human Resources. These employees will then be instructed to self-quarantine in accordance with the CDC guidelines.

### **B. CDC Guidelines**

If the CDC issues additional guidelines on COVID-19 or another public health emergency exposure and mitigation, those shall be implemented to the best of the city's ability.

## **VIII. Reporting Unsafe Working Conditions**

If you notice any unsafe working conditions, report these situations to the Human Resource department or the Director of Community & Safety Service.

## **Potential Updates**

The foregoing constitutes a non-exhaustive list of precautionary measures designed to protect City workers and to limit the overall infection rate of various coronaviruses. These protocols are subject to change at any time and will be updated when relevant information becomes available.