

COVID-19 GUIDANCE FOR CONTINUATION OF DESIGN FIELD ACTIVITIES

Table of Contents

Introduction.....	Page 4
Section 1: COVID-19 Guidance: Phased-In Process for the Continuation of Design Field Activities.....	Page 5
Section 2: Guidance For the Following Activities as Referenced in Section	Page 7
COVID-19 Safety Plan Implementation.....	Page 8
Design Field Activities COVID-19 Safety Guidelines.....	Page 10
Guidance for Other Agency Participation in the Continuation Design Field Activities.....	Page 11
Project Schedule and Contract Adjustments Due to COVID-19 Fieldwork/Letting Suspension Guidelines.....	Page 12
Guidelines to Occupying Facilities.....	Page 13
Appendix 1 – Continuation of Design Field Activities (Quick Strike).....	Page 14
Appendix 2 – Environmental Tasks 30 Days and Beyond 30 Days & Time of Year Restrictions.	Page 17
Appendix 3 – ROW, Utilities, Railroads COVID-19 Guidance	Page 23
Appendix 4 – Survey Unit COVID-19 Guidance	Page 28
Appendix 5 – COVID-19 Continuation of Design Field Activities Checklist.....	Page 31
Appendix 6 – Safety Talk – COVID-19 Personal Responsibilities.....	Page 33

Appendix 7 – General COVID-19 Safety Guidance	Page 39
Appendix 8 – Protocol 32 – Cleaning PennDOT Vehicles and Equipment	Page 49
Appendix 9 – Protocol 33 – Cleaning and Disinfecting Surfaces	Page 54

Introduction

The COVID-19 virus has introduced unprecedented challenges to our nation and the Commonwealth, including the local communities which we all serve. As per Governor Wolf's orders beginning March 12, 2020, decisive mitigation actions were taken by the Commonwealth, the PA Department of Transportation (PennDOT) and PA Turnpike Commission to slow the virus's spread in an effort to protect citizens, employees, and business partners alike. In response to the Governor's order, PennDOT and the PA Turnpike Commission suspended field work associated with design activities first regionally and then statewide to minimize exposure for agency, private-sector employees and residents of the communities where they live and work.

Shortly following the temporary suspension of certain design field activities, at the direction of PennDOT Acting Secretary and PA Turnpike Chair Yassmin Gramian, PennDOT, the PA Turnpike Commission, and the Federal Highway Administration (FHWA) began an effort to work with our industry partners on solutions to continue design field activities with a focus of avoiding the spread of COVID-19. A team including representatives from PennDOT, the PA Turnpike Commission, the PA Division Office of FHWA, and the American Council of Engineering Companies of PA (ACEC/PA) worked collectively and diligently to develop COVID-19 guidance to safely continue design field activities.

A "Quick Strike" document has previously been compiled and submitted to allow activities associated with design field work to continue following the COVID-19 safety mitigation protocols.

This document provides guidance for use by PennDOT, PA Turnpike Commission and Consultant staffs to continue design field activities that were suspended in response to the COVID-19 pandemic.

For reference, the document contains two sections as follows:

1. Section 1: COVID-19 Guidance: Phased-In Process for the Continuation of Design Field Activities
2. Section 2: Guidance for the Following Activities as Referenced in Section 1
 - a. COVID-19 Safety Plan Implementation
 - b. Design Field Activities COVID-19 Safety Guidelines
 - c. Guidance for Other Agency Participation for Continuation of Design Field Activities
 - d. Project Schedule and Contract Adjustments Due to COVID-19 Fieldwork/Letting Suspension Guidelines
 - e. Guidelines to Occupying Facilities

Jennie Granger, AICP, Deputy Secretary for Multimodal Transportation

Chris Reilly, P.E, Acting Chief, PennDOT Highway Delivery Division

Bradley Heigel, P.E., Chief Engineer, PA Turnpike Commission

Section 1: COVID-19 Guidance: Phased-In Process for the Continuation of Design Field Activities

Overview:

The first goal in the continuation of design field activities is to protect our customers, employees, and their families. The second is to do the best we can to serve the millions of Pennsylvanians who are looking to us to complete needed infrastructure work.

Guidance:

The Pennsylvania Department of Transportation (PennDOT)/PA Turnpike will use a three phased approach for the continuation of design field activities that were paused due to the COVID-19 pandemic. The approach will be based on several factors. More specifically, included herein are guidelines for design field work associated with environmental, right of way acquisition, engineering, geotechnical and other related activities. This document includes recommendations for use by PennDOT/PA Turnpike and Consultant staff to minimize impacts to project delivery schedules, funding and critical work due to time of year restrictions. These guidelines are provided for maintaining facilities for each entity to follow.

1. **Phase 1 (Quick Strike):** Continue design field activities that can meet social distancing for all activities while implementing and evaluating best practices. (**Appendix 1**)
 - a. This phase allows critically important tasks to be completed while maintaining safe practices and social distancing in the continuation of design field activities. PennDOT/PA Turnpike will review and evaluate best practices used in Phase 1 to ensure incorporation into the continuation of design field activities in Phase 2 and Phase 3.
2. **Phase 2:** Continuation of some design field activities may make it difficult to achieve social distancing. The phase will begin once plans are developed and implemented to address those activities. For example: right of way negotiations may be difficult to achieve social distancing.
 - a. PennDOT/PA Turnpike and Consultant staff shall discuss alternative solutions to make social distancing possible or rearrange design field activities so at-risk activities can be completed in compliance with social distancing.
3. **Phase 3:** Continuation of all design field activities.
 - a. Includes all activities including those that require extensive public involvement and/or interaction that may require signatures that cannot be accepted electronically (ex. utilities, right of way, railroads, etc.). Activities may not continue until social distancing can be achieved.

Phase 1 (Quick Strike): Continuation of Design Field Activities

1. Design field activities may continue provided they comply with the *Design Field Activities COVID-19 Safety Guidelines*.
2. Consultant shall reference the *COVID-19 Safety Plan Implementation (page 8)* to address design field activities specific to COVID-19 and social distancing requirements and submit a COVID-19 Safety Plan to PennDOT/PA Turnpike for acknowledgment. Design field activities cannot continue until the plan is acknowledged by PennDOT or the PA Turnpike.
3. The Consultant shall perform all necessary planning, supervision, and training activities to ensure all requirements of the accepted *COVID-19 Safety Plan* are fully met for all workers.
4. PennDOT/PA Turnpike and Consultant will evaluate the effectiveness of the *COVID-19 Safety Plan* and document lessons learned to incorporate into Phase 2 and 3.
5. PennDOT/PA Turnpike shall work jointly with the Consultant to consider appropriate means for minimizing impact to Project Schedules and Contract Adjustments as identified in *Project Schedule and Contract Adjustments Due to COVID-19 Fieldwork/Letting Suspension Guidelines*.
6. PennDOT/PA Turnpike and Consultant shall follow the *Guidelines for Occupying Facilities*.

Phase 2: Second Phase Design Field Activities

Second Phase Design Field Activities will be initiated by PennDOT/PA Turnpike upon approval in accordance with the *COVID-19 Safety Plan* mitigation efforts.

1. Upon the submission of documentation to begin Phase 1: “Quick Strike”, Management from PennDOT/PA Turnpike and Consultant staff will collaborate on a Phase 2 plan to ensure mitigation strategies for the continuation of subsequent design field work activities.
2. Lessons learned during Phase 1 will be incorporated in the COVID-19 Safety Plans.

Phase 3: Design Field Activities Which Social Distancing Is More Difficult to Achieve

1. Phase 3 design field work activities may start upon resolution of issues impacting activities after Phase 2.
2. Lessons learned during Phase 1 and 2 will be incorporated into the COVID-19 Safety Plans.

Section 2: Guidance for the following activities as referenced in Section 1

1. COVID-19 Safety Plan Implementation
2. Design Field Activities COVID-19 Safety Guidelines
3. Guidance for Other Agency Participation in the Continuation of Design Field Activities
4. Project Schedule and Contract Adjustments Due to COVID-19 Fieldwork/Letting Suspension Guidelines
5. Guidelines to Occupying Facilities

COVID-19 Safety Plan Implementation

- I. Consultants will be required to submit a *COVID-19 Safety Plan* containing the following minimum items before continuation of design field activities will be allowed. Each consultant firm will ensure a company representative is responsible to oversee compliance of the *COVID-19 Safety Plan*:
- 1. Identify Designated Representative (Title and/or Name) Responsible for compliance.**
 - a. List available key personnel, chain of command and contact information.
 - 2. Identify procedure which the designated representative will implement to screen employees for potential COVID-19 exposure.**
 - 3. Personal (Employee) Responsibilities**
 - a. Company policy addressing employee hygiene, illness or COVID-19 exposure.
 - 4. Social Distancing**
 - a. For additional information, see link on page 10.
 - 5. Jobsite/Office Best Practices***
 - a. Jobsite cleaning and disinfecting protocol (**Appendices 8 & 9**).
 - b. Design activity specific protocols as needed where social distancing is not feasible (i.e., Engineered solution or other methodology to comply with CDC/OSHA/PaDOH Guidelines).
 - c. If your firm is required to access an active construction project work site, you shall become familiar with, and adhere to the requirements set forth in the contractor's current project specific Construction Safety Plan.

