

These instructions are provided to ensure that all employees working in the field performing critical infrastructure functions on behalf of the Michigan Department of Transportation (MDOT) are provided clear instruction and the necessary resources to keep themselves and their co-workers safe during the COVID-19 outbreak, and to slow the community spread of COVID-19.

**1. Direct Force Maintenance and Infrastructure Operations**

Supervisors of each operation (maintenance garage, bridge operation, etc.) shall create operation-specific COVID-19 guidance statements, which explain how employees, vendors, suppliers, and other entities engaged in that work area's operation are to conduct activities in the field, in and around the operations' facilities, and in the use of vehicles and equipment consistent with practices for social distancing and universal precautions recommended by the Centers for Disease Prevention and Control (CDC). The guidance will also provide direction for reporting of illness or concerns of exposure to the Office of Human Resources. Supervisors are reminded that certain personal medical information is legally protected and must remain confidential. Accordingly, supervisors should not ask nor receive medical information directly, but rather refer employees to the Office of Human Resources. Supervisors should use the sample guidance at the end of these instructions as the base guidance, and make additions or modifications only as needed to reflect unique circumstances to their specific operations. Supervisors shall post the guidance on job-site bulletin boards, provide copies to and review the guidance verbally with each individual working in the operation. Initial guidance shall be completed and issued as soon as possible, and by **no later than noon, Friday, March 27, 2020**. A copy of each operation area's guidance must be provided to your Region Engineer, Bureau Director, or Office Administrator, who in turn will forward them to the Office of Human Resources and the MDOT Safety & Security Administration. The supervisor shall be responsible for monitoring updates from MDOT Management, the Office of the State Employer, executive orders signed by the Governor of the State of Michigan, and will provide corresponding updates to their operations' guidance as necessary.

**2. Contract Agency and Private Service Provider Maintenance and Infrastructure Operations:**

MDOT's Transportation Maintenance Coordinators/Engineers (TMC/E) shall work with the contract county, municipality, or private service provider of each operation (maintenance garage, bridge operation, etc.) to create agency operation-specific COVID-19 guidance in written form, which explains how employees, vendors, suppliers, and other entities engaged in that work area's

operation are to conduct activities in the field, in and around the operations' facilities, and in the use of vehicles and equipment consistent with practices for social distancing and universal precautions recommended by the Centers for Disease Prevention and Control (CDC). The guidance will also provide direction for reporting of illness or concerns of exposure to their management and to the MDOT TMC/E for operational awareness. MDOT employees are reminded that certain personal medical information is legally protected and must remain confidential. Accordingly, MDOT employees should not ask nor receive medical information from contract agency partners or private service providers, but rather direct them to follow their agency's internal human resources procedures for notification. Contract agencies and private service providers may use the sample guidance at the end of these instructions as the base guidance, and make additions or modifications only as needed to reflect unique circumstances to their specific operations, or they may use their own format. Agencies shall post the guidance on job-site bulletin boards, provide copies to and review the guidance verbally with each individual working in the operation. Initial guidance shall be completed and issued as soon as possible, and **no later than noon, Friday, March 27, 2020**. A copy of each agency's guidance must be provided to your Region Engineer, Bureau Director, or Office Administrator, who in turn will forward them to the Office of Human Resources and the MDOT Safety & Security Administration. The TMC/E shall be responsible for monitoring updates from MDOT Management, the Office of the State Employer and Executive Orders of the Governor of the State of Michigan and request corresponding updates as necessary.

### **3. Construction Projects:**

The following guidance is being issued in relation to the current COVID-19 direction from the Governor's Office and recommendations from the Centers for Disease Prevention and Control (CDC). Pursuant to subsections 104.07.B, 107.01, and 107.05 of the Standard Specifications for Construction, the Engineer is to require submittal of a Contractor-developed project-specific COVID-19 guidance document. This document must explain how individuals engaged in the project work (Contractor, subcontractors, suppliers, vendors, MDOT staff, consultant staff, local agency staff, etc.) and other entities engaged in operations (e.g., regulatory agency personnel, utility company personnel, etc.) are to conduct activities in the field. This includes in and around the project site, staging and laydown areas, field offices, and in the use of vehicles and equipment. The guidance must be consistent with practices for social distancing and universal precautions recommended by the CDC. The guidance will also provide direction for reporting of illness or concerns of exposure to the Contractor's Safety Supervisor and the Engineer for operational awareness. MDOT employees are reminded that certain personal medical information is legally protected and must remain confidential. Accordingly, MDOT employees should not ask nor receive medical information from contractors or other parties, but rather direct them to follow their agency's internal human resources procedures for notification. Contractors may use the sample guidance at the end

of these instructions as the base guidance, and make additions or modifications only as needed to reflect unique circumstances to their specific projects and operations, or they may use their own format. The Contractor must post the guidance on the job-site bulletin boards and provide copies to and review the guidance verbally with each individual working on the project. Initial guidance must be completed and issued as soon as possible, and by **no later than noon, Friday, March 27, 2020**. The Engineer shall be responsible for monitoring updates from MDOT Management, the Office of the State Employer, and Executive Orders of the Governor of the State of Michigan and will request corresponding updates from contractors as necessary. The Contractor is responsible for updating the guidance based on instructions from the Engineer or Executive Orders of the Governor of the State of Michigan.

Sample guidance for both contract/direct maintenance garages and construction projects has been included in this correspondence. This information can be used in the development of garage or project-specific guidance, although it may need to be updated based on specific project/site conditions and overall operational need.

