

Definitions	<p><u>Suspected Case</u> – employee is feeling sick, showing symptoms of COVID-19, and has been tested but no confirmed results.</p> <p><u>Confirmed Case</u> – employee, or someone living with the employee, has tested positive for COVID-19.</p>
Communication	<p>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.</p> <p>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.</p>
Cleaning	<p>General cleaning (refer to the attached guidelines from OHS):</p> <ul style="list-style-type: none"> • 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. <p>Cleaning a BUILDING for suspected or confirmed case of COVID-19:</p> <ul style="list-style-type: none"> • If the area has been isolated for 24 hours, the area must be disinfected (refer to attached Statewide Contract 817). <p>Cleaning a VEHICLE for suspected or confirmed case of COVID-19:</p> <ul style="list-style-type: none"> • Isolate the vehicle immediately and see attached Statewide Contract 817. • <u>POSITIVE test</u> – vehicle must be disinfected. • <u>NEGATIVE test</u> – vehicle should be sanitized.
Protocols	<p>REMOTE EMPLOYEES (Operations, Floating, Bridge, Highway Marking, etc.):</p> <ul style="list-style-type: none"> • 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. <p>EMPLOYEES REPORTING TO A FACILITY:</p> <ul style="list-style-type: none"> • 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. • <u>Garage Employees</u> – Before entering and exiting shop, use a checklist for cleaning trucks and equipment (including placing garbage bags over seats, disinfecting steering wheels/gearshifts, etc.).

For more information regarding dealing with COVID-19, see:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/workplace-school-and-home-guidance.pdf>