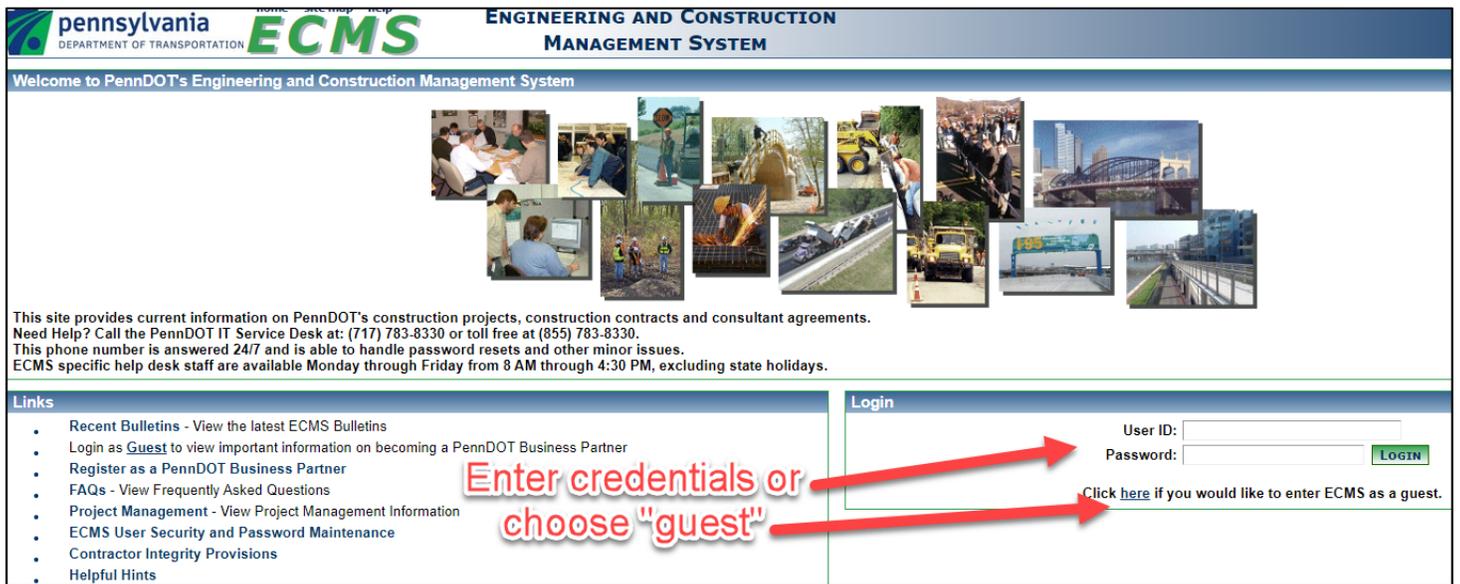
**Jobsite location may be company/personal vehicle, remote labs, satellite office or other site.*
 - 6. Managing Sick Employees**
 - a. Process addressing employees that develop potential COVID-19 symptoms while at work (fever, cough, shortness of breath).
 - b. Process for managing employees before returning to work.
 - c. Process for response to employee notifying employer of positive test result for COVID-19.
 - 7. Training, Education, and Communication**
 - a. Process to inform and educate all employees of information contained in the *COVID-19 Safety Plan* prior to continuation of design field activities (including proposed training).
 - 8. Resources**
 - a. Centers for Disease Control & Prevention (CDC), Occupational Safety & Health Administration (OSHA), Pennsylvania Department of Health (PaDOH).

- II. *Design Field Activities COVID-19 Safety Guidelines (page 10)* are available for use in whole or in part for Consultants.
- III. Subconsultants are to submit their own COVID-19 Safety Plan to the associated prime consultant or follow the prime consultant COVID-19 Safety Plan. The prime consultant will need to verify that the subconsultant's plan is in compliance with the prime's safety plan.
- IV. The following process will be utilized for each design field activity to address potential noncompliance:
 - a. All employees are responsible to identify and report noncompliance to their respective designated representative.
 - b. Designated representative for either Consultant, PennDOT, or PA Turnpike will communicate potential noncompliance to the respective designated representative(s). For PennDOT and PA Turnpike that will be the project manager.
 - c. Appropriate and prompt corrective action is expected by the appropriate designated representative.
 - d. If repetitive or blatant noncompliance occurs, either designated representative has the authority to invoke a design field activity safety stand-down. The safety stand-down would be maintained until corrective action is taken to the satisfaction of both designated representatives. PennDOT and the PA Turnpike reserve the right to issue a stoppage for any COVID-19 related reason.
- V. Consultants are expected to stay informed of CDC, OSHA, and PaDOH updates regarding COVID-19.

Design Field Activities COVID-19 Safety Guidelines (For Department and PA Turnpike Use)

As the situation regarding COVID-19 safety is dynamic and updated guidance is being issued on a regular cadence, this information is being presented in a link within the ECMS File Cabinet. This will allow for the most recent information to be readily available as consultants are expected to comply with the most current guidelines.

1. First access EMCS: <https://www.ecms.penndot.gov/ECMS/>
2. Log in either with you EMCS credentials or as a “guest” as shown below:



Welcome to PennDOT's Engineering and Construction Management System

This site provides current information on PennDOT's construction projects, construction contracts and consultant agreements. Need Help? Call the PennDOT IT Service Desk at: (717) 783-8330 or toll free at (855) 783-8330. This phone number is answered 24/7 and is able to handle password resets and other minor issues. ECMS specific help desk staff are available Monday through Friday from 8 AM through 4:30 PM, excluding state holidays.

Links

- Recent Bulletins - View the latest ECMS Bulletins
- Login as **Guest** to view important information on becoming a PennDOT Business Partner
- Register as a PennDOT Business Partner
- FAQs - View Frequently Asked Questions
- Project Management - View Project Management Information
- ECMS User Security and Password Maintenance
- Contractor Integrity Provisions
- Helpful Hints

Login

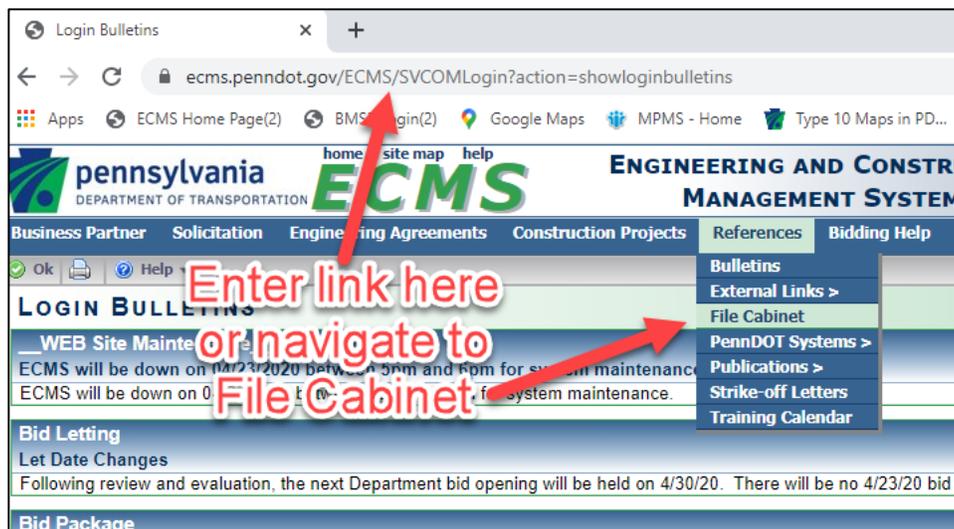
User ID:

Password: **LOGIN**

Click [here](#) if you would like to enter ECMS as a guest.

3. Enter the link below in the navigation bar (preferred method) or navigate to the References → File Cabinet and then look for “Project Delivery Field Activities COVID-19 Safety Guidelines”.

https://www.ecms.penndot.gov/ECMS/SVCOMFileCabinet?action=GETURL&FILE_NAME=Project%20Delivery%20Field%20Activities%20COVID-19%20Safety%20Guidelines



Login Bulletins

ecms.penndot.gov/ECMS/SVCOMLogin?action=showloginbulletins

Apps ECMS Home Page(2) BMS Login(2) Google Maps MPMS - Home Type 10 Maps in PD...

pennsylvania DEPARTMENT OF TRANSPORTATION **ECMS** **ENGINEERING AND CONSTRUCTION MANAGEMENT SYSTEM**

Business Partner Solicitation Engineering Agreements Construction Projects **References** Bidding Help

Ok Help

LOGIN BULLETINS

WEB Site Maintenance
ECMS will be down on 04/23/2020 between 9pm and 4pm for system maintenance.
ECMS will be down on 04/23/2020 between 9pm and 4pm for system maintenance.

Bid Letting
Let Date Changes
Following review and evaluation, the next Department bid opening will be held on 4/30/20. There will be no 4/23/20 bid opening.

Bid Package

References

- Bulletins
- External Links >
- File Cabinet
- PennDOT Systems >
- Publications >
- Strike-off Letters
- Training Calendar

Guidance for Other Agency Participation in the Continuation of Design Field Activities

Overview:

Once project design is authorized to resume design field activities, guidance is provided below identifying needs to be considered related to our partner agencies' availability to maintain their internal policies implemented to mitigate the spread of COVID-19.

- PA Department of Environmental Protection.
- Army Corps of Engineers
- PA Fish and Boat Commission
- County Conservation Districts
- US Fish and Wildlife Service
- PHMC (added for the Environmental group)
- Public Utility Commission (PUC)
- PA One Call
- Municipal Utility Authorities (water, sewer authorities)
- Privately owned utilities
- Railroads (incl. SEPTA & Amtrak)
- Federal Railroad Administration (FRA)
- Federal Transit Administration (FTA)
- Federal Highway Administration (FHWA)
- County Courthouses
- Department of General Services (surplus personal property)
- National Park Service
- Various other agencies
 - State and Federal agencies as circumstances dictate

Guidance:

All references to "Representative" include PennDOT, PA Turnpike, and their Consultants.

Our agency partners play a vital role in delivering our projects. These partners are involved with reviewing and approving some elements for our projects. Working with agency partners, there may be limited times when meetings would need to occur. These can be achieved in a virtual environment to mitigate COVID-19 and adhere to all safety protocols. These would be determined on a case-by-case basis with the agency partner(s).

Project Schedule and Contract Adjustments Due to COVID-19 Fieldwork/Letting Suspension Guidelines

Overview:

This document provides guidance for design teams to work together in a spirit of partnering to adjust project schedules, let dates and issue time extensions to the greatest extent possible. To the extent any conflict or inconsistency is found to exist between this document and any provision of any of the aforementioned contracts, the provisions of the contract shall prevail.

Guidance:

Communications and Team Meetings

1. Each project will establish a project communication team to recalibrate the project schedule to discuss how to proactively and productively move the project forward, using a partnering approach.
 - a. Recommended team members should include but not be limited to:
 - i. PennDOT/PA Turnpike Project manager
 - ii. Consultant Project Manager
 - iii. Relative Team Members as applicable
 - b. Progress meetings, preferably virtual, shall be held based on the complexity of the contract. Decision on frequency should be mutually agreed upon.

Guidelines for Occupying Facilities

Overview:

All references to “Representative” include PennDOT/PA Turnpike, and Consultants. These guidelines provided below are effective immediately upon resuming design field activities and will remain in effect until Governor Wolf’s COVID-19 mitigation measures are rescinded as well as any relevant measures from PaDOH, OSHA, or the CDC are terminated, whichever is later.

