## Definitions
- **Suspected Case** – employee is feeling sick, showing symptoms of COVID-19, and has been tested but no confirmed results.
- **Confirmed Case** – employee, or someone living with the employee, has tested positive for COVID-19.

## Communication
Supervisors should instruct employees to go home/stay home if they have symptoms of, or test positive for, COVID-19. For more information on this, the use of leave, return to work and other administrative related issues, please refer to the attached TDOT HR COVID-19 Related Guidance v1 from TDOT HR.

If a Supervisor is made aware of an employee with a suspected or confirmed case of COVID-19, the Supervisor shall contact the Regional Director immediately. The Regional Director shall then complete and forward the attached “Timeline of Events” template to Delaine Linville and Will Reid.

## Cleaning
**General cleaning** (refer to the attached guidelines from OHS):
- Employees need to keep their vehicles and work areas clean of trash and other debris and perform daily sanitation tasks.
- Clean offices daily.
- Clean vehicles twice a day, at the start and end of each day/shift/usage.

**Cleaning a BUILDING** for suspected or confirmed case of COVID-19:
- If the area has been isolated for 24 hours, the area must be disinfected (refer to attached Statewide Contract 817).

**Cleaning a VEHICLE** for suspected or confirmed case of COVID-19:
- Isolate the vehicle immediately and see attached Statewide Contract 817.
- **POSITIVE test** – vehicle must be disinfected.
- **NEGATIVE test** – vehicle should be sanitized.

## Protocols
**REMOTE EMPLOYEES** (Operations, Floating, Bridge, Highway Marking, etc.):
- Limit the amount of time an employee spends in the office or shop and stagger those times if possible.
- Try to maintain at least 6 feet of separation between employees.
- Stage crew arrivals outside if possible and in groups of fewer than 10 employees.
- Conduct daily calls between supervisors and employees if not working together.
- No more than 2 employees/vehicle if possible, preferably only 1/vehicle.

**EMPLOYEES REPORTING TO A FACILITY**:
- Single point of entry – only authorized employees allowed in work area.
- No waiting or loitering allowed.
- Stagger breaks and lunches to limit employees’ exposure.
- Stagger employee arrival times if possible.
- Facilities should be cleaned daily (see attached guidelines from OHS).
- Employees should try to maintain at least 6 feet of separation.
- **Garage Employees** – Before entering and exiting shop, use a checklist for cleaning trucks and equipment (including placing garbage bags over seats, disinfecting steering wheels/gearshifts, etc.).