

COVID-19 Preparedness and Response Plan

Is now on the wiki:

https://www.i3detroit.org/wiki/COVID-19_Preparedness_and_Response_Plan

COVID-19 Best Practices

Is now on the wiki: https://www.i3detroit.org/wiki/COVID-19_Best_Practices

Screening Checklist

<https://forms.gle/69jK8xKBjembUYFt6>

Is updated, needs the link to standing rules section

Current text: "Please fill out prior to entering i3Detroit"

- Change to "Please fill out within 2 hours prior to each visit to i3Detroit" to match wording in rules
- Update with current oakland county guidelines

Information about COVID-19, including

- Routes by which the virus causing COVID-19 is transmitted from person to person
- Distance that the virus can travel in the air, as well as the time it remains viable in the air and on environmental surfaces.
- Symptoms of COVID-19.
- The use of personal protective equipment, including the proper steps for putting it on and taking it off.

Is available from the CDC: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

By checking this box, you acknowledge that you have read and understood the above information from the CDC.

i3Detroit's Covid-19 Preparedness and Response Plan is available on the wiki here: [Link to standing rules section]. By checking this box, you acknowledge that you have read and agree to follow all of the rules, including procedures you must follow to prevent exposure and spread of the virus, steps you must take to notify i3 of any symptoms of COVID-19 or a suspected or confirmed diagnosis, and measures that i3 is taking to prevent member exposure to the virus

Waiver Updates

Is updated, might need to be tested?

By signing this waiver, you are agreeing that you are entering i3 at your own risk and to release i3 from any liability should you contract any communicable disease.

Calendar

- Testing is required to make sure this is easy to use
- Can it have an easy name?
- Re-use existing limited use calendar?
- Make sure that instructions are clear

Task List

- Update/Create all Documents above (Plan, Screening Checklist, Waiver, Calendar, Physical Space Stuff Placeholder)
- Membership votes on Plan & secretary adds to Standing Rules
- Board votes to re-open space if they think the Plan provides enough risk/liability protection for i3 the corporation & president sends out announce email
- Someone prints off Plan to have at front desk/door
- Zone Coordinators and interested Do-ers add additional zone-specific safety precautions to the wiki
- Buy all the cleaning supplies - board needs to allocate money and designate a point person for spending
- Mark all the things off
- Move anything around that needs moving
- Buy/make/install physical barriers as needed
- Put a link to the Covid information on the main page of the website, not just the wiki

How to change the rules

- Standing rules section that requires member vote to change
- Indirect reference that requires single person or committee vote to change

* Adopt 'blah...' as the i3Detroit COVID-19 Preparedness and Response Plan. This plan may be updated by Person/Group or by a vote of the membership in order to comply with new executive orders or address other changes in the situation.

* Add to the Standing Rules somewhere "Members and guests physically present at i3 must abide by the i3Detroit COVID-19 Preparedness and Response Plan".

* If it's a relatively small change, do it unilaterally. If it's big, maybe wait for the next meeting or call as special one if it's that important.

-Automatically revert to limited use policy if Executive orders revert

Relevant parts of Executive Order 2020-77

EO 2020-77: https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-528460--,00.html

4. No person or entity shall operate a business or conduct operations that require workers to leave their homes or places of residence except to the extent that those workers are necessary

to sustain or protect life, to conduct minimum basic operations, or to perform a resumed activity within the meaning of this order.

10. For purposes of this order, workers who perform resumed activities are defined as follows:

K. Effective at 12:01 am on May 11, 2020, workers necessary to perform manufacturing activities, subject to the workplace safeguards described in section 11(k) of this order.

Manufacturing work may not commence under this subsection until the facility at which the work will be performed has been prepared to follow the workplace safeguards described in section 11(k) of this order.

11. Businesses, operations, and government agencies that remain open for in-person work must, at a minimum:

- a. Develop a COVID-19 preparedness and response plan, consistent with recommendations in Guidance on Preparing Workplaces for COVID-19, developed by the Occupational Health and Safety Administration and available **here**. Such plan must be available at company headquarters or the worksite.
- b. Restrict the number of workers present on premises to no more than is strictly necessary to perform the in-person work permitted under this order.
- c. Promote remote work to the fullest extent possible.
- d. Keep workers and patrons who are on premises at least six feet from one another to the maximum extent possible.
- e. Require masks to be worn when workers cannot consistently maintain six feet of separation from other individuals in the workplace, and consider face shields when workers cannot consistently maintain three feet of separation from other individuals in the workplace.
- f. Increase standards of facility cleaning and disinfection to limit worker and patron exposure to COVID-19, as well as adopting protocols to clean and disinfect in the event of a positive COVID-19 case in the workplace.
- g. Adopt policies to prevent workers from entering the premises if they display respiratory symptoms or have had contact with a person with a confirmed diagnosis of COVID-19.
- h. Adopt any other social distancing practices and mitigation measures recommended by the CDC.

