

# Workforce Safety Plan (COVID-19)

## “Work Smart & Stay Safe—Restart VT: Phase III”

5/1/20

### 1. Introduction:

- a) The health and safety of our community, including all State employees, is our highest priority. The goal of this document is to provide mitigation measures and other recommendations to help limit the spread of illness for our State employees who are deployed in the field during the COVID-19, State of Emergency.
- b) This document was developed by referencing the Center for Disease Control (CDC), the Vermont Department of Health (VDH), AOT Safety, AOT Department of Human Resources (HR) guidance and Executive Orders issued by Governor Scott, and the Agency of Transportation Phase III Operations and Restart plan as approved by ACCD.
- c) This document is subject to change when guidance and recommendations is updated by the CDC, Vermont Department of Health or from the Governor’s office. All mitigation steps will be reviewed no less than once a week.
- d) The Agency of Transportation has developed this plan to safely continue and resume certain activities with operations that shall rigorously meet the mandatory health and safety requirements listed below.

### 2. Mandatory Health & Safety Requirements:

- a) Employees shall not report to, or be allowed to remain at, work or job site if sick or symptomatic (with fever, cough, and/or shortness of breath).
- b) No COVID-19 positive workers are allowed on site, and any worker(s) who have had contact with any person who is diagnosed with COVID-19, shall report the exposure to their immediate supervisor and follow the Vermont Department of Health or Human Resources guidance or State Executive Order.
- c) Workers may commute to an essential job in Vermont or commute to a job in compliance with the Phased Restart Work Safe Guidance without quarantining, though they should commute directly to and from their work site.
- d) All common spaces (when open) and equipment, including bathrooms, field offices, frequently touched surfaces and doors, [tools and equipment](#), and [vehicles](#) shall be [cleaned and disinfected](#) regularly, and, when possible, prior to transfer from one person to another in accordance with CDC guidance.
  - I. Employees shall be responsible for cleaning the work surfaces they utilize, including shared equipment, such as copiers and scanners, which shall be cleaned before and after each use.
  - II. Contracted / BGS cleaning services are being utilized for all facilities to support common space and bathroom cleaning requirements.
- e) All employees shall wear non-medical [cloth face coverings](#) (bandanna, scarf, or nonmedical mask, etc.) over their nose and mouth when in the presence of others. In some cases, a translucent shield or “sneeze guard” is acceptable in lieu of a mask. Customers or clients shall be required to wear masks.
- f) Employees shall have easy and frequent access to soap and water or hand sanitizer during duration of work, and handwashing or hand sanitization shall be required before entering, and leaving, offices and/or job sites. Access to hand washing and/or hand sanitizer for vendors, and customers will be provided to the extent possible.
- g) Prior to the commencement of each work shift, pre-screening, including temperature checks and health survey (3. Workplace Screening Tool) shall be required to verify each employee has no symptoms of respiratory illness (fever, cough, and/or shortness of breath).
  - I. After the receipt of the thermometers, and clear guidance from ACCD and/or DHR on the practice to follow, AOT will implement the temperature check component of the pre-screening process.
- h) Signs shall be posted at all entrances clearly indicating that no one may enter if they have symptoms of respiratory illness.
- i) Maximum of 10 (ten) total workers per location/job. The 10 (ten) person crews must maintain a minimum of 6 (six) feet apart from another crew member.
- j) Face-to-face staff meetings should be limited, and physical distancing shall be observed. Staggered work shifts, break times, etc. and expanding hours to reduce number of individuals working together and reduce contact with members of the public will be considered.

