



COMMONWEALTH OF KENTUCKY  
TRANSPORTATION CABINET  
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**TO:** Chief District Engineers  
TEBMs for Project Delivery and Preservation  
Section Engineers

**FROM:** Andy Barber, P.E.  
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**DATE:** April 8, 2020

**SUBJECT:** COVID-19 KYTC Joint Workforce Safety Plan

In response to the COVID-19 pandemic and the essentiality of maintaining a safe transportation system, KYTC is providing this COVID-19 Joint Workforce Safety Plan. The plan was developed in cooperation with industry representatives to ensure that our construction worksites follow the latest Center for Disease Control (CDC) guidelines. The plan is considered guidance to ensure the safety of our employees and our partners' employees delivering projects during these challenging times.

Secretary Jim Gray directed the development and sharing of this guidance based on his experience and knowledge of how the construction industry operates day-to-day and the importance of our industry partners and all of KYTC's personnel to our mission.

Attachment

cc. FHWA  
ACEC-KY  
KAHC  
KCA  
PAIKY  
KCSA



## **Joint Workforce Safety Plan: COVID-19**

### **Efforts the Transportation Industry is Taking to Stop the Spread of COVID-19**

Our 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 Kentucky Department of Public Health (KDPH)

All partners have restricted travel, in-person meetings, limited the number of people at work in the office and project sites, and instituted numerous policies to help avoid the spread of COVID-19.

Below is a plan that will address the potential exposure and prevention of spread. The plan includes “Awareness and Prevention”, “Risk Mitigation” and “Exposure, Illness, and Quarantine.” All our project partners require these precautions:

### **Awareness and Prevention**

#### **Employee Wellness:**

- If an employee is sick or has any COVID-19 symptoms like fever, coughing, or shortness of breath — STAY HOME.
- “High Risk” Employees such as those with chronic diseases, respiratory disorders, immunodeficiency, or pregnant will be given the opportunity to discuss alternate work arrangements/duties with their HR Manager or take leave according to their company policies.
- 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 other employees and be sent home immediately.

#### **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. Employees should cover their noses and mouth with a tissue when coughing, sneezing, or spitting (or an elbow or shoulder if no tissue is available).
- Wearing a cloth face mask in public may help reduce the risk of spreading COVID-19.



### **Cleaning/Disinfecting:**

- Wash stations and/or hand sanitizer will be provided on each project site and use is required for all employees. Do not share towels to dry hands.
- Clean frequently touched surfaces and objects with disinfectant 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, etc.)
- 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 areas used by the ill persons and wait as long as practical 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. Wait up to 24 hours before beginning cleaning and disinfection if possible.
  - Cleaning staff should clean and disinfect all areas used by the ill persons, focusing especially on frequently touched surfaces.

### **Risk Mitigation**

- Increase communication measures between all parties regarding schedule, daily activities, etc. to reduce/minimize worker exposure. 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". All personnel have the responsibility to remind each other to stay 6 feet or more apart.
- No communal coolers or drink stations are allowed.
- Do not congregate at lunch or breaks. Bringing your lunch is encouraged. Dispose of own food waste in a waste receptacle. Do not leave waste for others to clean.
- First line of communication should be by phone, rather than in-person.
- Use of video conferencing/conference calls will be the preferable method for conducting meeting. 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. Handouts for participants are



discouraged. Use electronic handouts whenever possible.

- 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. KYTC policy is one person per vehicle.
  - Wipe down and disinfect vehicles after each trip in accordance with guidelines developed by Division of Equipment for KYTC vehicles or the company's guidelines for the contractors' vehicles
  - 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.

## Exposure, Illness, & Quarantine



### COVID-19 HEALTH TIPS

## When To Seek Care

To ensure the sickest people receive care, help minimize the spread of infection and maintain resources, please follow the guidelines below when considering whether to seek medical care.

#### Stay home

If you are worried-well, **please stay home.**

Going to a hospital or doctor's office adds to a higher concentration of people and further overwhelms medical staff.

#### Call for advice

If you are ill, **but would not have sought care** if not for COVID-19, do not seek care at an ER, hospital or doctor's office.

If you want advice, **call the Kentucky state hotline (1-800-722-5725)** or call your **local healthcare provider.**

#### Seek care

If you are **sick and feel you have an emergency**, please call your doctor or **seek medical care.**

Hospitals and medical staff across the commonwealth stand ready to serve you.

