



Connecticut DOT

Number: CD-2020-1

Bureau of Engineering and Construction

Date: April 8, 2020

## CONSTRUCTION DIRECTIVE

---

Construction Administrator

### **COVID-19 Field Staff Awareness Directive**

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.

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.