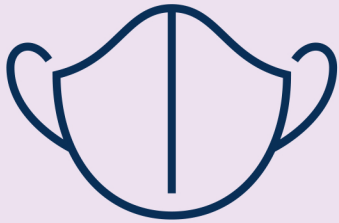


REQUIRED

BY NC EXECUTIVE ORDER #147



WEAR

a cloth covering over
your nose and mouth.



WAIT

6 feet apart. Avoid
close contact.



WASH

your hands or use
hand sanitizer.

JOINT WORKFORCE SAFETY PLAN: COVID-19

EFFORTS THE NCDOT IS TAKING TO STOP THE SPREAD OF COVID-19 AT REST AREAS

THIS PLAN SHALL BE POSTED IN THE CUSTODIANS ROOM

The North Carolina Department of Transportation (NCDOT) and their partners expect all parties involved in the delivery of transportation projects to abide by the guidelines issued from the Centers for Disease Control and Prevention (CDC) and the North Carolina Department of Health and Human Services (NCDHHS).

Response to COVID-19 is rapidly evolving; new information and guidelines may be issued from the CDC, NCDHHS, or other state or federal agencies. NCDOT and their partners should review the current CDC and NCDHHS guidance, including the resources listed at the end of this document, for up-to-date information on how to respond to COVID-19. Additional guidelines may be issued by state or federal agencies that should be followed in addition to the guidance included in this document.

Though certain Americans with Disabilities Act (ADA) requirements have been relaxed in response to the pandemic, employers must still maintain all information about employee illness as a confidential medical record in compliance with the ADA. If an employee is suspected of having or tests positive for COVID-19, it is essential that management keep the identity of the employee and details related to the employee's health confidential.

Below are precautions required of the Companies and their employees contracted by NCDOT to operate within Rest Areas, whether for Custodial Operations or Grounds Maintenance.

EMPLOYEE WELLNESS

- If an employee has not yet reported to work and develops any COVID-19 symptoms (i.e. fever, coughing, or shortness of breath) — STAY HOME and immediately:
 - Call a health care provider
 - Self-Isolate
 - Communicate with your supervisor
 - Remain calm and follow all instructions from your health care provider
- 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 others and sent home immediately. The potentially affected employees should immediately follow the steps outlined above, which includes immediately contacting a health care provider.
- Should an employee show symptoms of acute respiratory illness or be diagnosed with COVID-19, all other employees who have worked in close proximity to the affected employee during the last 14 days should be notified of potential exposure to the disease without identifying the affected employee.
- Consideration should be given to employees at “High Risk” of severe illness from COVID-19, who, per NCDHHS, include employees:

- Over 65 years of age, **OR**
- With underlying health conditions including heart disease, lung disease, or diabetes, **OR**
- With weakened immune system
- “High Risk” Employees should be given the opportunity to discuss alternate work arrangements/duties with their employer or take leave according to their company policies.
- For guidance on confirmed positive tests for COVID-19, refer to the most recent version of the “COVID-19 Guidance for Employees on NCDOT Rest Area Projects” located on last page of this plan.

PERSONAL HYGIENE

- Clean hands often by washing 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 60%-95% alcohol may be used.
- Avoid touching your eyes, nose, mouth, or other parts of your face.
- Do not breathe, cough, or sneeze on another person or into the open air. Employees should cover their noses and mouth with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).
- A facemask for covering nose and mouth is required when inside the building or as noted in the *Additional Requirements during COVID-19* handout.
- Appropriate gloves are encouraged while performing functions of the job.

CLEANING/DISINFECTING

- Sinks and hand soap are available at every rest area.
- Appropriate cleaning staff should clean frequently touched surfaces and objects with disinfectants as already outlined in the Rest Area Maintenance Contract.
 - buildings: door knobs, light switches, toilets, faucets, sinks, soap dispensers, partition locks and pulls, countertops, paper towel dispensers, handrails, etc.
 - Site: Picnic tables, Yard hydrant handles, Trash can lids that require touching, etc.
- Custodians should sanitize/disinfect facilities and work areas after persons suspected/confirmed to have COVID-19 have been in the facility or work area.
 - It is recommended to close off access to the rest area if a custodian becomes ill and wait as long as practical, 24 hours if possible, before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area if possible.

GENERAL

- Increase communication measures between all parties regarding schedule, daily activities, etc. to reduce/minimize worker exposure in accordance with but not limited to the requirements below.

- Practice “Social Distancing” whenever feasible. Social Distancing is designed to limit the spread of a disease by reducing the opportunities for close contact between people. All personnel have the responsibility to remind each other to stay 6 feet or more apart.
- Do not congregate at lunch or breaks.
- No communal coolers or drink stations are allowed.
- First line of communication should be by phone, rather than in-person.
- Do not shake hands.
- Do not share pens for signing forms or any other purpose.
- Sharing of Personal Protective Equipment (PPE) is strictly prohibited.
- Vehicles, equipment, and tools
 - Limit the number of people riding in a vehicle together.
 - Wipe down and disinfect vehicles after each trip.
 - As much as possible, do not share tools or equipment. If a tool or piece of equipment must be shared, the parts of it that are touched should be sanitized between uses.

