

WORKFORCE SAFETY PLAN

FOR ENCROACHMENT ACTIVITIES: COVID-19

EFFORTS THE N.C. TRANSPORTATION INDUSTRY IS TAKING TO STOP THE SPREAD OF COVID-19

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 by NCDOT and from encroaching parties and their contractors performing construction within NCDOT Rights of Way. The term employee refers to any person on a job site within NCDOT right of way for the purpose of constructing or inspecting the work related to construction of a facility under an approved encroachment agreement and where that employee may or may not be under employment by or under contract to NCDOT.

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 and all encroachment points of contact indicated at the end of this plan 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 Encroachment Job Sites within NCDOT Right of Way” 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 encouraged on the job site.
- Appropriate gloves are encouraged while performing functions of the job.

CLEANING/DISINFECTING

- Wash stations and/or hand sanitizer are encouraged on each project site.
- Appropriate cleaning staff should clean frequently touched surfaces and objects with disinfectants at a minimum of once per day.
 - Office/buildings: door knobs, light switches, phones, computers/keyboards, copy machines, elevator buttons, toilets, faucets, sinks, countertops, paper towel dispensers, desktops, handrails, folders, vending machines, counters, tables, cabinets/knobs, etc.
 - Shop Yard/Jobsite: vehicle/equipment door handles, keys, gear shifts, steering wheel/operator controls and levers, fuel pump dispensers, touch points on machinery, etc.
 - Electronic equipment: cell phones, computers, keyboards, etc.
- Appropriate cleaning staff 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 areas used by the ill persons 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.
- Appropriate cleaning staff should clean and disinfect all areas used by the ill persons, focusing especially on frequently touched surfaces.

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.
- Minimize on-site personnel such as subcontractors, work crews, QC personnel, and inspection staff to those required for that day's activities. If work is postponed or cancelled, immediately notify appropriate parties.
- 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. Examples of Social Distancing include:
 - Reducing face-to-face exposure by using conference calls and video conferencing
 - If an in-person meeting is absolutely required and cannot be rescheduled or attended remotely, the meeting is limited to a maximum of 10 people while maintaining Social Distancing of 6 feet or more.
 - Avoiding unnecessary travel
- Do not congregate at lunch or breaks. Bringing your lunch is encouraged.
- No communal coolers or drink stations are allowed. Supervisors should confirm with employees prior to beginning work for appropriate hydration and nutrition availability to employees for the duration of the employee's shift and without direct contact with others on the job site.
- First line of communication should be by phone, rather than in-person.
- Do not shake hands.
- Do not share iPads, tablets, pens, or clipboards for signing or any other purpose. Take pictures as proof of attendance at meetings.
- 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 tested for Covid-19, or asked to self-quarantine by health officials, or has contact with another employee with a positive test result to 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 14 days from positive test notification; **AND**
 - at least 3 days (72 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

The encroaching party shall adhere to the requirements of this plan in order to continue work under their approved encroachment agreement. 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 District Engineer or Resident Engineer.

PROJECT POINTS OF CONTACT

NCDOT

Name: _____

Phone #: _____

Encroaching Party (Primary Contact)

Name: _____

Phone #: _____

**Primary Contractor to Encroaching Party
(Point of Contact)**

Name: _____

Phone #: _____

| COVID-19 Guidance for Employees on Encroachment Job sites within NCDOT Right of Way | | | | |
|---|---|--|---|--|
| Relationship to Confirmed POSITIVE Test | | CONTACT GROUP | | |
| | | What YOU Should Do | What your CREW Should Do <i>Exposure within 6' and longer than 10 minutes</i> | What PROJECT SITE Personnel Should Do <i>No exposure within 6' and longer than 10 minutes</i> |
| Employee |  | <p>Notify your supervisor</p> <p>Self-quarantine for 14 days</p> | <p>Advise of POSITIVE test without identifying the affected employee*</p> <p>Directly exposed crew self-quarantine for 14 days</p> <p>Continue hygiene & disinfecting measures</p> | <p>Advise of POSITIVE test without identifying the affected employee*</p> <p>Site personnel without direct contact may continue onsite work or follow their company policy</p> <p>Continue hygiene & disinfecting measures</p> |
| <p>Direct Contact</p> <p><i>Interaction with an infected person within 6' and longer than 10 minutes</i></p> |  | <p>Self-quarantine for 14 days</p> | <p>Advise of POSITIVE test without identifying the affected employee*</p> <p>Crew may continue onsite work or follow their company policy</p> <p>Continue hygiene & disinfecting measures</p> | <p>Advise of POSITIVE test *</p> <p>Continue hygiene & disinfecting measures</p> |
| Secondary Contact |  | <p>You may continue onsite work or follow your company policy</p> <p>Continue hygiene & disinfecting measures</p> | <p>Continue hygiene & disinfecting measures</p> | <p>Continue hygiene & disinfecting measures</p> |
| Two or more Persons Removed from Contact |  | <p>Continue hygiene & disinfecting measures</p> | <p>Continue hygiene & disinfecting measures</p> | <p>Continue hygiene & disinfecting measures</p> |
| <p>*Notification Protocol</p> <p><i>(Comply with HIPAA & ADA confidentiality requirements)</i></p> | NCDOT employee / agent tests POSITIVE | <p>NCDOT District Engineer/Resident Engineer notifies Encroaching Party's primary point of contact and Contractor Point of Contact, CDC and, if Resident Engineer has oversight for the job site, FHWA any Consultant Firms working for NCDOT</p> <p>Encroaching party representative notifies other Contractors, Sub-Contractors and Suppliers with exposed Employees</p> | | |
| | Encroaching Party or Contract crew member on job site tests POSITIVE | <p>Encroaching party representative or Contractor point of contact notifies appropriate NCDOT District Engineer or Resident Engineer and all other Contractors, Sub-Contractors and Suppliers with exposed Employees</p> <p>NCDOT notifies CDC, and as appropriate, FHWA and any Consultant Firms working for NCDOT</p> | | |