



AJAX PAVING
COVID-19 Safe Workplace Standards
City of Detroit Worksites

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1.0 Employee Testing

All employees must be tested for COVID-19 if they are either (1) currently working at a job site, or (2) will be in the future. A checklist for departments to use when creating their protocols is attached as Appendix A.

1.1 Employees currently working at City of Detroit job site

Employees who are currently working at a City of Detroit job site must be tested for COVID-19. Coordination of testing will be done in conjunction with the appropriate personnel working for the city of Detroit.

Employees who test positive for COVID-19 must be cleared by a health care provider before they return to work. The health care provider should ensure the following prior to certifying that an employee is ready to return to work:

- At least seven days must have elapsed since the positive test; and
- 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 notify the AJAX Human Resource Manager or Safety Director to schedule a return-to-work physical. This return to work physical will be setup in conjunction with the appropriate personnel within the city of Detroit. A COVID-19 test will be administered to clear the employee to return to work.

Employees who are currently working at a City of Detroit job site should continue to work if they are not exhibiting any symptoms. If a COVID-positive result is reported, the Human Resource or Safety Department will contact the employee with proper instruction to isolate, and to follow up with a health care provider.

1.2 Testing requirements for employee's who are not currently working at a City of Detroit worksite, prior to beginning work:

All employees who are not currently working at a City of Detroit job site must be tested for COVID-19 prior to beginning work for a City of Detroit job. Employees can be tested by contacting the Human Resource Manager for further direction. Per the City of Detroit, no prescription is necessary and results should be available within 48 hours.

Employees testing negative for COVID-19 must meet the following conditions before returning to work:

- A verification of a negative test shall be obtained.
- Individuals cannot return to work if they have had fever, cough, shortness of breath, and/or sore throat within the previous 72 hours

Employees who have tested positive for COVID-19 must be cleared by a health care provider before returning to work. The health care provider should ensure the following prior to certifying they are ready to return to work:

- At least seven days must have elapsed since the positive test.
- Individual must be 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 Manager to schedule a return to work physical at the Rapid Test Center at 100 Mack Avenue or other defined location. A COVID-19 test will be administered to clear the employee to return to work.

Employees are encouraged to obtain testing through the City's Human Resources department. Employees may, however, also rely on a private test to be cleared to return to work. **Employees who coordinated private testing must complete the following before returning to work:**

- The individual must inform their Employee Services Consultant that a test was taken.
- The individual may not return to work until test results are available

1.3 Employee's with sincere religious objections to testing

As outlined above, all employees must be tested as a precondition to working at a City of Detroit job site. Any religious objections to specific testing regimes, however, will be reasonably accommodated. If an employee has a sincere religious objection to a particular test, the employee should submit, in writing, an explanation for why a particular test violates that employees sincerely held religious beliefs.

Submissions should be given to the employee's Employee Services Consultant. The City will work to reasonably accommodate employees' religious beliefs.

2.0 Daily Health Screening

All employees entering City of Detroit buildings or work sites should be screened, at the beginning of their shift, by and answering the questions on the questionnaire attached as Appendix C. A temperature can be taken by a touchless thermometer if it becomes necessary. Employees need not be screened more than once a day, and will receive a visual marker (e.g. stickers, wristbands, etc) signifying that they have been screened that day. Employees must display that visible marker for the remainder of the day.

Every site will have designated screeners (project Foreman). If an employee does not pass screening, that employee will not be permitted to enter the work site. The Foreman on site must immediately call Human Resource Manager or Safety Director in the event that this occurs.

The assigned project Foreman is responsible for ensuring that screening is conducted as outlined above.

All screening personnel should be provided with specific instructions on how to capture, report, and properly store all data.

2.1 Exposure Response

If an employee becomes sick while on the job (e.g., begins demonstrating symptoms during the workday) that employee should be immediately evaluated by the EMS team. The EMS team can be contacted at 313-316-9209. If the employee is safe to be sent home, that employee should not return to work until receiving a negative COVID-19 test. The testing regimen outlined in Section I of these policies should be followed for any employee who develops symptoms.

Similarly, if an employee who has been working on-site develops symptoms of COVID-19 during non-work hours, that employee must not return to work until receiving a negative COVID-19 test. The testing regimen outlined in Section I of these policies should be followed for any employee who develops symptoms.

Employees who begin to develop symptoms should contact the Human Resource Manager to determine appropriate time off provisions.

If an employee who has been working on-site becomes sick, that information must immediately be reported to the Safety Director or Human Resource Manager. If the employee tests positive for COVID-19, the employee's job-site supervisor must assist the Health Department in contact tracing.