k. Manufacturing facilities must also:

1. Conduct a daily entry screening protocol for workers, contractors, suppliers, and any other individuals entering the facility, including a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19, together with temperature screening as soon as no-touch thermometers can be obtained.
2. Create dedicated entry point(s) at every facility for daily screening as provided in subprovision (1) of this subsection, and ensure physical barriers are in place to prevent anyone from bypassing the screening.
3. Suspend all non-essential in-person visits, including tours.

4. Train workers on, at a minimum:
 - A. Routes by which the virus causing COVID-19 is transmitted from person to person.
 - B. Distance that the virus can travel in the air, as well as the time it remains viable in the air and on environmental surfaces.
 - C. Symptoms of COVID-19.
 - D. Steps the worker must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
 - E. Measures that the facility is taking to prevent worker exposure to the virus, as described in the COVID-19 preparedness and response plan required under section 11(a) of this order.
 - F. Rules that the worker must follow in order to prevent exposure to and spread of the virus.
 - G. The use of personal protective equipment, including the proper steps for putting it on and taking it off.
5. Reduce congestion in common spaces wherever practicable by, for example, closing salad bars and buffets within cafeterias and kitchens, requiring individuals to sit at least six feet from one another, placing markings on the floor to allow social distancing while standing in line, offering boxed food via delivery or pick-up points, and reducing cash payments.
6. Implement rotational shift schedules where possible (e.g., increasing the number of shifts, alternating days or weeks) to reduce the number of workers in the facility at the same time.
7. Stagger start times and meal times.
8. Install temporary physical barriers, where practicable, between work stations and cafeteria tables.
9. Create protocols for minimizing personal contact upon delivery of materials to the facility.
10. Adopt protocols to limit the sharing of tools and equipment to the maximum extent possible.
11. Frequently and thoroughly clean and disinfect high-touch surfaces, paying special attention to parts, products, and shared equipment (e.g., tools, machinery, vehicles).
12. Ensure there are sufficient hand-washing or hand-sanitizing stations at the worksite to enable easy access by workers, and discontinue use of hand dryers.
13. Notify plant leaders and potentially exposed individuals upon identification of a positive case of COVID-19 in the facility, as well as maintain a central log for symptomatic workers or workers who received a positive test for COVID-19.
14. Send potentially exposed individuals home upon identification of a positive case of COVID-19 in the facility.
15. Encourage workers to self-report to plant leaders as soon as possible after developing symptoms of COVID-19.

16. Shut areas of the manufacturing facility for cleaning and disinfection, as necessary, if a worker goes home because he or she is displaying symptoms of COVID-19.

15. Rules governing face coverings.

C. All businesses and operations whose workers perform in-person work must, at a minimum, provide non-medical grade face coverings to their workers.

NOTES FROM LAWYER CONSULTATION

1. Reopening in stages as different activities are allowed is totally acceptable. Which means that once we figure out all the requirements, we can immediately resume manufacturing activities. How this affects expansion was a bit out of scope for her consultation and would constitute legal advice that she wouldn't give us, but she did say that as long as our activities fall under our current classification, she doesn't see a problem, even if we change our classification for the future. But she is going to tell the organization that set up this legal clinic that we would like a consultation about that specific issue. No promises, but might happen.
2. But to reopen, we need to fulfill all the obligations listed in the executive orders, which we went through in detail. Most of it we have already addressed. Our online screening form is acceptable (although apparently Oakland County updated their requirements and we didn't notice - she's going to send us the new ones & we'll update appropriately. Sounds very minor.) Do want to make sure that the results of any screening are kept confidential. Also make it super obvious that screening must be done every time the space is visited (she didn't understand our rules to require that based on her reading).
3. Most of our other rules are also acceptable. Do want to think strongly about making sure shared tools are appropriately sanitized. Suggests if we leave sanitation up to members that we make sure we have clear instructions about our expectations, because we could be held liable if sanitation isn't done properly. Also discussed markings on the floor, handwashing signs, Tracking whether anyone is diagnosed & how we'll respond if that happens, limiting occupancy, etc.
4. Anywhere requirements list "workers" we can substitute "members" or "users" and it's fine. Continue to document everything we do - she complimented our current documentation & waivers. Did suggest we add a line to our waivers to limit liability for pandemics or other health issues. Agreed that looking into extra insurance is not a bad idea, but while it is likely to become more common in the future, so far the only insurance she's seen address this much is business interruption insurance. Will definitely require research.
5. We can have the designated "Covid-19" responder be whoever is onsite at the time, but be clear who has the ultimate authority for any problems.