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- k) Use of shared workspaces, desks, offices, etc. is discouraged to the maximum extent practicable (for cleaning frequency refer to 2.d.1). Minimize initial meetings of the day and/or move outside if possible. When possible, stagger start and end times for crews to minimize staff congregating.
  - I. Example (Maintenance): Crew A in the office at 6am and Crew B in the office at 6:30am.
- l) No more than two (2) people shall occupy one vehicle when conducting work. When in a vehicle with one other person both occupants shall wear masks. Passenger should be seated in the seat furthest from the driver.
- m) Employees shall limit travel between multiple sites to the extent possible.
- n) All employees shall observe strict social distancing of six (6) feet while on the job. Measures shall be implemented to ensure customers/public observe strict social distancing of six (6) feet while on location, to the extent possible.
- o) Employees shall follow proper hygiene practices including:
  - I. Avoid touching your eyes, nose, and mouth with unwashed hands.
  - II. Cover your cough or sneeze with a tissue or elbow, then throw the tissue in the trash and wash your hands.
- p) No congregation of employees is allowed. All common areas, such as break rooms and cafeterias (excluding restrooms) are closed.
  - I. All Dill Building and Barre City Place common spaces such as kitchens and break rooms will be closed.
  - II. With the exception of the Dill Building and Barre City Place, all Agency facility office kitchens may continue to be used to store and prepare food, but the occupancy shall be limited to one (1) at a time. Employees may not dine in the common areas. Sanitization shall occur in the kitchen following use and with a minimum of three sanitations per day. Signs (pg. 6) shall be posted to show these limitations.
- q) When working inside, open doors and windows to promote air flow to the greatest extent possible and limit the number of people occupying a single indoor space.
  - I. Discretion should be used when sharing a vehicle with windows down.
- r) All operations shall designate a safety and health officer/Overwatch on-site at every shift responsible for ensuring compliance with this Workforce Safety Plan, the Executive Order and the Addenda thereto and applicable ACCD Guidance. This person shall have the authority to stop or modify activities to ensure work conforms with the mandatory health and safety requirements.
- s) All operations shall use remote work whenever possible.
- t) All employees, including those already working, shall complete trainings required by the Agency Safety Manager and VOSHA on mandatory health and safety requirements within the LMS. Completion of trainings shall be documented within LMS by assigned deadlines to be considered complete.

### 3. Workforce Screening Tool:

- a) **State Employees & Supervisors** – every time employees are about to enter a State facility/vehicle, they shall follow the [Supervisor Screening Tool](#).
- b) Supervisors should be vigilant and reasonable to ensure staff are not ill and/or need additional support. Reasonable does not mean asking your employees these questions each time they get into a vehicle/office. Supervisors & employees who work with each other daily should be aware of each other’s general health and communicate effectively throughout the day as necessary.
- c) If the answer is **YES** to any question below, the employee shall **not** enter the facility/vehicle and should notify the supervisor, accommodations made to send an employee home (should have stayed home prior to coming to work if ill), and follow the guidance listed at [the VDH COVID-19 webpage](#).

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If you are a Supervisor and an employee answered **YES** to any of the questions on the Supervisor Screening Tool you should:

- a) The employee will be asked to stay home, call their primary care provider and seek guidance from the Vermont Department of Health (VDH).
- b) The employee should be directed to their local Primary Care Provider (PCP) if they have concerns of exposure. Employees who have been exposed or believe that they may have been exposed should follow the guidance of their healthcare providers before returning to work. Employees who are sick should be asked to stay home until they are well or until they have been cleared by a healthcare provider.
- c) If the employee doesn't have a PCP they should contact their local emergency department by phone first, unless emergent.
- d) If you have questions about COVID-19:
  - I. Dial 2-1-1. If you have trouble reaching 2-1-1, dial 1-866-652-4636.
  - II. If an employee is sick or concerned about their health: Have them call their health care provider by phone. Please avoid having them go to the hospital, except in a life-threatening situation.

### **In-contact (close contact), as it relates to the screening tool:**

These are people who have been identified by the Health Department as a close contact to someone who tested positive for COVID-19. These people will be contacted by the Department of Health based on positive test results and patient tracking.

- a) **Close contact means:** being within six feet of someone who has tested positive for COVID-19 for a long time. This happens when caring for, being intimate partners with, living with, visiting, or sharing a health care waiting area. If you have been in close contact with someone who has tested positive for COVID-19: stay home, limit contact with others, and call Health Department Epidemiology at 802-863-7240. If you have symptoms, call your health care provider first, then call the Health Department. See CDC's updated [Interim Healthcare Infection Prevention and Control Recommendations for Persons Under Investigation for 2019 Novel Coronavirus](#).
- b) **Close contact does not mean:** being more than six feet away in the same indoor environment for a long period of time, walking by, or briefly being in the same room with someone who has tested positive for COVID-19. In these situations, you should observe yourself for symptoms. You do not need to call the Health Department. Anyone who develops symptoms should stay home and call their health care provider.

## **4. Social Distancing:**

Employees shall follow the [Guidelines](#) outlined by the CDC.

- a) Example: If possible, employees should bring enough food, water, and other items of need for the day to limit interaction in public facilities during work hours.