RETURN TO WORK

- The following criteria must be followed for an employee who is asked to self-quarantine by health officials or has contact with another person with a positive test result, before return to work:
 - at least a 14-day quarantine; **OR**
 - release by a health care provider.
- In accordance with CDC guidance, the following criteria must be followed for an employee with a positive test result to return to work:
 - at least 10 days from positive test notification; **AND**
 - at least 24 hours have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); **AND**
 - at least 7 days have passed since symptoms first appeared.

NCDOT may require certification of fitness to work from a health care provider.

ADDITIONAL RESOURCES

NCDOT and their partners should review the CDC and NCDHHS resources listed below for up-to-date information on how to respond to COVID-19. Additional guidelines may be issued by state or federal agencies that should be followed in addition to the guidelines included in this document.

- NCDHHS COVID-19 Resources:
 - <https://www.ncdhhs.gov/divisions/public-health/coronavirus-disease-2019-covid-19-response-north-carolina>
- NCOSHR Communicable Disease Emergency Policy
 - <https://oshr.nc.gov/policies-forms/workplace-wellness/communicable-disease-emergency>
- OSHA Guidance on Preparing Workplaces for COVID-19
 - <https://www.osha.gov/Publications/OSHA3990.pdf>
- CDC COVID-19 Resources:
 - <https://www.cdc.gov/coronavirus/2019-ncov/index.html>





AGREEMENT

All parties shall adhere to the requirements of this plan in order to continue work within this contract. Violations to this plan could result in the violating entity not being allowed to continue work or all work ceasing as determined by the NCDOT Division Engineer or his designee.

PROJECT POINTS OF CONTACT

NCDOT	Contractor
Name: _____	Name: _____
Phone #: _____	Phone #: _____

This form must be posted inside the Custodians room at the Rest Area.

COVID-19 Guidance for Employees on NCDOT Rest Area Projects		
Relationship to Confirmed POSITIVE Test		What YOU Should Do
Employee		Notify your supervisor Self-quarantine for 10 days
Direct Contact <i>Interaction with an infected person within 6' and longer than 10 minutes</i>		Your supervisor should notify you if your co-worker has tested positive, without disclosing the name of the employee. Notify your supervisor that you have been exposed if you were not exposed at work. Self-quarantine for 14 days
Secondary Contact		You may continue onsite work or follow your company policy Continue hygiene & disinfecting measures
Two or more Persons Removed from Contact		Continue hygiene & disinfecting measures
*Notification Protocol <i>(Comply with HIPAA & ADA confidentiality requirements)</i>	NCDOT employee / agent tests POSITIVE	NCDOT Roadside Engineer notifies Contractor working for NCDOT Contractor notifies employees
	Contractor or Supplier Employee tests POSITIVE	Contractor notifies NCDOT Roadside Engineer and all other Contractors or Suppliers with exposed Employees

NCDOT SAFETY REST AREAS
ADDITIONAL REQUIREMENTS DURING THE COVID-19 PANDEMIC
FOR EMPHASIS ON WEARING PPE and CLEANING PROCEDURES

TO BE POSTED INSIDE THE CUSTODIANS ROOM

The CDC guidelines state, among other things, that people should Social Distance and Wear Face Coverings to avoid exposure to COVID-19 and to avoid exposing the people around them to COVID-19. The Governor enacted Executive Order 147, stating these same requirements for all persons within the State of North Carolina. The Department has placed signs on the entrance doors to the rest area buildings asking the traveling public to:

Wait six feet apart, Wear face coverings, & Wash hands frequently or use hand sanitizer.

While the Department cannot enforce these guidelines with the public, it is requiring DOT personnel and the contract Rest Area Custodial staff to follow these guidelines.

- It is required that custodians wear a face covering at all times when in the site buildings or other public locations and recommended that the custodian-stay 6 feet away from others. However, if a custodian has a medical condition that limits their ability to wear a face covering, they are allowed to close a restroom to the public for daily routine cleaning and not wear a face covering while alone during that time or while alone in the custodian's room.
- Custodians are still required to check each restroom at least once per hour for spot cleaning/disinfecting of frequently touched surfaces and replenishment of paper products and/or soap. A face covering is required during this check, but the restroom may be closed if extended time is needed to accomplish needed work.
- If the building in general becomes more crowded than is recommended for social distancing, the custodian should perform maintenance duties outside the building until the situation resolves itself and then close off restrooms for cleaning and disinfecting.
- While working outside, a custodian may choose not to wear a face covering if they are working alone and not within 6 feet of another person but should always have a face covering with them for use if needed.
- Custodians are not to share PPE of any type with others. The definition of a "Face Covering" is a covering of the nose and mouth that is secured to the head with ties, straps, or loops over the ears or is simply wrapped around the lower face. A Face Covering can be made of a variety of synthetic and natural fabrics and should have two (2) or more layers.
- All Disinfecting products must be of sufficient concentration approved to kill the COVID-19 virus.

Also incorporated within these additional requirements is that all contractors and their employees that work at the rest areas read and sign the attached WORKFORCE SAFETY PLAN: COVID-19, in order to reinforce that anyone feeling sick or with close contact to a person who has tested positive, should not report to work and should contact their supervisor for further instructions.

10/8/2020