6. When writing our official policy or plan be aware that some of the stuff we include may be required for the foreseeable future. Also, be prepared even after reopening further to have to go back to a more closed state as the situation changes. Build this flexibility into the plan to start with. Put a link to all our Covid stuff on the main front page, not just the front page of the wiki.
7. Finally, we won't be open to the public until places of public accommodation are open (although limited guests who are participating in the activity of manufacturing may be allowed) and thus face coverings inside may not be required. Still probably safer, and we can have stricter policies than the law requires.

EARLY BRAINSTORMING

Do we even need to have rules or is following the law enough?

- Ashley: Under current EOs, businesses are expected to have written operational plans to protect safety. It's reasonable to expect that whatever EO we open under will have similar requirements
- Mel: the rules given to us will probably be really vague so we'll need to have our own specifics worked out
- Evan: Doesn't want to have more rules than necessary
- Coogler: i3 is run by intelligent people so we should be using science to develop rules over and above the law

Current Orders in effect:

- Governor's Order 2020-77
https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-528460--,00.html
- Oakland County Health Order
<https://www.oakgov.com/covid/healthorders/Health%20Order%20for%20screening%20at%20businesses%202020-10.pdf>
- Our classification vis confusing - manufacturing vs public accommodation
 - . Mel: we could potentially be justified (opening in stages only allowing activity that matches current allowed industries)
 - So no in person classes, no social events, just tools.

Liability

- New waiver - electronic only for now - not our fault if you get sick
- What happens if people don't follow the rules?
 - Like all standing rules, probably has to be taken on faith
Insurance could theoretically be bought to give us more risk coverage, but would be expensive
- Add some kind of "Acknowledgement of Covid Rules" to daily screening form?

Occupancy limit in the whole space? For individual zones?

- Some states have businesses opening at 25% occupancy. Current occupancy is 35 on A sid so that's 9 people at a time

- * Using a reservation system like the laser calendars?
 - General support for this, but as a courtesy to other people who might be coming, not as an entitlement to use
 - Split opinions on 1 space-wide calendar vs some zones having their own.
 - Some zone's floor spaces butt up against each other though so even doing zone-specific calendars could be tricky.
- * Real-time tracking of number of people in the space?
 - Nerds want to nerd at this but we don't have the capability to even do this right now without setting a lot of stuff up
 - If we rely only on real-time tracking, people can't plan their day as well
- * Prioritize small business projects vs hobbyists?
 - Definitely controversy here, a strong contingent do not want to discriminate but some small business people are itching to get back in to support themselves financially
 - Might not even be an issue if we don't have a ton of people in at once

Screen for symptoms?

- * May be required by law, may not.
- * Fill out online google form before coming to space?
 - Currently we have an online screening form for limited use/people coming to pick stuff up
- * Anything at the door?
 - This would probably be a lot of hassle for everyone
 - Would it make anyone feel more comfortable considering the prevalence of asymptomatic cases?
 - If we did, we would at least know who was in the space when, which is very useful information if someone has either a suspected or confirmed case.

Keep 6 foot distance?

- This is probably going to be law anyway.
- Note: phrasing could be something like "physical distance as required by law" instead of a number so if those requirements change we're covered
- Jan points out that 6 feet is not 100% effective to prevent spread and people should just be cautious when going to the space

Wear PPE?

- * Masks will probably be required by law
 - Again phrasing could be "PPE as required by law" so it's pretty general
 - Norm thinks masks are necessary for him to want to come in and should be strictly enforced
- * Gloves? Face shields? Safety glasses? Other?
 - Could just leave up to individual people?
 - Norm has experience making face shields and is willing to help make them for everyone coming into the space (extra helpers would be nice though). Reusable headband,

disposable shield out of transparency sheet. Helps protect mucus membrane of eyes as well as nose/mouth. Transparency film would need to be stocked

Sanitize the space?

* Full space cleaning before re-opening?

- Some people are in favor of this, others think that 2 months of disuse is enough to let the virus die

* Dedicated cleaning time?

- Who would even do this?

* Everyone responsible for cleaning up after themselves as usual?

- Definitely easier.
- There's mention of handwashing in the current limited use policy, should we keep that?

* is there expected to be more cleaning supplies than usual on hand at the space?

- It would be nice. Do we have budget?
- Mel: we need to know how people are planning to pay for cleaning supplies that they use
- Also where are we going to get it? Many sources are low on stock or sold out
- Feedback from ZCs would be helpful: What are high touch surfaces in each zone and best way to sanitize it?

