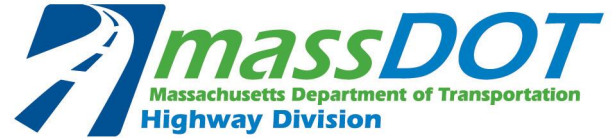




Charles D. Baker, Governor  
Karyn E. Polito, Lieutenant Governor  
Stephanie Pollack, Secretary & CEO  
Jonathan L. Gulliver, Highway Administrator



## 2020-2021 Snow & Ice Operations COVID-19 Protocols

The purpose of this Notice is to summarize the precautions that have been adopted for the 2020-2021 Snow & Ice Season and to advise MassDOT staff and vendors of the general procedures and expectations.

The protocols listed are (1) not meant to be definitive - as some work locations may establish other, site specific additional requirements; and (2) subject to revision as the Commonwealth's governing authorities may deem appropriate based on their on-going assessments.

### S&I Vendor Protocols:

- All vendors shall report to work assignments with appropriate masks and other Personal Protective Equipment (PPE). Vendors shall not rely on the Department to provide any PPE.
- Drivers shall perform duties while in conformance with Governor Baker's Covid-19 Order 55 - which requires all persons to wear a mask or cloth face covering when in a public location, whether indoors or outdoors.
- Communications involving shift arrival, on-going operations/deployment, and departure shall take place via cell phone.
- Vehicle inspections shall be conducted while practicing social distancing & wearing appropriate PPE.
- The vendor sign-up process introduces several paperless options and the vendor is encouraged to perform as much of the process in this manner as possible. This will reduce the amount of *actual* paperwork required to be submitted.
- Bi-weekly invoice-review procedures will consist of advance email notification of recorded vendor work hours/payments & a defined review period – all to reduce in-person interactions.
- Vendors are not permitted in depot buildings except for emergencies.
- The Department will endeavor to provide and maintain temporary outdoor bathroom facilities at snow and ice depots - for vendor use.
- For all vendors accessing snow & ice liquid dispensing systems – you must bring your own PPE (face shield, gloves) to use while filling-up your tanks.
- Symptomatic drivers/operators **will not** be allowed to take part in snow and ice operations. Anyone reporting to work displaying symptoms will not be allowed to work.

(continued)

## 2020-2021 Snow & Ice Operations COVID-19 Protocols, continued from page 1

### S&I MassDOT Employee Protocols:

All MassDOT workers shall perform duties while in conformance with the Governor's Covid-19 Order 55 - which requires all persons to wear a mask or cloth face covering when in a public location, whether indoors or outdoors. Therefore, processing paperwork, invoices, performing inspections, and oversight operations shall be undertaken with awareness of precautionary requirements.

Symptomatic MassDOT workers are **not allowed** take part in snow and ice operations.

The Commonwealth's Department of Health (DPH) and the COVID-19 Command Center developed statewide Mandatory Workplace Safety Standards and, in response, MassDOT has produced plans for the safe utilization of the Department's indoor space. Included in the plans are the establishment of employee signage, determination of the *limiting number* of individuals within a given space, how 'visitors' are to be documented, what cleaning measures are to be expected, and at what frequency *typical* cleanings are done.

For each depot, the District HQ Office has designated a COVID Logistics Coordinator to arrange/verify that the typical cleanings are performed and schedule subsequent *additional/non-typical* cleanings as are necessary due to snow & ice events.

### Individuals (Foremen) In Charge of Depots

- Foremen shall communicate with vendors & outside workers via cell phone.

### Plow Chasers and Truck Operators

- Workers shall communicate with supervisors & vendors via cell phone whenever possible.
- Individuals entering a DOT building shall follow the protocols established under the Mandatory Workplace Safety Standards.

### Timekeepers

- All Timekeepers are expected to report to their assigned work locations.
- Timekeepers shall communicate with vendors via cell phone whenever possible.
- Since most Timekeepers report to workplaces (depots) that are not their typical work areas – they should clean their workstations prior to- and after- events.
- As an individual within a MassDOT facility, the Timekeeper shall follow the protocols established under the Mandatory Workplace Safety Standards.

### Supervisory Personnel at Storm Desks & District Offices

- Personnel can work – at the discretion and requirement of the District Office management – at various, established workstations.
- If personnel are reporting to workstations that are not their typical work area – they should clean their workstations prior to- and after- events.
- Cleaning requirements and scheduling shall be in accordance with the established COVID Logistics Coordinator protocols.