## **5. PPE:**

- a) As with all PPE, the manufacturer's instructions/recommendations shall be reviewed and followed prior to use, including donning, use, doffing, and disposal. The use of PPE for normal tasks shall be continued, with addition (if necessary) COVID-19 related PPE. PPE is to be identified in the Job Safety Analysis (JSA) for specific tasks.
- b) Employees shall wear non-medical cloth face coverings (bandanna, scarf, or non-medical mask, etc.) over their nose and mouth when in the presence of others. Information on acceptable face coverings can be found [here](#).

## **6. OSHA Recordkeeping:**

COVID-19 can be an OSHA recordable illness if a worker is infected as a result of performing their work-related duties. However, employers are only responsible for recording cases of COVID-19 if all the following are met:

- a) The case is a confirmed case of COVID-19 (see CDC information on persons under investigation and presumptive positive and laboratory-confirmed cases of COVID-19);
- b) The case is work-related, as defined by 29 CFR 1904.5; and
- c) The case involves one or more of the general OSHA recording criteria set forth in 29 CFR 1904.7 (e.g. medical treatment beyond first-aid, days away from work).

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### 7. Limitations / Clarifications for DMV Operations:

- a) DMV may have more than ten (10) persons per work area in the general office setting, in cubicles or offices to perform mission essential functions defined in the DMV COOP. This is providing all efforts are made to maintain the six (6) foot distance rule from other workers as much as possible at all times. There is to be no congregating anywhere when distances are less than six (6) feet.
- b) Facial coverings may be removed when not in the presence of others and when on phone calls.
- c) Example: While working within a cubicle or office, an individual may choose to not wear a cloth face covering while on the phone as long as there are no other individuals within six (6) feet. The employee shall don a cloth face covering, when in the presence of others, and when traveling through common areas.

### 8. Limitations/Clarifications for VTrans Projects:

- a) Workers will be allowed to resume work on AOT projects using maximum of ten (10) total workers per location/job. Transportation projects are linear and may have multiple locations and jobs normally occurring simultaneously and independently. For the purpose of implementation of this guidance separate locations shall be defined as those that are located a minimum of 100 feet apart and with ten (10)-person crews. Crew members shall maintain the six (6)-foot distance rule from other workers as much as possible at all times. Trucks making deliveries such that the driver does not exit the truck nor come within six (6) feet of a worker through an open window will also be considered a separate job.
  - a. Discretion should be used when modifying members of crews (i.e.; limiting the possibility of cross contamination).
- b) VTrans inspection/acceptance activities and Contractors will need to coordinate the tasks and scheduling to not exceed the limit of ten (10) individuals in one location.
- c) Contractor foremen, superintendents and safety and health officers will be considered in the ten (10)-person crew limit.
- d) Prior to the commencement of each work shift a pre-screening or survey shall be required by the designated safety and health officer on-site to verify each employee has no symptoms of respiratory illness (fever, cough, and/or shortness of breath). To the extent feasible contractors shall include temperature checks.
- e) For litter picking, safe handling practice such as using disposable nitrile gloves, following CDC / VDH guidance and washing your hands regularly are recommended.

### 9. Job Safety Analysis (JSA):

A “JSA” is a tool often utilized for maintenance operations but is also available for all of AOT as it offers value in the recognition and control of workplace hazards. A JSA is to be filled out, discussed, understood fully and signed by each member of the crew. This is to bring awareness of all hazards and corrective measures before the start of any project. The “Health” portion of the JSA is critical in identifying COVID-19 related hazards and controls. A JSA shall be filled out any time hazards exist that could result in employee injury or illness, and/or when personal protective equipment is used. A JSA can be used for multiple days or for multiple project locations so long as the conditions do not change. The team competent person and/or the supervisor shall review the JSA with any employee(s) that were not involved with the initial JSA for the specific task(s) and sign the JSA form.

- a) The JSA shall be on the site/vehicle for employees to refer to in the event of an incident at all times.
- b) JSA’s shall be filled out daily and filed in the project folder at end of project day.
- c) Supervisors and or the competent person shall make sure that all employees on the job and anyone that enters the project limits, understand the hazards and controls sign the document.

### **Who should we contact if we still have questions after reading this document and the [FAQ’s](#)?**

- a) Contact your immediate supervisor first, such as a District Project Manager or Branch Manager.
- b) If they cannot answer your question, please contact your Regional Occupational Safety Technician. If necessary, the question will be routed through the ICS Team to answer/assist.

