



Joint Workforce Safety Plan: COVID-19

COVID-19 Guidance for the Transportation Industry

As we continue to meet the transportation needs of the State of Texas, our industry partners – to include consultants, contractors, FHWA and TxDOT – expect all parties to abide by the COVID-19 safety guidelines issued from the Centers for Disease Control and Prevention (CDC), Texas Department of State Health Services (DSHS) and the Occupational Health and Safety Administration (OSHA).

Industry partners have taken steps to prevent the spread of COVID-19 by implementing guidelines and policies including restricted travel, limiting “in person” meetings, limiting the number of people at work in the office and the project environment, and exercising enhanced personal hygiene practices.

As a unified approach to prevent the spread, below are guidelines and practices agreed to by industry partners, which will be implemented at their own expense. These guidelines will be used on TxDOT projects in a reasonable and practicable manner.

Employee Health and Safety:

- Any employee who is sick or has any of the COVID-19 symptoms such as fever, coughing, or shortness of breath will stay home.
- For guidance on confirmed positive tests for COVID-19 or exposure to someone who tests positive, refer to the most recent version of the "COVID-19 Guidance for Employees/Leadership on TxDOT Projects" located on the last page of this plan.
- “High Health Risk” employees such as those with chronic diseases, respiratory disorders, or those who possess immunodeficiencies can discuss alternate work arrangements with their supervisor or HR representative, or take leave according to their company’s policies.
- Employees who show or report symptoms of acute respiratory illness (cough, shortness of breath, etc.) will immediately be sent home.

Personal Hygiene:

- Wash hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
 - *If soap and water are not available, use an alcohol-based hand sanitizer with at least 60% alcohol.*
- Cover cough or sneeze with a tissue, then throw the tissue in the trash.
- If a tissue is not available, cough and sneeze into upper shirt sleeve, completely covering mouth and nose.



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- Avoid touching your eyes, nose, mouth or other parts of your face.

Cleaning and Disinfecting:

- Wash stations and/or hand sanitizer will be provided on each project site for use by all employees.
- Surfaces and objects that are frequently touched by multiple people will be cleaned throughout the day. These surfaces include the following:
 - Office/Buildings: door knobs, light switches, phones, computers, keyboards, copy machines, elevator buttons, toilets, sinks, countertops, paper towel dispensers, desktop surfaces, hand rails, vending machines, counter tops, tables, cabinets, etc.
 - Shop Yard/Jobsite: equipment door handles, keys, gear shifters, steering wheels, operator controls, fuel pump dispensers, etc.
- Sanitize/disinfect facilities and work areas after persons suspected/confirmed to have COVID-19 have been in the facility or work area.
 - It is recommended to close off areas used by these persons and wait as long as practical before beginning cleaning and disinfecting as a means of minimizing potential exposure to respiratory droplets.
 - Cleaning staff should safely clean and disinfect all areas used by these persons focusing especially on frequently touched surfaces.

General Guidance:

- Practice “social distancing” as much as possible.
 - All personnel have the responsibility to remind each other to stay at least 6 feet apart.
- Communicate the COVID-19 precautions/guidelines in both English and Spanish (a bilingual communications link is included in the resource list of this document).
- Increase proactive communication measures between all parties regarding schedule, daily activities, etc. to reduce/minimize worker exposure.
- Minimize on-site personnel such as subcontractors, work crews, QC personnel, and inspection staff to those required for that day’s activities.
 - If work is postponed or cancelled, immediately notify appropriate parties.
- Do not congregate during lunch or breaks. Practice social distancing and staggered lunch breaks to eliminate group gatherings.
- The first line of communication should be phone, rather than in-person.
- Use of video conferencing/conference calls is the preferable method for conducting discussion-based meetings.



