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To: Delivery and Operations Division

From: Vivian Payne, Interim Maintenance and Operations Branch Manager

Subject: COVID-19 Best Management Practices for Staff

The following guidance was developed in accordance with CDC and OHA best practices and guidance in regard to responding to the current COVID-19 pandemic as of this date. It was developed primarily for field crews who cannot telework. Consideration was also given to those office environments where commercial cleaning services do not come on a regular basis and where staff may have contact with the public or other customers. A number of ODOT management, safety professionals, HR professionals and emergency management professionals contributed to the guidance.

This is not intended to take the place of other safety guidance or best practices for a particular activity; nor, can it cover every circumstance. All employees, managers and crew members alike, have a responsibility to understand the work they are performing and the risks associated with those activities. The guidance is meant to inform decisions about measures that should be implemented to guard against the spread of the virus, and is generally applicable for other contagion, such as the common cold and flu. ODOT's safety and emergency management staff can further assist you if need more information.

We recognize that crews outside of Delivery and Operations Division may see these guidelines. Again, they are best practices that can be employed in a variety of work environments. Should you have questions about the guidance, please feel free to contact me.

I. SUBJECT

Recommended best practices for reducing the spread of viruses during a pandemic.

II. PURPOSE

This document is meant to provide guidance for employees as they conduct their day to day work duties during the current declared pandemic.

III. SCOPE

These best management practice (BMP) guidelines have been developed using CDC and OHA recommendations and requirements to guide employees who, due to the nature of their work, are unable to self-isolate or telework. This document is to help you protect yourself and others when planning daily work activities. These guidelines are not meant to replace existing work practices and procedures, but to enable each crew/section/division/department to add to them as necessary to be in line with the recommendations while still getting essential work activities done.

There will be situations when staff will work together and share modes of travel, equipment, and tools. By following the outlined hygiene practices, workers can complete the required work and minimize exposures to themselves and others. This document does not give directions on every activity addressed. Managers and employees should consider their jobs and the BMPs that may work for them.

IV. DEFINITIONS

- A. "Cleaning" is the process of physically removing all visible and non-visible contamination. This includes the removal of contaminants from a surface, and is always performed from the cleanest area to the dirtiest area to prevent the spread of contaminants. **Cleaning must always be completed before disinfection.**
- B. "Disinfection" is the act of destroying or preventing growth of pathogenic micro-organisms capable of infection.
- C. "Hand hygiene" is the act of washing hands with liquid soap and water by lathering the skin and vigorously rubbing together all lathered surfaces for at least 20 seconds, followed by thorough rinsing under running water. If soap and water are not immediately available, waterless hand sanitizer or antiseptic hand cleaners will be used and hand hygiene will be performed as soon as possible.

COVID 19 Best Management Practice Guidelines
ODOT Delivery and Operations Division March 24, 2020

D. “High risk” individuals are people over 60 and those with underlying health issues (asthma, heart diseases, autoimmune disorders, etc.) who are considered to be at higher risk of severe adverse reactions if they contract COVID-19 (Coronavirus). Find more information at:
<https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/high-risk-complications.html>

V. **SIGNS AND SYMPTOMS**

Anyone concerned about symptoms they are experiencing should call their physician. Staff members who have a cough, a fever greater than 100.4, or are exhibiting cold/flu symptoms should stay home until they are symptom free for 72 hours without the use of fever reducing medicines. Cover all coughs or sneezes with a tissue or your elbow. Throw the tissue away immediately. Ensure there are plenty of trash receptacles that are easy to find. Trash should be disposed of during daily cleaning activities.

COVID-19 compared to other common conditions				
SYMPTOM	COVID-19	COMMON COLD	FLU	ALLERGIES
Fever	Common	Rare	Common	Sometimes
Dry cough	Common	Mild	Common	Sometimes
Shortness of breath	Common	No	No	Common
Headaches	Sometimes	Rare	Common	Sometimes
Aches and pains	Sometimes	Common	Common	No
Sore throat	Sometimes	Common	Common	No
Fatigue	Sometimes	Sometimes	Common	Sometimes
Diarrhea	Rare	No	Sometimes*	No
Runny nose	Rare	Common	Sometimes	Common
Sneezing	No	Common	No	Common

