



Connecticut DOT

Number: CD-2020-2

Bureau of Engineering and Construction

Date: April 14, 2020

CONSTRUCTION DIRECTIVE

Construction Administrator

Amended COVID-19

Field Staff Awareness and Safety Plan

This Directive should be reviewed and implemented in conjunction with the April 7, 2020, COVID-19 – Safety Bulletin published by the CTDOT Occupational Health and Safety Division (see below). This directive supersedes [CD-2020-1](#) issued April 8, 2020.

The State of Connecticut has determined that maintaining progress on our current Transportation Projects amid the COVID-19 virus outbreak is an essential activity due to its potential impacts on Public Safety. Since our inspection staff are essential workers and have limited ability to telework, several measures are to be undertaken immediately to enhance the safety of our inspection staff during these unusual times.

In order to provide the safest environment possible, all appropriate project staff shall institute a schedule of frequent cleanings to disinfect all offices, jobsite trailers, and other high contact areas. Portable toilets should be cleaned every 2 days. This is above the normal cleaning, which is required per the specification. Payment for this extra work will be in accordance with Articles 1.04.05 and 1.09.04. These costs are to be tracked separately for potential COVID-19 emergency relief reimbursement.

This cleaning should include the disinfection of common touch points and surfaces that include, but are not limited to, the following:

- Arms on chairs
- Table tops
- Hand rails
- Doorknobs and handles

- Countertops
- Elevator buttons
- Coffee pots
- Refrigerator / microwave / dishwasher / toaster handles
- Water dispensers
- Cabinet and file drawer knobs / handles
- Phones and keypads
- Copier / printer / fax control buttons
- Sink faucets
- Light switches

Also, employees should clean their personal workspace at the beginning and the end of every shift.

Avoid using other workers' phones, desks, offices, or other work tools and equipment, when possible. If shared, clean and disinfect the equipment before and after use.

Personnel should avoid entering into areas that are not necessary to perform their job functions.

Utilize extra rotations to reduce the number of employees in the break room, lunchroom, or other common areas at one time to achieve social distancing norms. Clean these areas after every rotation.

In addition, cancel or reschedule all nonessential meetings, trainings, and gatherings. Limit meetings to only essential personnel. Utilize telephone and video meeting services when possible.

Avoid inspecting work in enclosed spaces when others are present. Prior to entering and inspecting, wait until work is completed in these areas and contractor personnel have vacated the area.

When possible, minimize inspection staff's exposure to others by splitting shifts and inspecting work after it has been completed. Ensure staff maintain minimum social distancing standards established by the Centers for Disease Control while communicating with project personnel and performing inspecting work. Follow CDC guidelines for preventing transmission of COVID-19 including washing hands frequently for at least 20 seconds, avoiding touching mouth and nose, avoiding close contact with others, cleaning and disinfecting surfaces, using cough and sneeze etiquette, and staying at home when sick.

If circumstances prohibit following CDC Guidelines when inspecting the work, a **Site-specific Safety Plan** should be developed. Development of the Plan will be done in conjunction with the Department's Occupational and Safety Unit and the Contractor. If necessary, the Contractor will be required to amend their HASP plan.

CONSTRUCTION AND SURVEYS - FIELD STAFF AWARENESS

As a part of the CTDOT COVID 19 response efforts, the following guidelines have been developed by CTDOT Construction and Surveys in conjunction with CTDOT Occupational Health & Safety. Where this guidance does not meet or exceed the standards put forth by the Centers for Disease Control(CDC), the State of Connecticut or the General Contractor, the more stringent standard shall apply.

IMPORTANT – If you are not feeling well GO HOME OR STAY HOME

- If you are exhibiting any signs of illness, fever, heavy cough or shortness of breath, report your illness to your supervisor (via phone, text or email) immediately and head home from the job site or stay home if already there.
- Contact your Physician or Health Care Provider for specific directions and inform your supervisor.

Hand Washing and Hand Sanitizers

- Hand Washing – Washing your hands often with soap and water for at least 20 seconds is still the most effective precaution to take. Wash your hands after using the restroom, after you have been in a public place, before and after eating or after blowing your nose, coughing, or sneezing.
- Hand Sanitizer –Using a hand sanitizer is not as good as washing your hands however, if soap and water are not readily available, clean your hands, as well as you can, before using a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands, including around and under fingernails, and rub them together until they feel dry.