1. PennDOT District Offices: Refer to PennDOT document *Entering PennDOT Facilities During COVID-19 Mitigation* for entering building protocol.
2. PA Turnpike Regional Facility: Central Administration Building and Regional Offices are currently closed, and all the Engineering Department staff is working remotely. All Engineering staff will continue to work remotely until procedures are established for opening these facilities by PA Turnpike Facilities Group.
3. PennDOT Maintenance Facilities: Refer to PennDOT document *Entering PennDOT Facilities During COVID-19 Mitigation* for entering building protocol.
4. Keystone Building: Refer to PennDOT document *Entering PennDOT Facilities During COVID-19 Mitigation* for entering building protocol.
5. Other Facilities: For facilities PennDOT/PA Turnpike are in the process of acquiring via Right-of-Way, conduct Phase 1 ESA for the NEPA document to the maximum extent feasible while complying with applicable COVID-19 guidance. This is to be implemented with the understanding that some facilities are, or may be, closed due to COVID-19.

Appendix 1

PennDOT/PA Turnpike

Continuation of Project Delivery Field Activities

(COVID-19) - April 7, 2020

Discussion:

The Design community has been continuing Project Delivery operations by teleworking during the first 14 days of COVID-19 mitigation. Fieldwork has been paused during this time. As a result of this stoppage, a multi-organizational project delivery team, comprised of PennDOT, American Council of Engineering Companies of Pennsylvania (ACEC/PA), PA Turnpike and the Federal Highway Administration (FHWA) was formed to identify critical project delivery operations. The purpose of this document is to provide guidance to the Design community for the continuation and expansion of Design field activities that can be completed in a manner consistent with Department of Health (DOH) guidance.

Any delay of Project Delivery activities beyond 31 days creates a risk that critical transportation asset management projects will not be able to be delivered on time in the next year to two years. This will lead to one of two adverse conditions:

1. Asset (roadway, bridge, train station, etc.) will be in such poor condition that it will be a danger to the traveling public, or
2. Maintenance personnel will be stretched beyond their current capacity in attempting to maintain those assets in a state of safety.

There are certain critical field activities that need to be completed at specific times of the year that can be completed while still following the COVID-19 guidelines. Many of these activities can be completed by just one or two people without any direct interaction with each other or the public.

Project Delivery Activities Currently in Place:

The activities listed below are activities that are currently being performed, which are critical to the health and wellbeing of the citizens of the Commonwealth and must be addressed immediately and are justified as critical. This is defined as emergency activities or those activities that are necessary to prevent an impending emergency from happening.

- Emergency Bridge Inspection
- NBIS Bridge Inspections
- Emergency Project Design and Delivery
- Project Delivery duties that can be performed in a teleworking environment

Project Delivery Field Activities in April 2020:

Project delivery activities may only continue on certain projects defined as critical to maintain the safety and wellbeing of the traveling public. These projects must be defined as critical (dependent upon the mode) by the PennDOT District Executive/Bureau Director and approved by the Deputy Secretary of Highway Administration (highway projects) or defined critical by the designated Bureau Director and approved by the Deputy Secretary of Multimodal Transportation (rail, transit, aviation, bike/ped or rail freight projects). PA Turnpike projects must be defined as a priority by the Assistant Chief Engineer – Design and approved by the Chief Engineer. The project listing will include a justification of why it is critical and the overall impact of the delay. The following chart is a breakdown of the project delivery field activities that are deemed critical through April 30, 2020.

Project Delivery Field Activities in April 2020

Activity	Category	Justification	Example Operations	Impact if Activity not Continued within 30 Days
Project delivery field operations for Critical Projects scheduled in 2020	Safety, Emergency, Preventative Maintenance	<ul style="list-style-type: none"> Poor Bridges where weight restrictions or closures are anticipated Resurfacing projects of priority roadways to repair potholes, shoulder drop-offs Priority safety projects that are critical 	Survey, Engineering Field Views, Wetland/Stream Mitigation, Hazardous Waste Investigations, Property Evaluations, Waterway Permitting Field Views, Cultural Resource Mitigation	<ul style="list-style-type: none"> Bridge restrictions/closures Increased required maintenance operations (patch potholes, repair joints, etc.) Potential for unsafe conditions for traveling public Loss of Federal funds
Project delivery field operations for Select Critical Bid Openings scheduled beyond 2020 calendar year	Safety, Emergency, Preventative Maintenance	<ul style="list-style-type: none"> Poor Bridges where weight restrictions or closures are anticipated Resurfacing projects of priority roadways to repair potholes, shoulder drop-off Priority safety projects that are critical 	Survey, Engineering Field Views, Wetland Identification and Delineation, Hazardous Waste Investigations, Property Evaluations, Noise Studies, Threatened and Endangered Species Surveys, Waterway Permitting Field Views, Cultural Resource Evaluations	<ul style="list-style-type: none"> In very rare situations, select projects that if delayed have potential for unsafe conditions for traveling public Loss of Federal funds
Geotechnical/Engineers perform surveillance of embankments/rock walls/ sinkholes	Safety	<ul style="list-style-type: none"> Provide advance notice of potential safety hazards Provide remedial design and repairs 	Project Site Engineering Field Views	<ul style="list-style-type: none"> Existing landslide, rock wall, and sinkhole locations may get worse, creating potentially unsafe conditions for the traveling public.
Visual inspections associated with Municipal Separate Storm Sewer System (MS4) compliance	Regulatory	<ul style="list-style-type: none"> Comply with MS4 regulatory requirements 	Visual inspections of stormwater control measures	<ul style="list-style-type: none"> The Commonwealth will not be in compliance with federal regulations, enforced by the Environmental Protection Agency (EPA).
Field operations that include time of year restrictions	Restrictions	<ul style="list-style-type: none"> These activities can only be performed in the April/May time of year. 	Wetland Identification and Delineation, Threatened and Endangered Species Surveys, Surveying Operations, Waterway Permitting Field Views, Farmland-related field activities prior to planting of crops	<ul style="list-style-type: none"> Not completing these activities in 2020 would cause a delay to the associated project of greater than one year.
Engineering field views to support critical maintenance and construction operations	Safety, Emergency, Preventative Maintenance	<ul style="list-style-type: none"> Some Critical Construction and Maintenance activities require engineering, permitting, and other assistance from the Design Community 	Waste Site Evaluations, Waterway Permitting Field Views, Engineering Field Views	<ul style="list-style-type: none"> Construction and Maintenance activities already designated as critical will not be able to proceed without Design collaboration.

Appendix 2

Continuing Design Field Services

Field Tasks 30-day and 30+ days

I. **Tasks that must be completed within the next 30-days to avoid impacts to project schedules and design**

Please note that all of these studies affect how the preliminary design phase develops.

Field tasks	Justification
Survey	This is the initial task that gets projects started.
Subsurface utility investigations (SUI)	The designers need to know where structures/roadway/drainage impacts are with respect to SUI.
Borings/drilling	Before structural final design can start, borings are needed.
Right-of-Way acquisitions	Appraisals are necessary to get the valuations in order to start negotiations for acquisitions.
Aerial Photography	Surveyors need to get benchmarks prior to full vegetation.
Threatened and Endangered Species surveys	There are animal species such as bog turtles which require a minimum of 6 surveys between April and the beginning of June. Depending on breeding seasons; in some cases it could impact a project schedule by at least one year; there are some species of plants that require surveys in the springtime – April/May (i.e. Appalachian Blue Violet, thick-leaved meadow rue). Field verification is necessary to identify the bloom. Please refer to Time of Year Restrictions table (attached).
Section 106 - archaeological surveys	Due to the unknown aspect of the results of the initial phase, if these studies are not performed, there is no way to know if additional studies are needed to complete the Section 106 requirements of the NEPA documentation.
Geomorphology	First step needed before conducting archaeological studies
Section 106 – historic structures surveys	The initial survey will determine the extent of the work that needs to be completed to comply with NEPA. There may be a need for a Determination of Effects Report and Consulting Parties coordination. Once the surveys are finished, there is no need to go back into field to complete the rest of this Section 106 process.
Wetland identification and delineation	Studies are typically conducted in April and May to be able to identify wetland plants during the growing season, once the

	vegetation starts to change; it becomes harder and more difficult to justify the delineation. This is also tied into bog turtle surveys and some of the T&E species are also wetland species.
Stream delineations	Included in the waters of the US studies; combined with wetland studies, also typically conducted in April and May.
Studies involving farmlands (i.e. archaeology and borings)	This industry has been deemed essential; therefore farmers are continuing with their scheduled crops with a significant portion of the crops planted in April and May. This could impact project schedules. Access could also become an issue.
Phase I Environmental Site Assessment	The design will be impacted depending on the results of the initial investigation.

***All of these fieldwork tasks can be done by 2 people or less (most of them can be done with one person) and can be completed while complying with social distancing and safety guidelines.**

The list above assumes that a project is getting started within the next 30 days; some projects that are in the middle of preliminary design may have needs for different levels of fieldwork. For example, a project that had a Phase I Archaeological Survey completed and the study identified the need for a Phase II Investigation, may be needed to move forward in order to complete the NEPA requirements.

We cannot start final design until NEPA has been cleared.

II. **Tasks that must be completed after 30 days to avoid impacts to project schedules**

Environmental Tasks	Justification
Wetland and stream monitoring	Monitoring schedules are pre-determined in the project permit; in most cases the permit requires monitoring twice a year usually in the Spring and the Fall.
Wetland and stream mitigation	Necessary to comply with permit requirements.
Hazardous waste studies (Phase II and Phase III)	This is the initial task that needs to be completed to determine if further studies are needed and could impact design depending on the findings.
Noise studies	The results of the monitoring efforts could impact the public outreach efforts depending on the findings.
Lead and asbestos inspections	This will need to be performed prior to demolition for abandoned buildings in the ROW
Stormwater Control Measures visual inspections and condition assessments; H&H inspections, and infiltration testing.	This needs to be performed to be certain that these measures were constructed correctly and are functioning properly.

