

MDOT SHA COVID-19 Workplace Health and Safety Guidelines

State and federal guidelines deem transportation an essential and critical function. As it relates to MDOT SHA, that includes state employees, consultant personnel, and contractors who are supporting or delivering transportation functions during the COVID-19 emergency. The critical functions include, but are not limited to; construction, maintenance, dispatch, vehicle recovery, inspections, planning, and design.

MDOT SHA will continue to perform these critical functions while protecting the health and well-being of our MDOT SHA team, consultants, and contractors. This document contains best practices for how to conduct yourself in the office, in the field, and around others to avoid exposure to the COVID-19 virus. Keep in mind that the virus can remain active, contagious, and transmittable in the air for three (3) hours and on hard surfaces from four (4) hours to three (3) days.

There are various locations where you can find information to help protect yourself during this crisis; including federal health guidelines at [CDC.gov](https://www.cdc.gov) and [OSHA.gov](https://www.osha-slc.gov), state health guidelines from the Maryland Department of Health at <https://coronavirus.maryland.gov>, and information concerning Governor Hogan's COVID-19 Response at <https://governor.maryland.gov/coronavirus>. Please focus on these resources for the most up-to-date and reliable information.

Everyone should practice the following guidelines recommended by the Centers for Disease Control and Prevention (CDC) to protect themselves:

- Wash your hands often, especially after touching surfaces, door handles, or other areas that are used by other people.
 - Clean and disinfect surfaces like those listed above daily.
- Cough/sneeze into your elbow, not your hands or toward the floor.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Practice social distancing, keeping away from other people by at least six feet.
- If you feel sick, stay home!

Everyone should be aware that the Occupational Safety and Health Administration (OSHA) recommends:

- Explore and/or establish flexible worksites (i.e. telecommuting) and flexible work hours (i.e. staggered shifts) to increase social distancing.
- Discourage the use of others' workstations, desks, offices, tools and equipment, when possible.
- Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment.
- OSHA defines our workers as Medium Exposure Risk - workers in this risk group may have frequent contact with travelers...may have contact with the general public.
- Install physical barriers where possible.
- Where appropriate, limit customers' and the public's access to the worksite, or restrict access to only certain workplace areas.

The Maryland Department of Health (MDH) recommendations echo many of the CDC/OSHA recommendations.

Additional tips for MDOT SHA Maintenance Staff:

- Stay home if you are sick or have been exposed to someone with the COVID-19 virus. Entry into MDOT SHA facilities is governed by Maryland Department of Budget & Management (DBM) protocols, and you may be turned away (see attached documents).
- Clean your hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol, or wash your hands with soap and water for at least 20 seconds.
- Maintain social distancing whenever possible. No congregating; use calls, text, emails and/or Teams to communicate with one another.
- Make sure your vehicle is cleaned daily, wiping down areas with disinfectant.
- Each eligible employee should ride in a vehicle by themselves with no passengers.
- Attend meetings virtually whenever possible.
- Clean your work area/site daily, including your desk, phone, keyboard, tools and equipment.
- Always wear your Personal Protection Equipment (PPE) when required and clean your PPE daily.
- Do not share PPE, tools, etc.
- Identify specific practices for handling daily trash such as: paper, hand towels, food containers, etc.
- Conduct routine cleaning in field offices (doorknobs, keyboards, counters, and surfaces).
- Do not use a common water cooler. Use individual water bottles.
- Don't stack trades if possible.
- Utilize disposable hand towels and no-touch trash receptacles when possible.
- Arrange increased disinfecting of portable toilets.

What should I do if I had contact with someone who tested positive with COVID-19?

- Tell your supervisor and report specific details up the chain immediately.
- Your supervisor should contact Dr. Becraft 410-545-5556 or ebecraft@mdot.maryland.gov for further direction.

What if I still have questions?

- Email covidemployeequestions@mdot.maryland.gov or call 410-545-2815 (note: The email and phone number will be monitored Monday - Friday from 8 a.m. - 4 p.m.)

ACCESS PROTOCOLS FOR ALL STATE OPERATED FACILITIES AND BUILDINGS EFFECTIVE 3/26/2020 (REVISED)

These protocols may be amended as needed in response to rapidly changing circumstances related to COVID-19.

Building entry protocol must be put into place in every State agency to protect employees, visitors, and those in the care and custody of the State. ALL individuals entering ALL State-operated facilities must be ASKED Initial Screening Questions.