All COVID-positive employees who have been working on-site will be continually monitored under the program outlined in Subsection C of these policies. In addition, the Detroit Health Department will continue to monitor the exposed individuals as recommended by contact tracing.

2.2 Health Monitoring of Isolated Employees

Departments should check in on workers who have been directed by a physician to isolate, or are placed in quarantine. Human Resources will conduct ongoing wellness checks to confirm employees' status. Employees shall respond to those phone calls, or could be subject to being recorded absent without leave.

Departments should be committed to bringing currently isolated employees back to work safely and efficiently. To that end, workers shall return to work under the following conditions:

- At least seven 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 covid-19 test at the Rapid Test Center at 100 Mack Avenue or other defined locations. A COVID-19 test will be administered to clear the employee to return to work.

There may be cases where a worker is unable to isolate at home due to an immuno-compromised, sick, or elderly relative. In these cases, the worker should contact the Human Resource Manager if they cannot isolate at home.

2.3 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 any City of Detroit facility, or report to any City of Detroit job-site.

In this instance, workers should **NOT** report to work. They should follow their regular call-in procedure to report their absence to their supervisor, and should contact the Human Resource Manager to determine appropriate time off provisions. In addition, workers should stay at home and isolate to minimize the potential spread to others. Workers with worsening health conditions should consult a physician.

3.0 Workplace Practices and Distancing

The Centers for Disease Control (CDC) have 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 employer. Towards that end, the following social-distancing requirements shall be put into effect:

- Employees shall stay six feet apart from another person whenever feasible.
- Employees shall 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.

Employees should also adhere to state-level guidelines—including, but not limited to, executive orders from the Governor—to ensure their safety outside of work.

3.1 Workplace Modifications or Changes

In order to ensure adherence to physical distancing guidelines, departments should assess their workspaces for necessary modifications and changes. Modifications or changes could include:

- Considering more appropriate spaces that allows for 6-foot spacing between employees

3.2 Hand Hygiene Practices

- Eliminate handshaking and other forms of physical contact
- Wash hands frequently with soap and water for at least 20 seconds 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
- Wash or sanitize hands after removing gloves.
- Avoid touching your face

To facilitate this requirement, Departments may use or modify the signage attached as Appendix D

4.0 Mandatory Personal Protection Equipment

The City of Detroit is committed to ensuring the health and safety of all employees and its residents. Therefore, Departments should supply all employees with personal protective equipment, including surgical masks and other forms of face coverings while at work.

4.1 Daily Use of Face Covering for Employees

AJAX is responsible for issuing masks and or facial coverings to all Ajax employees. All employees are required to wear a face covering if maintaining 6 foot social distancing is not possible. Employees should be issued a mask or face covering at the beginning of their shift if a new one is needed.

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. Whenever an employee requires a new mask, they should notify their Forman. Employees are not required to return the mask at the conclusion of their shift.

Employees are required to wear the mask and eye protection in the following circumstances:

- When interacting with other employees within 6 feet
- Driving in a car with another individual in the passenger seat.

Employees are reminded that while masks and face coverings provide important protection in daily activity, social distancing and hand hygiene are the most important steps to take to prevent the spread of COVID-19.

4.2 Employees Interfacing with the Public

Employees should not interact with the public while on a work site.

4.3 Use of Gloves

Multiple styles of gloves will be provided to workers at each City of Detroit job site.

4.4 Use of Eye Protection

For employees whose job function inevitably requires them to come within six feet of others (e.g., first responders) eye protection will be worn whenever they are within six feet of others.

5.0 Worksite, Vehicle, and Equipment Cleaning

The Safety department has established a guidance document to ensure that all high-touch or high-traffic surfaces are sanitized frequently. Implementation of a guidance checklist for worksite employees can help reduce the risk of the spread of infection. At a minimum, disinfectant wipes or a disinfectant spray should be used to clean commonly used surfaces frequently (e.g. arm rests, steering wheels, hand rails, touch screens etc.). Employees working within vehicles should use a disinfectant product for commonly used surfaces (gear shifter, steering wheel) before and after every shift. The cleaning steps outlined below should be taken routinely, based on frequency of use.

#	Surface / Touch Point	Disinfectant	Disinfectant Measure	Frequency	PPE
1	Steering wheel/device	Bleach solution / Alcohol based disinfectant/ Hospital grade disinfectant solution	Spray towel and wipe / Sanitation wipe	Before use and/or after another employee contact surface/equipment	Safety Glasses Gloves Hi-Vis Vest Other as necessary per Safety Data Sheet of product
2	Door Handles				
3	Gear shifting controls				
4	Mirrors / Window Controls				
5	Wiper / Turn Signals				
6	Arm Rests				
7	Door Grab Handles				
8	Seat Levers				
9	Seat belt clasp / buckle				
10	Electronic Devices (phone, tablet, radio, laptop, etc.)				