Time of Year Restrictions for Threatened and Endangered Species

Project delivery schedules are frequently affected by time-of-year restrictions related to environmental surveys and construction work in environmentally sensitive areas. Therefore, it is proposed that the potential environmental review issues and the anticipated NTP for earth disturbances be taken into consideration when packaging bridge projects and initiating the project development process. The following summary provides the typical survey times for fish and wildlife species and associated seasonal restrictions for construction activities that could be encountered for projects in the counties of concern. During consultation with jurisdictional resource agencies, some special conditions or agreements can be developed to address project-specific issues. In particular, rather than conduct species surveys, it could be assumed that a particular project area has suitable habitat and/or the species are present. Based on this assumption the project team would then coordinate with the resource agency to develop a mitigation plan with special provisions for construction to avoid and minimize adverse impacts. The plan could include items such as time-of-year construction restrictions for all or select activities; pre-, concurrent-, and post-construction monitoring; and installation of protective fencing.

Time-of-Year Restrictions												
Species	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Reptile and Amphibian Survey Seasons												
Bog Turtle & Red-bellied Turtle Phase I Habitat Survey (excludes Philadelphia County)	Performed any month of the year except when significant snow and/or ice cover is present											
Bog Turtle Phase II Presence/Absence Survey (excludes Philadelphia County)				Conduct Apr 15 to Jun 15								
Red-bellied Turtle Phase II Nesting Presence/Absence Survey						Conduct Jun 1 to Jul 31						
Northern Cricket Frog Calling Survey			Conduct Mar to Jun									
Eastern Spadefoot Toad Calling Survey (Bucks County)			Conduct Mar to Jun									
Freshwater Mussel Survey Season												
Freshwater Mussels in Delaware River Watershed					Conduct May 15 to Oct 15							
Macroinvertebrate Collection Survey Seasons												
Freestone Streams	October to May, ideally					Allowed but not ideal				October to May, ideally		

Limestone Streams	January to October									
Bat Survey Seasons										
Forest Habitat Mist Net Survey					Conduct May 15 to Aug 15					
Hibernaculum Portal Trap Survey				Conduct Apr 10 to May 10			Conduct Sep 15 to Oct 31			
Rock Habitat Emergence Count					Conduct mid-Jun to Jul 31					
Plant Surveys										
Botanical Survey	Survey seasons vary according to species' differential identification windows									
Timbering Restrictions										
Indiana Bat Swarming Habitat (near hibernacula)	Timbering Nov 15 to Mar 31	No timbering (trees > than 5 inches DBH) allowed Apr 1 to Nov 14					Timbering Nov 15 to Mar 31			
Indiana Bat Summer Habitat	Timbering Oct 15 to Mar 31	No timbering (trees > than 5 inches DBH) allowed Apr 1 to Oct 16				Timbering Oct 15 to Mar 31				
Migratory Bird Nesting Habitat	Timbering Sep 1 to Mar 31	No timbering Apr 1 to Aug 31				Timbering Sep 1 to March 31				
Construction Work Restrictions										
Approved-Trout Stocking Streams	Construction Jun 16 to Feb 28	No in-stream work Mar 1 to Jun 15			Construction Jun 16 to Feb 28					
Wild (Naturally-Producing) Trout Streams	Construction Jan 1 to Sep 30						No in-stream work Oct 1 to Dec 31			
Class A Wild Trout Streams	No work Oct 1 to Apr 1		Construction Apr 2 to Sep 30				No in-stream work Oct 1 to Apr 1			
Delaware River – Migratory American Shad (spawning season)	Construction Jul 1 to Mar 31	No work Apr 1 to Jun 30		Construction Jul 1 to Mar 31						
Delaware River – Bald Eagle Nesting and Foraging	No substantial noise-making activities Dec 15 to Apr 30			Construction May 1 to Dec 14						
Bog Turtle Construction BMP dates (restrictions based on habitat)	Inactive Season – Oct 1 to Mar 31		Active Season – April 15 to Sep 30				Inactive Season – Oct 1 to Mar 31			
Red-bellied Turtle over-wintering habitat	No in-stream work Nov 1 to Apr 30			Construction Mar 1 to October 31					No in-stream work Nov 1 to Apr 30	

Appendix 3

Right of Way (ROW), Utilities, Railroads Continuation of Design Activities COVID-19 Challenges & Mitigation

Background

This document provides an evaluation and recommendations to Right of Way, Utilities and Railroad related work while adhering to social distancing and associated safety requirements during the COVID-19 Pandemic of 2020.

Challenges & Mitigation

Right-of-Way

The purpose of this document is to direct Right of Way (ROW) Units to perform all work that can be done via telework up to the point that ROW functions must be held. This document provides an evaluation and recommendations to ROW related work on approved critical projects while adhering to social distancing and associated safety requirements during the COVID-19 Pandemic of 2020. Also listed are the impediments associated with the ROW process. Certain impediments may be overcome in listed priority projects. Other impediments cannot be overcome due to law or the fact that they are under control of a third party (such as courthouses).

The following is a list of the essential functions of right-of-way:

1. Perform Appraisal and Appraisal Review
2. Perform Negotiations
3. Obtain Settlement (Amicable/DT)
4. Payment or Deposit
5. Clearance

The right-of-way process is governed by the Uniform Act. This Act has very specific laws and policies that must be followed. COVID-19 brings several challenges to the ROW process at every function listed above. We have contacted FHWA and FHWAHQ has drafted some guidelines for States to follow; however, these guidelines are still under review and have not yet been released.

Below are items that can be performed while following COVID-19 and Social Distancing Guidelines:

1. Perform Appraisal and Appraisal Review:
 - a. Waiver Evaluations (less than \$10,000)
 - b. Land only appraisals – if property owner wants to accompany the appraiser they must comply to the social distancing guidelines.
 - c. Data (Comps) necessary for doing an Appraisal
 - d. Review Appraisal work can continue
 - e. Litigation appraisal work can continue
2. Perform Negotiations
 - a. Use Certified Mail – green card
 - b. Phone/Skype, etc.
 - c. Obtain signatures on documents - Drop-off/Wait/Pickup

- i. ROW Agent will drive to the property owner's home and leave the paperwork outside their door. ROW Agent will wait in vehicle while the property owner signs paperwork to maintain social distancing.
 - ii. May also take advantage of the new ENotary law as applicable.
 - d. Assure Property Owner fully understands the Plans and Process
 - i. Stake out ROW takes
- 3. Obtain Settlement
 - a. Amicable
 - i. All other agreements can use digital/electronic signatures except deeds
 - 1. For Deeds use the Drop-off/Wait/Pickup above
 - b. Declaration of Taking (DT)
 - i. For DTs we are bound to the availability of the County Courthouses
- 4. Payment or Deposit
 - a. Payments
 - i. Copies to the comptroller can be scanned
 - ii. CO will process as much as possible electronically; however
 - 1. Form and Legality by OCC needs wet signature
 - b. Deposits – we are bound to the availability of the County Courthouses
- 5. Clearance
 - a. FHWA is agreeable to the use of Conditional Clearances on a case by case bases
 - i. Need to ensure actions for Final ROW Clearance can occur to meet timelines for Lettings and Notices to Proceed.

Below is a list of current impediments to the Right-of-Way Process:

As stated above we are still waiting on FHWA guidance to be issued.

- 1. Appraisal
 - a. Appraising Houses/Businesses – Need to enter the property – Not currently COVID-19 Guidance compatible.
- 2. Negotiations
 - a. Use of email (currently not allowed per federal law) – need to use certified mail for proof of initiation of negotiations.
 - b. Courthouse Activities:
 - i. Deed/Title Research
 - 1. Limited to what's available online
 - ii. Declarations of Taking (DT)
 - 1. Notice of Condemnation required to be recorded same day the DT is filed.
 - a. There is no way for DT to be filed and the Notice of Condemnation to be conformed, notarized and recorded on the same day, this requires actual physical leg work of the Specialist in the Courthouse between offices.
 - iii. Deposit of Estimated Just Compensation (EJC)
 - 1. Need to be deposited in the courthouses – depends on policy of courthouses if this can happen through mail or drop-off.
 - iv. Claims requiring Preliminary Objections (PO) and Writs of Possessions

3. Relocations

- a. The below activities are currently not COVID-19 Guidance compatible:
 - i. Non-Life Sustaining Businesses are closed. Real Estate Offices, Closing and Title Companies Etcetera.
 - 1. We are required (Uniform Act) to provide relocation assistance to relocates.
 - 2. We must find and show them comparable replacement housing.
 - a. We are required (Uniform Act) to conduct Decent, Safe, Sanitary inspections for replacement properties in order to see if it meets the needs of the family as comparable housing.
 - ii. Pre-acquisition Survey
 - 1. Required by Uniform Act – Waiting on Federal guidance
 - iii. Physical inspections of business properties as to tangible personal property & goods held for sale
 - iv. Physical coordination with DGS for securing sites for public auction for tangible personal property & goods held for sale, either at acquired properties or at remote DGS locations

4. Coordination between District, CO, OCC (time adding)

- a. Relying on the US Postal Service to deliver required original documents from District to CO, then to OCC and back.

Utility Relocations

Guidance has been recently issued for Utility Highway Occupancy Permits (HOP) and Utility Relocation HOPs. Utility Relocations are currently being coordinated using current technology, emails, and mail. Below is a list of other activities that can occur within the guidelines of COVID-19 and Social Distancing:

- 1. Field Views
 - a. Hold virtual meetings
 - i. Google Earth, etc.
 - ii. Sharing of screens
- 2. Survey/Subsurface Utility Engineering (S.U.E.)
 - a. Follow acceptable social distancing guidelines
 - b. Coordinate work to minimize overlapping of filed work activities by multiple entities
- 3. PA One Call
 - a. Check website for updates and their COVID19 plan.
 - i. <https://www.pa1call.org/PA811/Public/>
- 4. Agreements
 - a. Require a hard copy agreement with a wet signature for processing through Office of Chief Counsel
- 5. Utility Certifications
 - a. Need to ensure actions needed to clear Project Conditions (Agreements fully executed) can occur to meet timelines for project Lettings and Notice to Proceed.