*Sometimes for children

Sources: CDC, WHO, American College of Allergy, Asthma and Immunology

BUSINESS INSIDER

Figure 1

VI. Best Practices

A. Recommendations for Field Crews:

- Limit (or eliminate) multiple crews working together.
 - Crews larger than 10:
 - Adjust work schedules
 - Split shifts or crew to give assignments and direction
 - Or do other scheduling to maintain 10 or less people reporting for duty or gathering at the same time.
- Do not swap equipment, as much as possible.
 - If required, clean and disinfect the equipment when one person leaves and the next person enters the equipment. For instance, for a loader at a sand pile, when actively sanding when one person loads his or her truck, he or she will clean and disinfect both upon entering and leaving the loader.
- When working together, avoid working closer than 6 feet.
- Avoid carpooling to worksites as much as possible. Take individual vehicles. If you need additional vehicles, work with your manager or administrative staff to get pool vehicles. But, don't create a safety issue to avoid carpooling. For example: responding to an accident.
- Individuals who have self-identified as high risk (see definitions) but are unable to work from home due to the nature of their jobs, and who want to continue performing field duties:
 - Work with your manager to identify work activities that can be performed by a single individual and do not work in groups or crews where a 6 foot distance cannot be maintained.
- For morning safety briefings/planning meetings: Meet in a bay or outside to accommodate 6 feet of separation from each other. Or share this information over the radio.
- For crews on TAMS: Stay 6 feet apart while entering data on computers and clean all touchable surfaces after each use.
- In compounds, when multiple different employees are working together, keep yourselves contained to your own offices and crew areas.
- Avoid common areas for breaks and lunches. If impossible, keep at least six feet between on another.
- Don't bring food to share.

COVID 19 Best Management Practice Guidelines

ODOT Delivery and Operations Division March 24, 2020

- Cleaning protocols:
 - Cleaners need germ killing properties (Attachment A).
 - Order/purchase needed additional cleaners immediately – do not wait until you run out of cleaning supplies to order more.
 - Wipes are handy, but sprays such as Lysol work too, and may coat surfaces better.
 - Every facility should create a cleaning/disinfecting plan including:
 - What is being cleaned
 - When cleaning occurs
 - Who does what
 - How to do it.
 - Clean specific high traffic crew areas at the start of every shift:
 - Break tables
 - Door handles
 - Computers
 - Sinks
 - Copier
 - Inner and out door handles
 - Restrooms faucets and handles
 - Light switches
 - Microwaves
 - Refrigerator handles
 - Coffee pots
 - Pens
 - Etc.
 - Wipe down vehicles each time someone new gets in, and again after use. This includes:
 - Door handles
 - Grab handles on trucks/equipment
 - Radio microphones (Attachment B)
 - Touch screens on radios (Attachment B)
 - All hydraulic operating controls for sanders, plows, deicers, etc.
 - Trash in smaller receptacles should be properly disposed of daily.
 - For those on shifts, cleaning protocols need to be conducted to prevent spreading contagions back home.

COVID 19 Best Management Practice Guidelines

ODOT Delivery and Operations Division March 24, 2020

- Everyone needs to wipe down their work area at the start and end of every shift.
- Put supplies in conference rooms with a note to wipe down tables after use.
- Post signs in shops and common areas reminding everyone to clean.
- Ensure anyone else who uses the facility follows cleaning protocols.
- Wash hands for 20 seconds with soap and warm water frequently, or use hand sanitizer with at least 60% alcohol and avoid touching your face.

B. Incident Response activities in contact with the public:

- Eliminate transport if possible.
- Do not let people use your phone or other devices.
- Use nitrile gloves to prevent contamination and spread of pathogens. Remove and properly dispose of gloves before reentering a vehicle.
- Maintain a distance of 6 feet or more from motorists and customers.
- Disinfect the cab of your truck if you are riding with other drivers.
- Wash hands for 20 seconds with soap and warm water frequently, or use hand sanitizer with at least 60% alcohol and avoid touching your face.
- Disinfect all common touch points after an interaction.
 - Door handles
 - Pens
 - Counters
 - Etc.
- Properly dispose of trash and then immediately wash your hands.

C. Employees who regularly work in offices:

- Wipe down your work area when your shift starts and ends.
- If you perform shift work, such as at the Transportation Operations Centers (TOC), do not share office equipment such as headsets, keyboards, phones, displays, etc. Everyone should have their own workstation, if possible.
- Ensure 6 foot or more spacing between staff during shifts.
- Minimize visiting someone else's workstation if you cannot keep the 6 foot space.

COVID 19 Best Management Practice Guidelines

ODOT Delivery and Operations Division March 24, 2020

- Create a cleaning/disinfecting plan including:
 - What is being cleaned;
 - When cleaning is to occur;
 - Who is responsible for cleaning what; and
 - How to do it.
- Increase office cleaning of shared spaces. Assign one person to clean (Attachment A):
 - Sinks
 - Copier
 - Tables
 - Inner and out door handles
 - Restrooms faucets and handles
 - Light switches
 - Microwaves
 - Refrigerator handles
 - Coffee pots
 - Common trash receptacles
 - Etc.
- Post signs in common areas reminding everyone to keep them clean.
 - This includes anyone who uses our facilities such as mechanics, surveyors, inspectors, and wireless technicians.
- Properly dispose of trash in smaller receptacles daily and then immediately wash your hands
- If using a vehicle, wipe all touchable surfaces before you get in it.
- Keep a 6 foot space between you and your co-worker.
- Wash hands for 20 seconds with soap and warm water frequently, or use hand sanitizer with at least 60% alcohol and avoid touching your face.