6.0 Distribution of Supplies

In order to ensure the effective implementation of this policy, all departments should ensure they have an adequate amount of necessary supplies on site. A list of the types of supplies that may be necessary is provided below. Departments should keep a minimum 30-day supply on site.

6.1 Emergency Supplies Coordinator

In order to effectively allocate and distribute PPE and sanitization supplies to all employees, each department must identify an Emergency Supplies Coordinator. The name and contact information should be shared with the emergency supplies and procurement team. This Emergency Supplies Coordinator will be responsible for:

- 1) Identifying the supply needs for their entire department
- 2) Submitting orders for supplies
- 3) Coordinating the pickup of supplies
- 4) Overseeing the distribution of supplies
- 5) Monitoring for sanitation supplies & PPE needs

6.2 Supply Notification Plan

Ensuring all staff are able to easily notify the Emergency Supplies Coordinator of supply needs is a critical component to ensure all staff can perform their duties safely. Departments should develop a protocol for how the Emergency Supplies Coordinator will gather needs from staff and managers.

Appendix A: Departmental Checklist

**Checklist for Development of COVID-19 Return to Work
Department Protocols**

Department Name	
Director Name	
Division	
Operation(s)	
Operation(s) Location(s)	
Workplace Environment(s)	Circle all that apply: Paving, Milling, Traffic Control, Flagger, Driver Other: _____

Please use the checklist below to review your department protocols to ensure you have included all of the following for each operation you wish to see returned to work.

Checklist:

_____ **Employee Testing Protocols, including:**

- Testing protocols for employees currently working at a city job site
- Testing protocols for employees prior to returning to work
- Protocols for employees with sincere religious objections to testing

_____ **Employee Health Screening & Monitoring Protocols, including:**

- Daily health screening protocols
- Response protocols in the event an on-site worker becomes sick or tests COVID-positive
- Protocols for monitoring of isolated employees

_____ **Workplace Practice protocols, including:**

- Protocols to ensure sick people do not enter the workspace
- Strict physical distancing protocols
- Workspace modifications or changes
- Protocols for encouraging good hand hygiene practices

_____ **Use of Personal Protective Equipment protocols, including:**

- Protocols for the use of masks/face coverings by employees
- Protocols for the use of gloves in selected environments
- Protocols for the use of eye protection in selected environments

_____ **Work-Site and Vehicle Cleaning protocols, including:**

- Protocols for the sanitation and disinfection of high-touch or high-traffic surfaces
- Protocols for the sanitation and disinfection of vehicles

_____ **Distribution of PPE and Supplies protocols**

Appendix C:

COVID-19 Screening



Confidential

Project: _____

Name	Time	Have you had a positive COVID-19 test result?	Experiencing any symptoms?					Close contact with others exhibiting symptoms or tested positive?	Current Temperature (if applicable)	Pass / Fail
			Fever	Cough	Diarrhea/ Nausea	Reduced smell & taste	Shortness Breath			
		Y N	Y N	Y N	Y N	Y N	Y N	Y N		Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N		Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N		Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N		Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N		Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N		Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N		Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N		Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N		Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N		Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N		Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N		Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N		Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N		Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N		Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N		Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N		Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N		Y N



Confidential

Project: _____

Name	Time	Have you had a positive COVID-19 test result?	Experiencing any symptoms?					Close contact with others exhibiting symptoms or tested positive?	Current Temperature (if Applicable)	Pass / Fail
			Fever	Cough	Diarrhea/ Nausea	Reduced smell & taste	Shortness Breath			
		Y N	Y N	Y N	Y N	Y N	Y N	Y N		Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N		Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N		Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N		Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N		Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N		Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N		Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N		Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N		Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N		Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N		Y N
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		Y N	Y N	Y N	Y N	Y N	Y N	Y N		Y N



Confidential

Project: _____

Name	Time	Have you had a positive COVID-19 test result?	Experiencing any symptoms?					Close contact with others exhibiting symptoms or tested positive?	Current Temperature (if Applicable)	Pass / Fail
			Fever	Cough	Diarrhea/ Nausea	Reduced smell & taste	Shortness Breath			
		Y N	Y N	Y N	Y N	Y N	Y N	Y N		Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N		Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N		Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N		Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N		Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N		Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N		Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N		Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N		Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N		Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N		Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N		Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N		Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N		Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N		Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N		Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N		Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N		Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N		Y N