Railroad Coordination/Grade Crossing

Guidance is being drafted for working with Railroads and will be released soon. Railroad coordination is currently being coordinated using current technology emails, and mail. Below is a list of other activities that can occur within the guidelines of COVID-19 and Social Distancing:

1. Field Views
 - a. Hold virtual meetings
 - i. Google Earth, etc.
 - ii. Sharing of screens
2. Public Utility commission (PUC) Field Conferences
 - a. Hold virtual meetings
 - i. Google Earth, etc.
 - ii. Sharing of screens
 - iii. Field verify if necessary (drive through)
3. PUC Applications
 - a. Can eFile with the PUC, but must copy and mail hard copies to contacts on the Certificate of Service (COS)
 - b. PUC will not issue Secretarial Letters/Orders without evidence of submissions mailed to COS or email receipt
4. Agreements
 - a. Require a hard copy agreement with a wet signature for processing through Office of Chief Counsel
5. Railroad Certifications
 - a. Need to ensure actions needed to clear Project Conditions (i.e. Agreements fully executed, PUC approval of construction plans) can occur to meet timelines for project Lettings and Notice to Proceed.

Appendix 4

Survey/Drone Continuation of Design Activities COVID-19 Challenges & Mitigation (Department Only)

Background

This document provides an evaluation and recommendations to restart field survey related work while adhering to social distancing and associated safety requirements during the COVID-19 Pandemic of 2020.

Challenges & Mitigation

1. Ensuring new safety measures are implemented and educating employees of required procedures
 - a. Reference General COVID-19 Safety Guidance: Return to Work Guidelines
 - b. Reference Protocol 32: PennDOT Vehicles/Equipment Cleanliness
2. Ensuring survey staff is provided with required Personal Protection Equipment (PPE)
 - a. Department to provide necessary PPE to staff (hand sanitizers, disinfectant, masks, hand wipes) necessary to perform survey work.
 - b. Consultants to provide their staff with necessary PPE in accordance with their Health and Safety Plan
3. Conducting survey fieldwork and maximizing social distance (6' minimum between employees)
 - a. Use of handheld radios to conduct fieldwork is mandatory. Radios shall not be shared.
 - b. Each crew will designate an Instrument Person
 - i. Will be sole operator of any measurement device. No other crew members shall handle the tripod, measurement device, data collector, or carrying case.
 - c. Crews should only handle designated equipment needed for the daily operation
 - i. All equipment must be cleaned with a supplied disinfectant cleaner at the beginning and end of each work day.
 - d. Work Zone set-up must be set while meeting social distancing requirements.
 - i. Only one crew member shall set up Work Zone equipment (such as cones, sign stands, signs, flags, etc.)
4. Additional consideration for labor intensive tasks
 - a. Installing concrete monuments
 - i. A designated crew member will be solely responsible to utilize the equipment necessary to drill or excavate as specified at the required monument location(s). Upon completion of the specified drilling or excavation, the same crew member will procure the equipment necessary to mix and pour the appropriate amount of concrete to construct the monument.
5. Maintaining social distance from private property owners and the general public
 - a. A supplement will be included with the Notice of Intent to Enter letters including language pertaining to COVID-19
6. Existing ROW plans and deed research
 - a. PennDOT ROW plans are available through software application I-ROW
 - i. I-ROW is not a complete database
 - ii. Some PennDOT Districts can access ROW plans through the Virtual Private Network (VPN)
 - iii. Some PennDOT Districts may need to access District Offices to search for ROW plans on Critical Projects

- b. Some county courthouses have access electronically for deed research.
- 7. "Manned" aerial flights are approved for existing missions
 - a. District Survey Chiefs should be contacted to request additional flights
 - b. Aerial images can be captured now and ground control added later

Innovative Practices and Equipment

1. Lidar scanner
 - a. LiDAR scanners in Districts 1, 3, 5, 8, 10, 11 and Photogrammetry and Surveys (P&S)
 - b. Helps minimize the crew size necessary for field survey
 - c. Scanners collect full 3D survey grade point clouds and imagery
 - d. Topography and Digital Terrain Models (DTM's) can be processed after the fact by Districts or P&S
 - e. Processing field data requires access to district offices
2. Unmanned Aircraft Systems (UAS) (drones)
 - a. All UAS operations and activities to adhere to current drafted PennDOT UAS Policy (Pub 832)
 - i. PennDOT's current requirement for a Mission Assistant (site security) may be waived by the District UAS Coordinator to comply with social distancing (this will depend upon flight location and mission parameters).
 - b. Listing of existing UAS devices owned by Department
 - i. Multi-model Deputate – Bureau of Aviation - DJI Mavic Pro
 - ii. Highway Admin
 1. Project Delivery – DraganFly Draganflyer X-4
 2. District 1 – DJI Phantom 4 Pro
 3. District 11 – DJI Phantom 4 RTK
 4. Additional UAS pending approval to procure:
 - a. District 1 – DJI Phantom 4 RTK
 - b. Project Delivery – DJI Phantom 4 RTK
 - c. District 11 – DJI Phantom 4 Pro
 - d. District 11 – DJI Mavic Zoom
 - c. District Offices should canvas their employees to determine if they have any currently certified FAA Part 107 pilots who are willing to fly missions for PennDOT.
 - d. Survey personnel must request approval from DE or ADE-D to gain access to district offices.

Appendix 5

COVID-19 CONTINUATION OF DESIGN ACTIVITIES CHECKLIST

Reference COVID-19 Guidance For Continuation of Design Activities

- Department / PA Turnpike Identified Projects
- Notification to Prime Consultant
- Consultant develops COVID-19 Safety Plan
 - Prime Consultant submits COVID-19 Safety Plan via email to Department / PA Turnpike Project Manager
 - Consultant submits COVID-19 Safety Plan via email to Department / PA Turnpike Project Manager
 - Subconsultants are to submit their own COVID-19 Safety Plan to the associated prime consultant or follow the prime consultant COVID-19 Safety Plan
 - Department / PA Turnpike reviews and either accepts plan or requests them to revise and resubmit
- Department / PA Turnpike Schedules Virtual Continuation of Design Field Activities meeting
- Review communication method for issues encountered during project operations
- Review planned work that may present challenges to following the COVID-19 Safety Plan, including if any of these challenges are expected to lead to a request for a supplement
- Review and implement Project Schedule and Contract Adjustments Due to COVID-19 Fieldwork/Letting Suspension Guidelines
- Discuss and Implement “Other Agency Participation to Continue Project Delivery”
- Discuss and Implement “Project specific Occupying Facility Guidelines”
- If your firm is required to access an active construction project work site, you shall become familiar with, and adhere to the requirements set forth in the current project specific Construction Safety Plan

Appendix 6



Mandatory Safety Talk: Wearing Mask Corona Virus (COVID – 19)

My Mask Protects You, Your Mask Protects Me

To slow the spread of the 2019 Coronavirus (COVID-19), the Secretary of Health has ordered certain actions to be taken by employers and the employees of life-sustaining businesses (employees) to protect their health and lives, the health and lives of their families, and the health and lives of the residents of the Commonwealth who depend upon their services.

How to obtain a mask or bandana:

- ✓ PennDOT is currently working to procure bandanas as well as cloth masks to be distributed to employees. Districts and Counties will distribute to employees.
- ✓ Employees may choose to provide their own covering (mask, bandana, gaiter/buff, etc.)
- ✓ Employees may reference the Department of Health website on how to make a mask
- ✓ Employees may check with community centers/groups that may be making masks

NOTE: All face coverings must follow working rule protocols in representing PennDOT in a positive manner. Employees will be responsible for cleaning their masks or issued bandanas.

When should employees wear a mask or bandana:

Masks or bandanas must be worn by all employees on the jobsite or in the workplace. The foreman/supervisor must be consulted when seeking an exemption to wear a mask due to work operations.

When in the workplace, masks or bandanas:

- a. Must be worn when in a vehicle with another individual and when using drive thru services.
- b. Must always be worn by employees even if social distancing can be maintained.
- c. May be removed if it impedes vision, if an employee has a medical condition, or if it would create an unsafe condition in which to operate equipment or execute a task.
- d. May be removed to eat or drink during breaks and lunch periods, however, at those times, social distancing techniques should be applied.
- e. May be removed when driving separately (vehicle/equipment) or isolated in a closed personal office.
- f. All customers are also required to wear masks/bandanas when conducting business. Keep in mind when you are conducting business with other entities that you must wear a mask as your role as a customer.

NOTE: Only one rider per vehicle until such time as both riders are wearing a mask/bandana.

For more information, please refer to the Department of Health's website.

Best Practices for homemade masks (fabric or cloth):

- ❖ Consider buying materials online to avoid exposure in public places;
- ❖ Purchase masks made by small businesses, save medical masks for health care workers;
- ❖ Before putting on a mask, clean hands with alcohol-based hand rub or soap and water;
- ❖ The mask should fit snugly around the mouth and nose;
- ❖ If the mask has a metal wire it should be fitted snugly to the bridge of the nose. † Avoid touching the mask while using it,
- ❖ Made out of two layers of tightly woven 100% cotton fabric;
- ❖ Be discarded or washed after every use;
- ❖ Should not be worn damp or when wet from spit or mucus;
- ❖ To remove the mask: remove it from behind, do not touch the front of mask;
- ❖ The wearer should immediately wash their hands with soap and water for 20 seconds after removing the mask.

Resource for this Safety Talk: Department of Health

<https://www.health.pa.gov/topics/Documents/Diseases%20and%20Conditions/Homemade%20Mask%20Guidance.pdf>

WHAT TYPE OF MASK DO I NEED? 		
HOMEMADE MASK OR PAPER MASK  WHO SHOULD WEAR: General public WHEN TO WEAR: When a person can't perform social distancing; scarves and bandanas can be used if necessary. USE LIMITATIONS: Cloth masks should be washed after each use; don't wear damp or when wet from spit or mucus.	SURGICAL MASK  WHO SHOULD WEAR: Health care workers and patients in health care settings WHEN TO WEAR: During single or multiple patient interactions or routine health procedures; recommended when N95s aren't available. USE LIMITATIONS: Ideally should be discarded after each patient encounter. Extended use is preferable to reuse.	N95 RESPIRATOR  WHO SHOULD WEAR: Health care workers WHEN TO WEAR: Caring for patients with COVID-19 and performing procedures that put them most at risk of virus exposure. USE LIMITATIONS: Ideally should be discarded after each patient encounter. Extended use is preferable to reuse.