Please visit [kycovid19.ky.gov](https://www.kycovid19.ky.gov) for the latest updates on COVID-19 in Kentucky or call the Kentucky state hotline at 1-800-722-5725



### Return to Work:

- In accordance with CDC guidance, the following criteria must be followed for an employee with COVID-19 who have stayed home (home isolated) to return to work:



- **If you will not have a test** to determine if you are still contagious, you can leave home after these three things have happened:
  - 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.
- **If you will be tested** to determine if you are still contagious, you can return to work after these three things have happened:
  - You no longer have a fever (without the use of medicine that reduces fever); **and**
  - Other symptoms have improved (for example, when your cough or shortness of breath have improved); **and**
  - You received two negative tests in a row, 24 hours apart. Your doctor will follow CDC guidelines.

#### **Additional Resources:**

- Visit [kycovid19.ky.gov](https://www.kycovid19.ky.gov) for the latest updates on COVID-19 in Kentucky
  - <https://www.kycovid19.ky.gov/>
- OSHA Guidance on Preparing Workplaces for COVID-19
  - <https://www.osha.gov/Publications/OSHA3990.pdf>
- <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- <https://www.cdc.gov/coronavirus/2019-ncov/healthcare-facilities/hcp-return-work.html>

All parties agree to follow the guidance of this plan in order to keep working on this construction project. This is intended to be guidance and act as a partnering agreement between KYTC and the prime contractor in order to minimize the spread of COVID-19. If an individual partner does not agree to the guidance above, they may not be allowed to work on the project. Repeated violations or required materials (cleaning supplies, sanitizer, PPE, etc.) not being available may result in either the violating entity not being allowed to continue work or all work ceasing as determined by the KYTC and prime contractor. If conditions on the site cannot be maintained then it may be decided to shut down the project. Should a shutdown occur, please follow the guidance provided in the [State Highway Engineer memo](#) from March 18, 2020.

## COVID-19 Guidance for Employees/Leadership on KYTC Construction Projects

| Confirmed Positive (+) Test                                                                              |                                                                                     | Safety/Leadership Direction                                                                                                                                                                          |                                                                                                                                                                                               |                                                                                                                                                                                                     |
|----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                          |                                                                                     | Primary Employee                                                                                                                                                                                     | Crew / Work Group<br><i>Exposure within 6' and longer than 10 minutes</i>                                                                                                                     | Project Site<br><i>No exposure within 6' and longer than 10 minutes</i>                                                                                                                             |
| <b>Employee</b>                                                                                          |    | Employee required to notify supervisor<br><br>Employee directed to return home                                                                                                                       | Prime Contractor/Section Supervisor advises of (+) test*<br><br>Co-workers & exposed personnel directed home to satisfy the 14-day isolation period<br><br>Sanitize work area/equipment/tools | Advise of (+) test *<br><br>Unexposed site personnel may continue onsite work or follow their company policy to satisfy the 14-day isolation period<br><br>Continue hygiene & disinfecting measures |
| <b>Direct Contact</b><br><i>Interaction with an infected person within 6' and longer than 10 minutes</i> |    | Employee removed from project site and follows their company policy to satisfy the 14-day isolation period                                                                                           | Advise of (+) test *<br><br>Site personnel may continue onsite work or follow their company policy to satisfy the 14-day isolation period<br><br>Continue hygiene & disinfecting measures     | Continue hygiene & disinfecting measures                                                                                                                                                            |
| <b>Secondary Contact</b>                                                                                 |   | Employee may continue onsite work or follow their company policy to satisfy the 14-day isolation period<br><br>Continue hygiene & disinfecting measures                                              | Continue hygiene & disinfecting measures                                                                                                                                                      | Continue hygiene & disinfecting measures                                                                                                                                                            |
| <b>Two or more Persons Removed from Contact</b>                                                          |  | Continue hygiene & disinfecting measures                                                                                                                                                             | Continue hygiene & disinfecting measures                                                                                                                                                      | Continue hygiene & disinfecting measures                                                                                                                                                            |
| <b>* Notification Protocol</b><br>(Comply with HIPAA & ADA confidentiality requirements)                 | <b>KYTC Representative Tests (+)</b>                                                | KYTC Section Supervisor notifies prime contractor's PM, FHWA, & CEI or testing consultant firms working for KYTC<br>Prime contractor notifies other contractors and suppliers with exposed employees |                                                                                                                                                                                               |                                                                                                                                                                                                     |
|                                                                                                          | <b>Contractor or Supplier Employee Tests (+)</b>                                    | Prime contractor notifies KYTC Section Supervisor and all other contractors and suppliers with exposed employees<br>KYTC notifies FHWA and any consultant firms working for KYTC                     |                                                                                                                                                                                               |                                                                                                                                                                                                     |