Avoid Public Spaces

- Employees are encouraged to pack meals and snacks as needed for the project duration and avoid visiting stores and restaurants. If necessary, modify your schedule to avoid restaurants and public restrooms during peak, i.e., crowded, periods to minimize contact with the public. Use drive-through service for food pick-up if available.
- Avoid eating lunch as a group and rotate breaks to eliminate congregation, try to do so outside or in a space with open windows (wipe down windows prior to opening and use gloves to open). Maintain a distance of 6 feet and do not share dishes (e.g., bag of chips, communal salad bowl, etc.) Refrain from sharing the field office coffee pot.

Driving to and From the Job Site

- Avoid being in enclosed spaces with poor air circulation where you would be in close contact with other people. Drive separately whenever possible. If personal vehicles are used, they must be in good condition, have proper insurance, strobe light (if necessary). If sharing of a vehicle is absolutely necessary, roll down the windows to let air circulate.
- Avoid touching potentially contaminated surfaces in vehicles. Use an EPA registered disinfectant to wipe down all "touch point" surfaces in vehicle, including, but not limited to, door handles, steering wheel, controls on dash, and any other parts of the cab that may be a touch point, before and after use and throughout the day.
- If possible have antibacterial wipes and hand sanitizer in vehicles and accessible at all times. If possible, wear disposable nitrile gloves while driving. Use a new pair of nitrile gloves when appropriate. If gloves are not available, wash hands before and after entering and leaving vehicle.



Social Distancing & Meetings

- Maintain a minimum 6-foot distance from others. Practice social distancing at tailgate meetings, in break rooms and in job trailers.
- Minimize in-person meetings. Conduct meetings via conference calls if possible. Do not convene meetings of more than 5 people maintaining 6-foot distance requirement. Recommend use of cell phones, texting, web meeting sites and conference calls for project discussion.

- Limit the number of people in job trailers and other confined areas at any one time. If possible, hold meetings outside. If indoors, open window(s) for circulation. Sanitize window handles prior to opening, if available use gloves.
- Wipe down keyboards, mouse, phone, headset/headphones, any other "touch points".

Working in the Field

- Wear safety glasses and gloves whenever possible to avoid contact. Avoid touching face, eyes, nose, and mouth. Cover your mouth and nose with a tissue when you cough or sneeze, or use the inside of your elbow. Throw used tissues in the trash. Immediately wash or sanitize your hands.
- When handling shared equipment and tools, wipe down and disinfect equipment before and after use with disinfectant, soap and water or 60% alcohol wipes.
- When possible wear disposable gloves when handling tools or equipment, and replace them regularly. Remove gloves and disinfect hands prior to eating or drinking.
- If using outside toilet facilities (i.e. Porta Johns), use a napkin or disinfectant towel to open door. If possible, wear gloves prior to entering the toilet; verify there is hand sanitizer prior to removing gloves and using facility. Use a paper towel to grasp door handle when exiting bathroom. If gloves were used, dispose of in a trash receptacle. Use hand sanitizer after leaving facility or after disposing of the gloves.
- Limit contact of shared items. Wipe down surfaces before coming into contact with them. Wash hands after handling or wear disposable gloves.

Disinfectants, Sanitizers and Cleaning Products

Always follow the manufacturer's instructions for all disinfects, sanitizers and cleaning products (e.g., concentration, application method and contact time.) Clean and disinfect common touch points and surfaces that include but are not limited to:

Special Notes

- Disinfectants that are effective against COVID19 are EPA registered and listed on; List N Products with Emerging Viral Pathogens AND Human Coronavirus claims for use against SARS-CoV-2. List N is constantly being updated. Refer to the EPA website at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
- The CDC recommends hand sanitizers that contain at least 60% alcohol.
- Alcohol based sanitizer solutions intended to be used on surfaces is contain at least 70% alcohol.

How to Clean and Disinfect Surfaces

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective.
- Diluted household bleach solutions can be used if appropriate on surfaces. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.

Clean Frequent Touch Points

The cleaning and disinfecting of common touch points is a very important prevention strategy. Clean and disinfect common touch points and surfaces that include but are not limited to:

- Table tops, countertops, coffee pots, refrigerator, microwave, dishwasher, toaster handles, water dispensers, sink faucets
- Hand rails, doorknobs, handles, light switches, elevator buttons, cabinet knobs, file drawer handles, Arms on chairs
- Copier, printer, fax buttons, staplers, paper cutters, scissors, tape dispensers, writing utensils, phone receivers, keypads

Visit the CDC webpage on cleaning and disinfecting procedures.

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>