How to wear face cover:

- ✓ fit snugly but comfortably against the side of the face
- ✓ be secured with ties and ear loops
- ✓ include multiple layers of fabric
- ✓ allow for breathing without restriction
- ✓ be able to be laundered and machine dried without damage or change to shape

**How to make a homemade mask (See below links):**

CDC: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

DOH: <https://www.health.pa.gov/topics/disease/coronavirus/Pages/Stop-the-Spread.aspx>

NY Times: <https://www.nytimes.com/article/how-to-make-face-mask-coronavirus.html>



Safety Talk: COVID-19 Employee Personal Responsibilities for Work

Considering the current COVID-19 pandemic, PennDOT has been making every effort to keep employees safe and informed. Here is a list of personal responsibilities to follow prior to going to work, while at work, and after leaving work.

Personal Responsibilities While at Work

- Frequently throughout the day wash your hands for 20 seconds with soap and water or use alcohol-based hand sanitizer.
 - Cover your mouth and nose with a tissue or your elbow when coughing or sneezing.
 - Avoid touching your face, especially your eyes, nose, and mouth.
 - Please refer to your supervisor/manager on proper cleaning supplies to use.
- 
- Social distancing: follow the Center for Disease Control and Prevention (CDC) standards to “ideally” maintain 6-feet of distance.
 - This applies to meetings, common work areas, personnel in the field and in PennDOT vehicles.
 - Do not congregate in lunch areas or in groups of more than ten (10) people.
 - Avoid personal contact; shaking hands, fist bumps, etc.
 - Avoid using another person’s work area, phone, office, or personal protective equipment (PPE).
 - If common work areas are used, they must be cleaned before and after each use. Employees who use common work areas must wash their hands prior to and after using these areas.
 - Disinfect reusable supplies/equipment with a disinfectant solution.
 - Discard all disposable materials at the end of the day such as disposable towels and disposable personal protective equipment (PPE) including disposable gloves.
 - When water coolers/jugs are used these precautionary steps should be taken:
 - Wipe down all common areas (handles, dispenser, etc.) when utilizing water coolers/jugs
 - Wash hands with soap and water or an alcohol-based hand sanitizer prior to using the cooler/jug.
 - After using the water cooler/jug wash your hands again.
 - The entire water cooler/jug must be cleaned/disinfected at the end of every shift.
 - Upon return home, sanitize reusable PPE prior to each use in the recommended manner.

Personal Responsibilities Prior to Going to Work

- Prior to leaving for work ask yourself the following questions:
 - Have you, or anyone in your family or any one you have been in close contact with, been in contact with a person that has tested positive for COVID-19?
 - Have you been medically directed to self-quarantine due to possible exposure to COVID-19?
 - Are you having trouble breathing or have you had flu-like symptoms within the past 48 hours, including: fever, cough, or shortness of breath?
- Wash your hands with soap and water for 20 seconds prior to leaving for work.
- Check your temperature, if it is measured above 100° F [37.8° C] using a thermometer, contact your supervisor immediately and do not report to work.
- If you are experiencing any symptoms of COVID-19 (fever, cough, or shortness of breath) seek medical attention immediately.
 - Follow the instructions from the medical professional.
 - Report information directly to your supervisor, as soon as possible.
 - Only return to work after being cleared by a medical professional.
- Clean frequently touched surfaces in your personal vehicle daily.
- Avoid stopping at public places prior to going to work and during lunch to ensure social distancing.

Please follow all the information provided to help prevent the spread of COVID-19. We will continue to do everything we can to keep our employees informed and safe. For additional information and to stay informed reference the CDC or the Department of Health (DOH) websites.

Appendix 7

General COVID-19 Safety Guidance

Return to Work Guidelines

COVID-19 Safety Guidelines: As the Commonwealth responds to the unprecedented disruptions being caused by the COVID-19 outbreak, the following information represents the minimum requirements for active projects and return to work guidance:

A. Personal Responsibilities:

- It is critical that employees NOT report to work while they are experiencing illness symptoms such as fever, cough, or shortness of breath.
 - Employees should seek medical attention if they develop symptoms.
- Employees developing **emergency warning signs** for COVID-19 should get **medical attention immediately**. Emergency warning signs include*: Trouble breathing, persistent pain or pressure in the chest, new confusion or inability to arouse, bluish lips or face.
 - *This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.

B. Wearing and Cleaning Masks

- All department employees must secure a mask to wear in the workplace. Surgical masks are for health care professionals and should not be worn in our work environment. The Department is in the process of procuring cloth masks and/or bandanas for employees working in office and field operations. Employees may choose to provide their own covering (mask, bandana, gaiter/buff, etc.) When wearing masks, they must:
 - Fit snug but comfortably against the side of the face
 - Be secured with ties and ear loops
 - Include multiple layers of fabric
 - Allow for breathing without restriction
 - Be able to be laundered and machine dried without damage or change to shape
- Wearing a mask alone is not effective in reducing transmission of COVID-19, but the recommendations should be followed by every employee to help slow the spread of and minimize exposure to COVID-19.

- All face coverings must follow working rule protocols in representing PennDOT in a positive manner. Employees will be responsible for cleaning masks or issued bandanas. When in the workplace masks:
 - Must be worn when in a vehicle with another individual and when using drive thru services
 - Must always be worn by employees even if social distancing can be maintained
 - Are required to be worn by all customers when conducting business. Keep in mind when you are conducting business with other entities that you must wear a mask as your role as a customer.
 - Must be worn when casually coughing or sneezing (if sick, see Personal Responsibility section)
 - May be removed when driving separately (enclosed vehicle/equipment) or isolated in a closed personal office.
 - May be removed when employees are isolated in their personal office space, when unshared with any other colleagues, however, when the employee leaves their individual office space or has invited a colleague into their office, they must wear a mask.
 - May be removed if it impedes vision, if they have a medical condition, or would create an unsafe condition in which to operate equipment or execute a task.
 - May be removed to eat or drink during breaks and lunch periods, however, at those times, social distancing should be applied.
- Sanitize reusable PPE per manufacturer's recommendation prior to each use.
 - Machine Washing
 - Step 1: Wash in hot water and regular laundry detergent. Bleach can be used in a washing machine with the mask.
 - Step 2: Use dryer on high heat until fully dried.
 - Handwashing
 - Step 1: Wash in warm soapy water.
 - Step 2: Rinse thoroughly with water ensuring both sides and straps have been rinsed.
 - Step 3: Air dry fully, hanging method is preferred as to allow both sides to fully dry.

See Safety Talk on: *Corona Virus: Wearing Masks* for more Details.

C. COVID19 Hygiene and Cleaning Best Practices:

- Cover your mouth and nose with a tissue or your elbow when coughing or sneezing. This may prevent those around you from getting sick. The Centers for Disease Control and Prevention (CDC) does not recommend the routine use of face masks and respirators in the community. Most often, the spread of germs from person-to-person happens among close contacts (within 6 feet).

- Avoid touching your face with unwashed hands. Covid-19 is commonly spread when a person touches something that is contaminated with the virus and then touches their eyes, nose, or mouth.
- Upon arrival at the worksite and prior to departing clean hands as recommended.
- Instruct all employees to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol or wash their hands with soap and water for at least 20 seconds. It is recommended to use soap and water when hands are visibly dirty.

Do not congregate in lunch areas or in groups of more than ten (10) people and continue to maintain ideally six (6) feet of social distancing.

- Use proper disinfecting methods between staff if work/office tools are shared.
- Personal Protection Equipment (PPE)
 - Do not share personal protection equipment (PPE).
 - Throw away disposable PPE
- Utilize disposable gloves where appropriate; instruct workers to wash hands before putting on the gloves and after removing the gloves.
- Disinfect reusable supplies and equipment.
- Provide routine cleaning on frequently touched surfaces (such as: doorknobs, keyboards, counters, first aid kits, interior cab of vehicles/equipment, door handles and other surfaces).
- Do not drink directly from water fountains. Utilize hand towels and wipe down all water coolers after use.
- Identify specific locations and practices for daily trash such as: paper, hand towels, food containers, hand rubs, etc. Instruct workers responsible for trash removal in proper PPE/hand washing practices.
- Utilize disposable hand towels and no-touch trash receptacles.
- It is recommended that employees limit stops when traveling between their home and their worksite.
- PennDOT shall remind/update all employees on current COVID-19 guidelines.

D. Workplace Cleaning

- Clean and disinfect shared workspaces and surfaces often. Routinely clean all frequently touched surfaces in the workplace, such as tools, workstations, countertops, doors, and doorknobs. CDC recommends if surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection. <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>
- Below is a list of a few common cleaners that the EPA has determined are strong enough to ward off COVID-19. Reference SDS sheets and utilize appropriate PPE when mixing chemicals:
 - Clorox Multi Surface Cleaner + Bleach
 - Clorox Disinfecting Wipes
 - Clorox Commercial Solutions® Clorox® Disinfecting Spray
 - Lysol Brand Heavy-Duty Cleaner Disinfectant Concentrate
 - Lysol Disinfectant Max Cover Mist
 - Lysol Brand Clean & Fresh Multi-Surface Cleaner
 - Purell Professional Surface Disinfectant Wipes
 - Sani-Prime Germicidal Spray
- If disinfecting wipes are not available, a bleach water mixture can be sprayed and wiped down to clean all flat surfaces.
- The CDC recommends preparing a bleach solution by mixing (use appropriate PPE):
 - 5 tablespoons (1/3rd cup) bleach per gallon of water or
 - 4 teaspoons bleach per quart of water
 - 1 cup bleach per 3 gallons of water

Disinfecting Procedures for Common Items

Surface/ Object	Procedure	Special Consideration	Frequency	Cleaner Type
Horizontal Surfaces	Clean surfaces touched by hands at least daily Clean when soiled	Use soap and water or a detergent/ disinfectant depending on the nature of the surface and the type and degree of contamination	At least twice a day and when known to be contaminated.	Surface Disinfectant Spray or Hard Surface wipes
Wall, Blinds, Curtains	Should be cleaned regularly with a detergent especially when visibly soiled.		Clean when visibly soiled.	Surface Disinfectant Spray
Floors	Thorough regular cleaning Clean when soiled	Use double bucket mopping method (e.g. one bucket clean and one to rinse)	Clean daily	Hot Water with 50:1 Bleach Mixture
Carpets/ Upholstery	Should be vacuumed regularly and shampooed as necessary		Vacuum daily	Regular filtered vacuum sweeper
Tools	Should be regularly cleaned, disinfected with low level disinfectant, thoroughly rinsed and dried	Consider implementation of limited tool sharing.	Clean after every use	Surface Disinfectant Spray or Hard Surface wipes
Toilets	Thorough regular cleaning Clean when soiled	Special cleaning procedures are not necessary.	Clean daily	Surface Disinfectant Spray
Vehicles / Equipment	Clean after each use of a vehicle. Concentrate on steering wheel, hand brake, gear shift lever, door handles, etc.	Air conditioner/ heater should be turned off during cleaning.	Clean daily or each time someone new uses vehicle	Surface Disinfectant Spray or Hard Surface wipes
Electronic Devices	Thoroughly wipe all surfaces paying particular attention to knobs, buttons, microphones and surfaces that are touched frequently.	Consider implementation procedure to limit sharing of radios and other electronic devices.	Clean after each use or between use if passed between employees	Hard Surface wipes

For additional cleaning procedures, reference "Protocol 33- Cleaning and Disinfecting Surfaces".