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- If an in-person meeting is absolutely required and cannot be rescheduled or attended remotely, the meeting is limited to a maximum of 10 people while maintaining social distancing of 6 feet or more between all individuals and meeting outside whenever possible.
 - No handshakes.
 - Do not share iPads, tablets, pens, or clipboards for signing or any other purpose.
 - Take pictures as proof of attendance at status meetings, tailgate meetings, etc.
 - Sharing of Personal Protective Equipment (PPE) is strictly prohibited.
 - For Vehicles, Equipment, and Tools:
 - Limit the number of people riding in a vehicle together.
 - Wipe down and disinfect shared vehicles after each shift.
 - As much as possible, do not share tools or equipment.
 - If a tool or piece of equipment must be shared, the parts of it that are touched should be sanitized between uses.

Return to Work:

- In accordance with CDC guidance, the following criteria must be followed for an employee with a positive test result to return to work:
 - At least 14 days must have passed from positive test notification; *and*
 - At least 3 days (72 hours) must have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); *and*,
 - At least 7 days must have passed since symptoms first appeared.

Additional Resources:

- Texas Department of State Health Services
 - <https://www.dshs.texas.gov/coronavirus/>
- TDSHS Bilingual Communication Tools
 - <https://www.dshs.texas.gov/coronavirus/tools.aspx>
- Centers for Disease Control and Prevention
 - <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>
- What to do if you are sick
 - https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fabout%2Fsteps-when-sick.html







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- Interim Guidance for Businesses and Employers to Plan and Respond to COVID-19
 - https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fspecific-groups%2Fguidance-business-response.html
 - OSHA Guidance on Preparing Workplaces for COVID-19
 - <https://www.osha.gov/SLTC/covid-19/controlprevention.html>
 - <https://www.osha.gov/Publications/OSHA3990.pdf>

All parties agree to the guidelines in this plan to support continued work while limiting exposure to COVID-19. A contractor, consultant, or FHWA and TxDOT staff who does not agree to reasonably and practically follow the guidance herein will not be allowed to work on the project.



COVID-19 Guidance for Employees/Leadership on TxDOT Projects

Confirmed Positive (+) Test		Safety/Leadership Direction		
		Primary Employee	Crew / Work Group <i>Exposure within 6' and longer than 10 minutes</i>	Project Site <i>No exposure within 6' and longer than 10 minutes</i>
Employee		Employee notifies supervisor via phone Employee stays home for required self-quarantine period	Prime Contractor/AE advises of (+) test* Co-workers & exposed personnel sent home to satisfy the 14-day self-quarantine period Sanitize work area/equipment/tools	Advise of (+) test * Unexposed site personnel may continue onsite work or follow their company policy to satisfy the 14-day self-quarantine period Continue hygiene & disinfecting measures
Direct Contact <i>Interaction with an infected person within 6' and longer than 10 minutes</i>		Employee removed from project site and follows their company policy to satisfy the 14-day self-quarantine period	Advise of (+) test * Site personnel may continue onsite work or follow their company policy to satisfy the 14-day self-quarantine period Continue hygiene & disinfecting measures	Continue hygiene & disinfecting measures
Secondary Contact		Employee may continue onsite work or follow their company policy to satisfy the 14-day self-quarantine period Continue hygiene & disinfecting measures	Continue hygiene & disinfecting measures	Continue hygiene & disinfecting measures
Two or more Persons Removed from Contact		Continue hygiene & disinfecting measures	Continue hygiene & disinfecting measures	Continue hygiene & disinfecting measures
* Notification Protocol <small>(Comply with HIPAA & ADA confidentiality requirements)</small>	TxDOT or FHWA Representative Tests (+)	TxDOT notifies prime contractor's PM, FHWA, & CEI or testing consultant firms working for TxDOT Prime contractor notifies other contractors and suppliers with exposed employees		
	Contractor or Supplier Employee Tests (+)	Prime contractor notifies TxDOT and all other contractors and suppliers with exposed employees TxDOT notifies FHWA and any consultant firms working for TxDOT		