Limiting how people use the space?

* Not using the space to socialize

- Hard to police, also makes people sad
- Technically this is under the construction activities section, so I'm not sure whether or not it applies, but the current EO requires "prohibit[ing] gatherings of any size in which people cannot maintain six feet of distance from one another."

* Not using the space for using laptops or other work that can be done at home

- Same as above. People come to i3 to socialize while they work.
- Has to be a balance of keeping people healthy though
- Maybe people will just self police and tend to not stay as long if it feels crowded

Less is more, start with general guidelines and if it's a problem get more specific

- Example from Ashley's work: "Minimize the amount of time where you are unable to maintain a six foot distance with others. Consider whether the activity is necessary or can be reconfigured to allow for social distancing."

Space modifications

- Specific paths that people can walk, one-way hallways, etc
- Could tape the floor with six foot radii from fixed machines (i.e from the location where an operator would typically stand). With vinyl even!
- Keeping the office hallway a one-way
- See current limited use policy below for some paths
- rearrange our entryway and/or start utilizing the B-side office door as an official entry (AFAIK the currently installed magnet is not strong enough to keep the door closed,

maybe we can buy a better one) to decrease congestion when >1 person is entering the building

- Air circulation
 - keeping the furnaces and ceiling fans off to minimize air flow and possible spread
 - But also keep the roof fans on to vent the whole space
- Media lab
 - Swap the media lab PCs with the laser printers so you don't have to be cooped up in a tiny room to use the computers.
 - Or just get remote access set up
 - Computers are replaceable, people aren't
 - Maybe only power one computer up at a time
- Use of B-side to spread people out
 - Move some of the commons table to B side so people can work on stuff over there while being pretty isolated.
 - Set up some of the Elab, media lab, and craft/sewing equipment on B-side so those rooms don't need to be occupied as much.
 - If only 1 person is on B side, do they need to wear a mask?
- In general, put most of the chairs away (stash them in the back corner of b-side maybe).
 - Prevents congestion in the commons, which tends to have a lot of excess chair clumps, making it easier to navigate around the space while keeping the correct distance from others.
 - Don't need so many chairs with people spread out anyway, and it makes for fewer surfaces that should regularly be cleaned.

Keep any of [current limited use policy for medical manufacturing](#) (relevant parts below)

1. Upon entering the space, all individuals must wash their hands using both soap and water. WHO guidelines for hand washing must be printed out and posted near all hand washing stations. Individuals shall sanitize surfaces and tools prior to use. When leaving the space, users must sanitize any work surfaces, tools, hardware, and fixtures that have been used or touched in any area they have visited. This includes bathrooms, sinks, storage cabinets, door knobs, etc.
2. While inside the space, all individuals must maintain the largest reasonably possible distance from each other, and always a minimum distance of 6 feet from each other unless they live in the same household.
3. No more than three (3) individuals may be present at the space at any one time.
4. The following areas are only to be occupied by one person at a time and must be sanitized upon change of occupant: FabLab, Craft Room, eLab, Media Lab, Classroom, the restrooms, as these are very small enclosed spaces. The Leather Loft is explicitly off-limits, due to safe access issues.
5. The following traffic patterns shall be adopted to maintain appropriate distances:

1. Before traversing the space members must look where they are going and ensure that they can do so without violating the six-foot separation rule.
 2. The hallway connecting the E-lab, media lab, bathroom, and classroom shall be one-way with traffic moving from the west hallway door, through the classroom, and exiting into the i3 main entrance area.
 3. The “not a hallway” Media Lab shall not be used as a hallway.
 4. People waiting to use the bathroom must stand a minimum of 6 feet from the door and other people.
 5. Before going through a closed door members shall either knock or shout in order to coordinate movement.
 6. Whenever possible use feet/hips/back/elbows/shoulders to open doors.
6. i3Detroit will do its best to provide PPE & sanitizing supplies, but any users should be prepared to bring their own to comply with the rules, if necessary. If any necessary PPE or sanitizing supplies are not available, nobody shall enter the space and anybody already present must leave the space. If any necessary PPE or sanitizing supplies are running low or are used up, somebody present must post a message on the #shopping-list slack channel.
 7. Anyone who becomes ill with something they suspect may be COVID-19 and who has been at the space in the previous 14 days from onset of symptoms must immediately notify the board and include a list of anyone they shared the space with during said 14 days.

OUTSIDE REFERENCES

Ford's safe operating plan for manufacturing: [website](#) and [PDF](#)

QUESTIONS

What is our normal occupancy limit (i.e., the one on our COO)?

Answer: 35 on A-side currently. 30 on B side