E Customers

- All customers should be wearing masks. Customers should be reminded to wear a scarf or bandana as a mask in accordance with the Secretary's order effective April 19, 2020.
- Can also offer resources to customers' information on how to make masks, consider sharing mask making on social media, distributing "how to" flyers or sharing locations to purchase masks.
- Individuals who cannot wear a mask due to a medical condition (including children under the age of 2 years per CDC guidance) may enter the premises and are not required to provide documentation of such medical condition.

F. Workplace/Office Practices

- Install "COVID-19 Safety Plan in effect" sign at building entrance and reasonable site locations.
- The Designated representative shall ask if anyone is feeling ill. Designated Representative, wearing proper PPE, shall also ask the following questions to their employees prior to commencing any work activities:
 - Have you, or anyone in your family or any one you have been in close contact with, been in contact with a person that has tested positive for COVID-19?
 - Have you been medically directed to self-quarantine due to possible exposure to COVID-19?
 - Are you having trouble breathing or have you had flu-like symptoms within the past 48 hours, including: fever, cough, or shortness of breath?
- Utilize an infrared medical thermometer after notification of an exposure:
 - All employees must have their temperature checked in the workplace after an exposure has occurred in the workplace; self-screening is not permitted.
 - Temperature-taking provisions only applies after an employer is aware of a potential or actual exposure, however, temperature screening is to be conducted, particularly in those areas with high positive case numbers.
 - Temperature screening will be implemented for all employees upon discovery that the workplace has been exposed to a person who is a probable or confirmed of COVID-19, which will include a temperature screening for the employee with the confirmed case when that employee returns to work after the quarantine period.
 - Temperature checks should be conducted for at least 14 days after an

- exposure. The areas in the Commonwealth with high positive case numbers should conduct temperature checks as a matter of routine.
- If someone arrives at work in one location and is temperature screened, then drives to another work facility, the employee does not need to be rescreened unless the employee is entering those areas of the Commonwealth with high positive case numbers.
 - The observer taking the temperatures should stand to the side of employees and be at least arm's length away.
 - While not required, exam gloves for the observer can be utilized. A contact thermometer must be cleaned between each use (an oral or an ear thermometer is not recommended).
 - If the reading is measured above 100° F [37.8° C] using a thermometer, the employee will be directed to go home and contact their medical provider for further guidance.
 - In an acute case where the employee requires transportation, isolate the employee and call 911 for assistance.
- Communicate key CDC recommendations (and post signage where appropriate) to your staff as potential safety talks:

Recommended Coronavirus Graphics – Department of Health

<https://www.health.pa.gov/topics/disease/coronavirus/Pages/Social-Media.aspx>

- [How to protect yourself](#)
- [If you are sick](#)
- [COVID-19 Frequently Asked Questions](#)
- Place posters that encourage [staying home when sick](#), [cough and sneeze etiquette](#), and [hand hygiene](#) at the entrance to your workplace, lobbies, restrooms and in other workplace areas where employees and the public will likely view.

G. Material Deliveries and Anyone Entering the Workplace

- Anyone entering the workplace including all outside vendors and truck drivers are to practice social distancing.
- Staff receiving deliveries will collect daily delivery tickets in a sealable container or baggie and quarantine it for a minimum of 24 hours before providing to Department representative.

H. Managing Sick Employees

- Employees who have symptoms of acute respiratory illness are recommended to stay home, seek medical assistance and not return to work until they are free of fever (measured above 100° F [37.8° C] using a thermometer), signs of a fever, and any other symptoms for at least 72 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants) and follow current CDC guidelines. Employees should notify their supervisor and stay home if they are sick.
- Isolate sick employees. CDC recommends that employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home or told to seek medical assistance immediately.
- If an employee shows visible signs of an illness and refuses to leave the work site, a fitness for duty evaluation should be completed by a supervisor/manager and normal procedures should be followed to remove the employee from the premises.
- If an employee is diagnosed with COVID-19 or shows symptoms of COVID-19, consult your health care provider and your employer before returning to work.
- Communicate with Human Resources for managing sick time related to COVID-19.
- After notification from an employee that tests positive for COVID-19 the employer will take the following steps and follow current CDC guidelines:
 - Facility will initiate a safety stand-down for a minimum of 24 hours or until compliance with CDC guidelines for return to work.
 - Communication of positive test to appropriate management.
 - Supervisor to investigate additional potential exposure while maintaining patient confidentiality (HIPPA).
 - Supervisor, management and/or facility manager ensure steps are taken to provide a deep cleaning and disinfection of the facility and/or the work area.
 - Wait a minimum of 24 hours, or as long as practical, before beginning cleaning and disinfection.
- Should you need additional support services during this self-monitoring and social distancing period, visit the Pennsylvania Department of

Health website, www.health.pa.gov or call 1-877-PA-HEALTH (1-877-724-3258).

- Additional support services are available from State Employees Assistance Program (SEAP) Counselors are available 24/7 at **1-800-692-7459**. Visit <https://www.liveandworkwell.com/content/en/member.html> (Browse as a guest, access code: Pennsylvania) for more information.

Resources

- Pennsylvania Department of Health: <https://www.health.pa.gov>
- Hand washing: <https://www.youtube.com/watch?v=d914EnpU4Fo&feature=youtu.be>
- CDC Handout: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>
- If sick: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf>
- Full List of EPA disinfectants: https://www.epa.gov/sites/production/files/2020-03/documents/sars-cov-2-list_03-03-2020.pdf
- CDC: Cleaning and Disinfecting Surfaces: https://www.cdc.gov/coronavirus/2019-ncov/prepare/cleaning-disinfection.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fcommunity%2Fhome%2Fcleaning-disinfection.html
- Coronavirus Q&A from the World Health Organization (WHO): <https://www.who.int/news-room/q-a-detail/q-a-coronaviruses>

Appendix 8

Protocol 32– PennDOT Vehicles/Equipment Cleanliness

Section	Topic	Page
1	Policy	01
2	Scope	01
3	Applicable Standards	01
4	Roles and Responsibilities	01
5	Procedures	02
7	Program Review	04
8	Recordkeeping	04

1. Policy

PennDOT is committed to reducing the hazards associated with potential infectious viruses/diseases. This protocol provides PennDOT employees with the basic information on cleaning and disinfecting surfaces within PennDOT vehicles and assuring a clean and safe workspace to limit the survival of any viruses/diseases.

2. Scope

This protocol applies to all PennDOT employees who operate PennDOT vehicles/equipment such as: pool vehicles, crew cabs, dump trucks, and loaders etc. to ensure they are properly cleaned to prevent the spread of viruses and illnesses daily and to maintain a safe and healthy work place.

3. Applicable Standards

The following list includes some related standards; however, it is not all inclusive:

- A. Center for Disease Control and Prevention (CDC)
- B. Environmental Protection Agency (EPA)
- C. Department of Health (DOH)

4. Roles and Responsibilities

- A. District Executives/Bureau Directors
 - (1) Ensure the proper and timely implementation of this protocol.
 - (2) Ensure all employees are provided adequate resources as outlined in this protocol.
- B. Employee Safety Division
 - (1) Maintain this protocol.
 - (2) Assist Fleet Management with implementing this protocol.
 - (3) Respond to employees concerns in a timely matter.
- C. Managers/Supervisors
 - (1) Ensure employees are following the procedures outlined in this protocol.
 - (2) Ensure employees are properly informed about communicable diseases and are provided information and general safe practices helping them to stay healthy and prevent spreading any contagious illness (such as influenza, the common cold etc.)
 - (3) Ensure employees are provided the necessary equipment and supplies to properly clean the common areas of the vehicle and/or equipment.

D. Employees (Operators)

- (1) Follow the rules and procedures outlined in this protocol.
- (2) Complete the *Operator Daily Report for Mobile Equipment form M-614* before and after the operation of mobile equipment.

5. Procedures

Daily cleaning and disinfecting practices will help minimize the spread of viruses. For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective.

Daily cleaning should be done with sanitary products such as:

- Disinfecting sprays and/or wipes: commonly used to clean surfaces by District/County maintenance staff that would be readily in stock, (the active ingredient in the disinfecting wipes shall be ethanol alcohol 40 or benzyl ammonium chloride).
- A bleach solution: which can be made by mixing 5 tablespoons (1/3 cup) bleach per gallon of water, (thoroughly rinse containers before mixing the bleach solution and do not mix the bleach solution in an enclosed space like a truck cab). Alternatively, when properly diluted, unexpired household bleach is effective against viruses.
- Soap (or detergent) and water for the exterior of the vehicle / equipment.
Note: During a pandemic crisis or height of flu season, management may direct the frequency of cleaning be increased to before and after each issue of the vehicle/equipment.

Routine cleaning methods should be employed with special attention in certain areas as specified below:

1. Employees should use appropriate personal protective equipment (PPE), such as disposable gloves and eye protection, such as a face shield or goggles when mixing concentrated materials into secondary containers for daily use.
2. The secondary containers must be properly labeled to prevent adverse reactions between chemicals (i.e. bleach, alcohol hydrogen-peroxide and other chemicals which are clear liquids and can cause hazardous vapors if mixed).
3. Many of the surfaces in the cab and associated compartments can be cleaned with soap and water using paper towels or disposable rags, according to the vehicle manufacturer's recommendations. Avoid using product application methods that cause splashing or generate aerosols. To avoid splashing, spray the cleaning agent into the rag/cloth instead of spraying directly onto the surface.
4. Avoid using excessive amounts of water only dampen the cloth or rag. Using excessive amounts of water inside the vehicle could damage the equipment.
5. While cleaning, it is always a best practice to wear gloves when working with other drivers operating the same piece of equipment. It is recommended that the below PPE be used.
 - Disposable Nitrile/Rubber Gloves
 - Heavy-Duty Chemical-Resistant Re-usable Gloves – Note: To properly maintain the PPE and prevent the spread of germs, any employee using Heavy-Duty Chemical-Resistant Re-usable Gloves must properly clean and disinfect the gloves by spraying the gloves before and after each use with a disinfectant spray and/or bleach solution listed above.