# Sample Construction Project Guidance

Job Number XXXX  
Contractor XXXX  
COVID-19 Field Operations Guidance  
MMMM DD, 2020

## Personal Responsibilities

- It is critical that individuals **DO NOT** report to work while they are experiencing illness symptoms such as fever, cough, or shortness of breath.
- Individuals should seek medical attention if they develop these symptoms.

## Social Distancing

- **Do not host large group meetings.** CDC recommends that we avoid gatherings of 10+ people; and when meeting, that we keep a 6-foot distance between people. Perform meetings online or via conference call whenever possible.
- To limit the number of people on a jobsite, **allow non-essential personnel to work from home when possible.**
- Eliminate hand-shaking and other contact greetings.

## Jobsite / Office Practices

- Communicate key CDC recommendations (and post signage where appropriate) to your staff and tradespeople:
  - [How to protect yourself](#)
  - [COVID-19 Frequently Asked Questions](#)
- Place posters that encourage [staying home when sick](#), [cough and sneeze etiquette](#), and [hand hygiene](#) at the entrance to your workplace and in other workplace areas where they are likely to be seen.
- Instruct employees to clean their hands often with soap and water for at least 20 seconds. When washing is not possible, use of alcohol-based hand sanitizer that contains at least 60-95% alcohol is encouraged as an alternative.
- Provide soap and water and alcohol-based hand sanitizers (with an alcohol content of 60-95%) in the workplace. Ensure that adequate supplies are maintained. Place hand sanitizers in multiple locations and conference rooms to encourage hand hygiene.
- Do not congregate in lunch areas.
- Do not share tools.
- Do not share personal protection equipment (PPE) unless properly sanitized.
- Sanitize reusable PPE per manufacturer's recommendation prior to each use.
- Ensure used, disposable PPE is disposed of properly.

- Utilize disposable gloves if required for the task; instruct workers to wash hands after removing gloves.
- Disinfect reusable supplies and equipment.
- Identify specific locations and practices for daily trash such as: paper, hand towels, food containers, etc. Instruct workers responsible for trash removal in proper PPE/hand washing practices.
- Sanitize surfaces, such as doorknobs, keyboards, counters, and other surfaces.
- Do not use a common water cooler. Provide individual water bottles or instruct workers to bring their own.
- Advise workers as a best practice to change work clothes prior to arriving home; and to wash clothes in hot water with laundry sanitizer.
- Don't stack trades if possible. (The stacking of trades describes project conditions where multiple tradespeople are working simultaneously in a single work area. Stacking creates congestion and crew interference and can also negatively affect productivity.)
- Utilize disposable hand towels and no-touch trash receptacles.
- Request additional/increased sanitation (disinfecting) of portable toilets.
- Avoid cleaning techniques, such as using pressurized air or water sprays that may result in the generation of bioaerosols.

### **Managing Sick Employees**

- **Actively encourage sick employees to stay home.** Employees who have symptoms of acute respiratory illness are recommended to stay home and not return to work until they are free of fever (100.4° F [38.0° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor and stay home if they are sick.
- Separate sick employees. CDC recommends that employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately.
- Communicate your company's Human Resources practices for managing sick time related to COVID-19.

## Sample Maintenance Garage Guidance

### XXXX Maintenance Garage COVID-19 Field Operations Guidance MMMM DD, 2020

#### Personal Responsibilities

- It is critical that individuals **DO NOT** report to work while they are experiencing illness symptoms such as fever, cough or shortness of breath.
- Individuals should seek medical attention if they develop these symptoms.
- Immediately notify the Human Resources director if they or anyone they have had recent close personal contact with tests positive for COVID-19. The MDOT Human Resource director is Christine Hunnicutt, who can be contacted at 517-388-8272 or [HunnicuttC@Michigan.gov](mailto:HunnicuttC@Michigan.gov)

#### Social Distancing

- No more than 4 employees in any break room or area at one time, maintain at least 6 feet from other employees.
- Limit vehicle occupancy to one employee for any operation unless social distancing recommendations are achievable for certain vehicles.
- Eliminate hand-shaking and other contact greetings.

#### Worksite / Garage Practices

- Communicate key CDC recommendations (and post signage where appropriate) to your staff and tradespeople:
  - [How to protect yourself](#)
  - [COVID-19 Frequently Asked Questions](#)
- Wipe down each vehicle and piece of equipment with disinfectant before and following each use.
- Crew leaders or their designee are responsible to wipe down the break room and all door handles with disinfectant around the facility twice per shift.
- Move your workstation to another workstation so you maintain at least 6 feet between you and any other employee. If needed additional workstations can be set up.
- Maintain at least 6 feet from other employees.
- No vendors or other visitors are allowed in facilities unless it is an emergency.
- When parts or shipments come in, maintain at least 6 feet between you and delivery personnel.
- Each employee must sanitize their workstations and desktops before and following each use.

- If you sneeze or cough, do so into a napkin or tissue and immediately dispose of it properly.
- Instruct employees to clean their hands often with soap and water for at least 20 seconds. When washing is not possible, use of alcohol-based hand sanitizer that contains at least 60-95% alcohol is encouraged as an alternative.
- Provide soap and water and alcohol-based hand sanitizer in the workplace. Ensure that adequate supplies are maintained. Place hand sanitizer in multiple locations to encourage hand hygiene.