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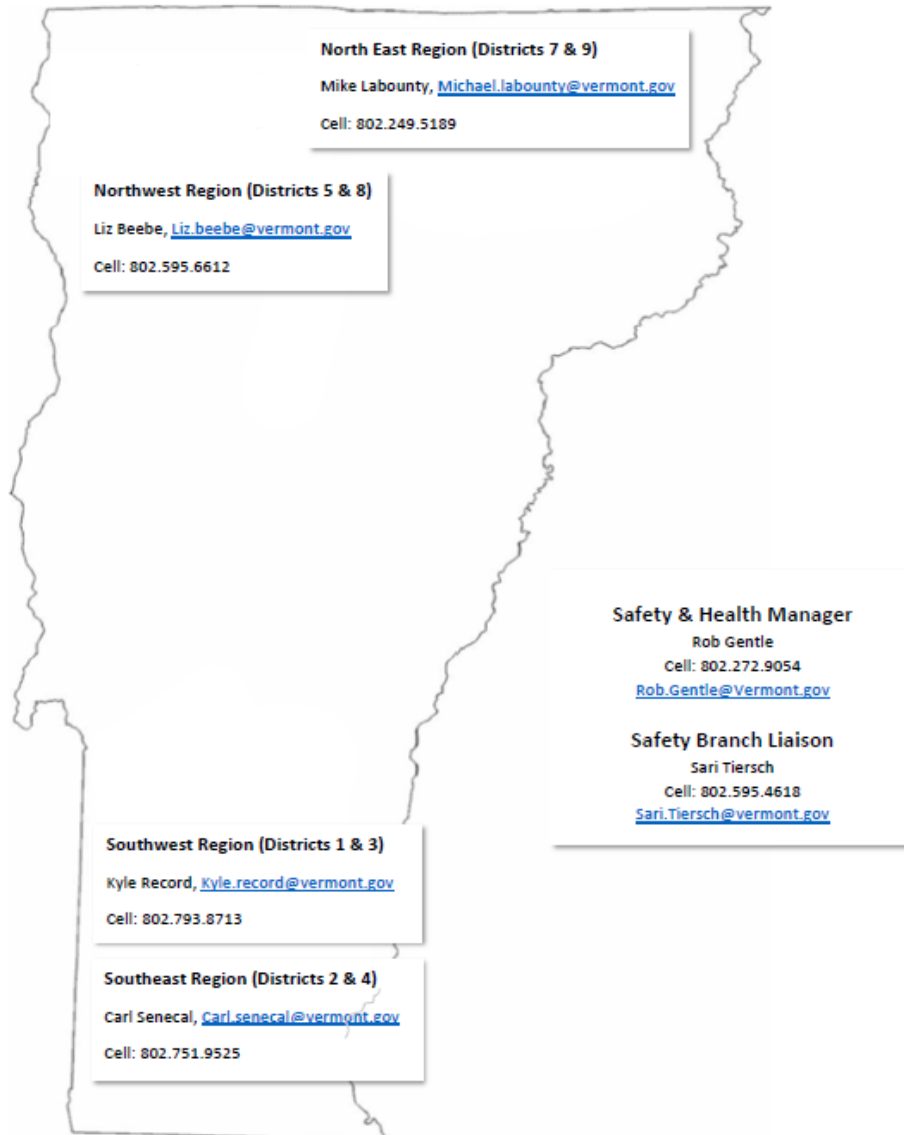
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# Kitchen and Common Space Limitation Guideline Poster

The best ways to prevent contracting Covid-19 are to practice Social Distancing as well as frequent handwashing. This applies to kitchenette areas.

1. **Take turns:** Limit the kitchen to 1 person at a time. Stagger breaks/mealtimes and provide a brief cleaning period between break and mealtimes. Staff members are responsible for disinfecting the surfaces they use during breaks/meals.
2. **Don't linger:** There shall be no sitting in the kitchen or common space.
3. **Use a Barrier:** When opening or closing the refrigerator or microwave door or pressing buttons on appliances, consider using a disposable paper towel as a barrier.
4. **Clean after yourself:** Sanitize use cleansing wipes or soap/water to clean frequently touched surfaces such as those you just touched while using the kitchen. Follow CDC guidelines for sanitization and cleaning practices for COVID-19.
5. **Wash your hands:** with soap and warm water for 20 seconds when entering the Kitchenette, before eating, preparing food, or touching any commonly used items.



For additional information, see the *Workforce Safety Plan*