- Disposable latex/vinyl gloves - These are an acceptable last resort option in the event disposable nitrile/rubber gloves are not readily available due to supply shortages.
6. Employees should wash hands before and after using any gloves listed above. Employees should use soap and water and/or hand sanitizer as part of this process. Especially during cold and flu season or when a general health alert is issued.
 7. When disposable gloves are used, it is highly recommended that they are disposed of along with any/all soiled material in a sturdy, leak-proof bag that is tied shut and not reopened. If leak proof bags are not available, sealable plastic bags (i.e. sandwich or freezer bags with the resealable strip) are a viable option.
 8. When cleaning has been completed and gloves have been disposed, immediately clean hands with soap and water. If soap and water are not readily available, use an alcohol-based (no less than 70% alcohol per CDC recommendations) hand gel and wash hands with soap and water as soon as feasible. Avoid touching the face with gloved or unwashed hands.
 9. Do not use compressed air and/or water under pressure for cleaning, or any other methods that can cause splashing or which might re-aerosolize infectious material. If there is debris that needs vacuumed out of the cab, the vacuum cleaners should only be used after proper disinfection has taken place on frequently touched surfaces (see list below).

Examples of frequently touched surfaces:

- Cab door switches
- Cab door grab handle and surface
- Steering wheel
- Ignition key
- Gauges and switches on dash and in cab
- HVAC louvers on dash
- Exposed dash surfaces
- Radio controls
- Seat adjustment knobs
- Two-way radio microphone and knobs
- Freedom or another spreader controller
- Overhead console doors and locks
- Cup holders
- Steering column-mounted stalk controls (turn signals, cruise controls, windshield wiper)
- Manual/automatic transmission shift lever
- Seat covers (vinyl, fabric, or leather)
- Cabinet door handles
- Fire extinguishers
- Reflector kits
- First aid kits
- Air horn cable
- Seat belt buckles
- Hood latches
- Dip sticks, lids/caps under the hood

Additional Precautions:

1. Thoroughly clean surfaces at the beginning and end of each shift. Items inside the cab such as the steering wheel and control switches shall be wiped down, whereas items outside the vehicle such as the door handle can just be sprayed. To verify this has been conducted note this in form M-614 in the comments section.
2. Each vehicle has a clipboard and pen, with the M-614 ensure clipboard and pen are also wiped down during the cleaning process.
3. The container that is used to keep the spray/disinfectant must **not** be kept in any vehicle and should be kept at the work location for other people to have access to the cleaning material.
4. Wash your hands with soap and water for at least 20 seconds or use hand sanitizer if soap and water are not available.
5. Cover any coughs or sneezes with your elbow, not your hands.
6. Clean surfaces frequently to prevent the spread of common viruses and diseases.
7. Avoid coming into close contact with co-workers.
8. Avoid touching your face, especially your eyes, nose, and mouth.

6. Program Review

The effectiveness of this protocol in keeping employees safe when there is potential for infectious viruses or when a general health alert is issued. This protocol will be evaluated annually by the Employee Safety Division and Fleet Management Division with appropriate actions taken to address any deficiencies found.

7. Recordkeeping

This protocol contains new existing information as described in the table below. Content that is being introduced for the first time in the Pub 445M, Manual for Employee Safety and Health (MESH) is identified as “original”.

Section	Topic
1-7	Original as per the AIPP requirement.

Revision 2 (3-26-2020)

Appendix 9

Protocol 33– Cleaning and Disinfecting Surfaces

Section	Topic	Page
1	Policy	1
2	Scope	1
3	Applicable Sources	1
4	Roles and Responsibilities	1-2
5	Procedure for Cleaning and Disinfecting Areas (Where Individuals Suspected/Confirmed to Have a Contagious Disease Have Recently Occupied)	2-3
6	Additional Procedures to Follow (When There is Potential of a Contagious Disease)	3
7	Personal Protective Equipment (PPE)	3-4
8	Program Review	4
9	Recordkeeping	4

1. Policy

PennDOT is committed to reducing the hazards associated with potential contagious disease. This protocol provides PennDOT employees with the basic information on cleaning and disinfecting surfaces after individuals who have entered a facility and are suspected/confirmed to have potentially exposed others to an easily transmitted contagious disease and is in accordance with the Department of Health building safety measures. PennDOT is committed to assuring a clean and safe workspace to limit the survival of any contagious disease.

2. Scope

This protocol applies to all PennDOT employees who are still going into PennDOT facilities when there is potential for exposure or has been an exposure to a contagious disease to ensure the locations are properly cleaned and disinfected to prevent the spread of contagious disease daily and to maintain a safe and healthy workplace.

3. Applicable Sources

The following list includes the sources of the guidelines used to develop this protocol; however, it is not all inclusive:

- A. Center for Disease Control and Prevention (CDC)
- B. Environmental Protection Association (EPA)
- C. Department of Health (DOH)

4. Roles and Responsibilities

- A. District Executives/Bureau Directors
 - (1) Ensure the proper and timely implementation of this protocol.
 - (2) Ensure all employees are provided adequate resources as outlined in this protocol.
 - (3) Ensure that facilities have a sufficient number of employees to perform the duties outlined in this protocol effectively and in a manner that ensures the safety of customers and employees.

- (4) Ensure that the facility has a sufficient number of security employees to control access, maintain order, and enforce social distancing or other recommendations from DOH or CDC, provided the security employees are otherwise responsible for such enforcement.
 - B. Employee Safety Division
 - (1) Maintain this protocol.
 - (2) Assist districts with implementing this protocol.
 - (3) Respond to employees concerns in a timely matter.
 - C. Managers/Supervisors
 - (1) Ensure employees are following the procedures outlined in this protocol.
 - (2) Ensure employees are properly informed on current work practices and are provided information and general safe practices to help them to remain healthy and prevent the spreading of any contagious disease (such as influenza, the common cold etc.)
 - (3) Ensure employees are provided the necessary equipment and supplies to properly clean the common areas of the vehicle/equipment or facility.
 - D. Employees
 - (1) Maintain pre-existing cleaning protocols established in the facility for all areas of the building.
 - (2) Follow the rules and additional procedures outlined in this protocol.
- 5. Procedure for Cleaning/Disinfecting Areas (Where Individuals Suspected/Confirmed to Have a Contagious Disease Have Recently Occupied)**
- A. Close off areas visited by the ill persons. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfecting. Facilities must clean and disinfect all spaces, especially commonly used rooms and shared electronic equipment. The Centers for Disease Control and Prevention (CDC) has established guidance on appropriate cleaning. Businesses should also refer to the Secretary's April 6, 2020 order Directing Building Safety Measures and refer to PennDOT's Safety Guidelines.
 - B. Employees assigned to perform cleaning duties and contracted cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, and keyboards used by the ill persons, focusing especially on frequently touched surfaces.
 - C. Cleaning and disinfecting hard (non-porous) surfaces
 - 1. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfecting.
 - 2. For disinfection, most common EPA-registered household disinfectants should be effective. See the EPA website for the current list.
 - 3. Additionally, diluted household bleach solutions (at least 1,000 ppm sodium hypochlorite) can be used if appropriate for the surface. Follow manufacturer's instructions for application, ensuring a contact time of at least one minute, and allowing proper ventilation during and after application. Check to ensure the product is not past its expiration date. Never mix chemicals.
 - a. Prepare a bleach solution in a well-ventilated area by mixing:
 - I. Five tablespoons (1/3 cup) bleach per gallon of water; or

II. Four teaspoons bleach per quart of water.

- D. Cleaning and disinfecting soft (porous) surfaces
 - 1. For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
 - a. If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.
- E. Electronics
 - 1. For electronics such as tablets, touch screens, and keyboards remove visible contamination if present.
 - a. Follow the manufacturer's instructions for all cleaning and disinfection products.
 - b. Consider use of wipeable covers for electronics.
 - c. If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.
- F. Linens, clothing, and other items that go in the Laundry
 - 1. In order to minimize the possibility of dispersing a contagious disease through the air, do not shake dirty laundry.
 - 2. Wash items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other people's items.
 - 3. Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.

6. Additional Procedures to Follow (When There is Potential of a Contagious Disease)

- A. Wash your hands with soap and water frequently.
- B. Clean with soap and water and then disinfect frequently touched surfaces.
- C. Follow the CDC or DOH for additional information and guidelines.

7. Personal Protective Equipment (PPE)

- A. The risk of exposure to employees assigned to perform cleaning duties and contracted cleaning staff is inherently low. Cleaning staff should wear masks/bandanas, disposable gloves and aprons or body coverings for all tasks in the cleaning process, including handling trash.
 - 1. Gloves and body coverings should be compatible with the disinfectant products being used.
 - 2. Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
 - 3. Gloves and body coverings should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.

- 4. Coveralls, aprons or work uniforms can be worn during cleaning and disinfecting. Reusable (washable) clothing should be laundered afterwards. Clean hands after handling dirty laundry.
- B. Gloves should be removed after cleaning a room or area occupied by ill persons. Clean hands immediately after gloves are removed.
- C. Cleaning staff should immediately report breaches in PPE such as a tear in gloves or any other potential exposures to their supervisor.
- D. Cleaning staff and others should clean hands often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 70% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- E. Follow normal preventive actions while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.
 - 1. Additional key times to clean hands include:
 - a. After blowing one’s nose, coughing, or sneezing.
 - b. After using the restroom.
 - c. Before eating or preparing food.

8. Program Review

The effectiveness of this protocol in keeping employees safe when there is potential for contagious disease or when a general health alert is issued. This protocol will be evaluated annually by the Employee Safety Division with appropriate actions taken to address any deficiencies found.

9. Recordkeeping

This protocol contains new existing information as described in the table below. Content that is being introduced for the first time in the Pub 445M, Manual for Employee Safety and Health (MESH) is identified as “original”.

Section	Topic
1-7	Original as per the AIPP requirement.