The Initial Screening Questionnaire script **must** be followed. The Questionnaire should **NOT** be handed to individuals to complete. The questions must be asked and the screener must attempt to maintain a distance of six (6) feet while asking the questions. See attached.

Access to State Office Buildings

- Entry screening staff **MUST** be present at all entrances.
- Access will be controlled.
- Prior to entry, all individuals (staff, visitors, vendors, contractors, etc.) must be **ASKED** the Initial Screening Questionnaire by entry screening staff.
- Individuals who answer **YES** to any question on the Initial Screening Questionnaire **OR** refuse to participate in the screening process **must** be denied access to the facility.
- Refusal by an employee to answer screening questions may result in the employee being placed on unauthorized leave without pay and may result in the imposition of disciplinary action.

INITIAL SCREENING QUESTIONNAIRE

IMPORTANT: THE SCREENER SHOULD IMMEDIATELY STOP THE SCREENING AND DENY ACCESS TO ANY INDIVIDUAL WHO ANSWERS YES TO ANY SCREENING QUESTION.

For infection-control purposes, I need to ask you a few questions:	
Have you had any of the following new symptoms in the last seven (7) days: fever or chills, cough (either new or different than your usual cough), sore throat, shortness of breath, or any other flu-like symptoms?	<input type="checkbox"/> Yes <input type="checkbox"/> No
In the past week, have you been in close (less than 6 feet), prolonged contact (more than 2-3 minutes) with someone with suspected or confirmed COVID-19 without using infection protection and control precautions ?	<input type="checkbox"/> Yes <input type="checkbox"/> No



Individuals who answer **YES** to **ANY** question on the Initial Screening Questionnaire **OR** refuse to participate in the screening process **must** be denied access to the facility.

Name of Individual Seeking Access _____ (please print)

Access Determination _____ Approved _____ Denied

Name of staff completing form _____ Date: _____ Time: _____
(Please print)

**NOVEL CORONAVIRUS 2019 (COVID-19) GUIDELINES FOR REPORTING TO WORK
FOR NON-HEALTH CARE PROFESSIONALS**

Employee Category	Action
<p>1. Employee has suspected COVID-19 (has symptoms* but has not been tested or has a test pending).</p> <p>*Symptoms include fever, cough (either new or different than their usual cough), shortness of breath, or other flu-like symptoms.</p>	<p>Send employee home for a period of at least 7 days. The employee may return to work after these three things have happened:</p> <p>There has been no fever for at least 72 hours (that is <u>three full days</u> of no fever without the use of medicine that reduces fevers); AND Other symptoms have improved (cough may persist for 1 – 2 weeks); AND At least 7 days have passed since symptoms first appeared.</p>
<p>2. Employee has confirmed COVID-19 (has had a positive laboratory test).</p>	<p>Send employee home for a period of at least 7 days. The employee may return to work after these three things have happened:</p> <p>There has been no fever for at least 72 hours (that is <u>three full days</u> of no fever without the use of medicine that reduces fevers); AND Other symptoms have improved (for example, when cough or shortness of breath have improved); AND At least 7 days have passed since symptoms first appeared.</p>
<p>3. Employee has no symptoms, but:</p> <p>1) has a household member; OR 2) has an intimate partner; OR 3) is providing care in a non-healthcare setting without using precautions to an individual...</p> <p>who has suspected or confirmed COVID-19.</p>	<p>Send employee home for a period of 14 days. If the employee develops no symptoms, the employee may return to work.</p> <p>If the employee develops symptoms, the employee may return to work after these three things have happened:</p> <p>There has been no fever for at least 72 hours (that is <u>three full days</u> of no fever without the use of medicine that reduces fevers); AND Other symptoms have improved (for example, when cough or shortness of breath have improved); AND At least 7 days have passed since symptoms first appeared.</p>

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<p>4. Employee has been within 6 feet for longer than 3 minutes with someone who has suspected or confirmed COVID-19.</p>	<p>Send employee home for a period of 14 days. If the employee develops no symptoms, the employee may return to work.</p> <p>If the employee develops symptoms, the employee may return to work after these three things have happened:</p> <p>There has been no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers); AND Other symptoms have improved (for example, when cough or shortness of breath have improved); AND At least 7 days have passed since symptoms first appeared.</p>
<p>5. Employee has been in the same indoor environment (e.g., a classroom, a hospital waiting room) as a person with suspected or confirmed COVID-19 for longer than 3 minutes but does not meet the definition of close contact (within 6 feet).</p>	<p>No work restrictions. Employee should self-monitor for symptoms, fever. If symptoms develop, self-isolate as above (see category 1).</p>