D. Field Staff with customer contact:

- If you have a waiting room, limit waiting room capacity to 10 people to accommodate the 6 foot rule between all customers.
- Limit public access to buildings to appointment only to the extent possible, schedule appointments over the phone, and have customers wait in their vehicles to limit contact with others.

- COVID-19 symptom notice
 - When customers call to schedule an appointment, consider reminding them to reschedule if they are experiencing any COVID-19 symptoms (see Section V).
- Keep a 6 foot space between you and the customer.
 - Install physical barriers, such as sneeze shields, when possible.
- Wipe down common touch point surfaces after each customer.
- Increase daily cleaning of shared spaces to disinfect:
 - Chairs
 - Door handles
 - Counters
 - Pens
 - Restroom facets and handles
 - Etc.
- Provide easily accessible trash receptacles for customers to properly dispose of used tissues and trash.
 - Empty smaller trash receptacles during daily cleaning activities.
- Wear disposable gloves when picking up unknown trash then properly dispose of trash and gloves.

E. Other Guidance

- You can buy common cleaning supplies from sources not on existing price agreements to help get them faster when needed.
- If cleaning supplies necessary to meet the guidelines are unavailable, immediately contact your manager.

VII. Conclusion

It is up to you - managers and employees - to determine which of these BMPs work with your specific situations. These are minimum precautions. Work together to identify additional measures needed for your specific area.

By properly disinfecting common touch points, washing your hands regularly, not touching your face, and keeping a 6 six foot distance from others you can significantly decrease your risk of contracting a virus. Any virus. These recommendations do not replace existing safety and work procedures, or good judgement.

Attachment A: Equipment Cleaning and Disinfection

Cleaning/Disinfection: Cleaning wipes or spray are to be used for routine or daily cleaning as they are less toxic and less corrosive than bleach products. All surfaces must be coated and **remain wet for at least 5 minutes and allowed to air dry.**

This should be completed before and following use by someone else.

Disinfection: Cleaning followed by disinfection must be performed any time there is known or suspected infectious materials, if an employee has a highly contagious infection (e.g. COVID-19). All surfaces must be coated with a disinfectant product, remain wet for at least 5 minutes and allowed to air dry.

Disinfection is to be done using cleaning wipes, spray, or fresh bleach solution. All surfaces must be coated with product and allowed to air dry. Bleach solution is made by combining ¼ cup bleach with 1 ¼ gallons of water (<https://www.cdc.gov/disasters/bleach.html>). Any solution less than 10% will not be an effective disinfectant against *Clostridium Difficile* (C-Diff).

Bleach solutions must be freshly made immediately prior to decontamination and must be discarded after use. Solutions older than 24 hours may not be effective.



Visit for a complete list of EPA approved cleaners as well as their preparation requirements and contact times:

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

**Attachment B: Cleaning guidelines for all Harris mobile radios
and control heads, portable radios, and mobile/portable accessories.**

In light of the current COVID-19 situation, remember that good cleaning practices help protect your health and safety. The following information explains the cleaning guidelines for Harris mobiles, portables and accessories.

Periodic cleaning:

1. To remove dust and dirt, use a damp clean cloth (warm water and mild detergent soap or Simple Green). Follow by wiping with damp (warm water) clean cloth. Wipe dry with clean cloth.
2. Remove the portable battery and wipe the battery and radio contacts using a soft dry cloth to remove dirt or grease. Remove any accessories and clean the contacts using a clean dry cloth.
3. If the radio is used or installed in a harsh environment it may be necessary to periodically clean with a soft dry cloth or soft-bristle non-metallic brush.

More rigorous cleaning:

Do not use chemical cleaners, sprays, denatured alcohol (ethanol), or petroleum-based products, as they may damage the radio housing. Due to limited availability, Isopropyl Alcohol and Bleach water solution are likely the most available cleaning product.

- The Portable family has been tested with the following disinfectants that will not degrade the radio with normal usage.
 - Clorox Bleach (1:10 Bleach: Water)
 - Isopropyl Alcohol
 - Calla 1452
 - Enviro-Tru-1453
 - T36 Disinfex (Viralex)

1. **Apply the cleaning solution to a clean damp cloth and clean the radio. Do not spray cleaning solution directly on radio or control head or accessory. To clean the portable radio in the speaker and microphone areas or mobile accessories, carefully wipe these areas but prevent the cleaning solution from entering the speaker or microphone openings.**
2. Wipe off the radio with clean damp cloth using mild warm soapy water.
3. Follow up by wiping off the radio with clean damp cloth using warm water only.
4. Wipe dry with clean cloth

NOTE: There are many sanitizing wipes on the market, the main ingredient in them may also be in the products we have tested. Because the other active ingredients in the wipes are untested, we can't confirm they are safe for use on L3 Harris radios.