



Return to Workspace Plan and Guidelines

Idaho Transportation Department

-- Updated September 22, 2020 --



Return to Workspace Idaho Rebounds

Introduction:

As Idaho rebounds from the Corona Virus pandemic, ITD will continue to phase employees back to their workspace based on the Governor's recovery guidelines. Those guidelines allow Idaho health district to implement more stringent restrictions based on local conditions. As a result, ITD will follow either the Governor's statewide stages or state district health restrictions, whichever are more restrictive. The guidelines below supplement previously published "Return to Office" guidance and are intended to provide managers and their teams a framework for developing a plan for their specific work areas. While these are specific recommendations and requirements for a variety of workspaces, our overall focus is to be respectful of those around us and create a safe and secure work environment.

Responsibilities:

All ITD employees are responsible for adhering to safety, sanitization and physical distancing guidelines for your own safety, that of other employees and the well-being of our customers. These responsibilities extend through all parts of ITD and the areas where we work and operate.

Managers should ensure all employees have access to appropriate cleaners, hand sanitizers and personal protective equipment. In addition, managers are responsible for ensuring employees, contractors and customers in our work areas maintain a safe and respectful work place through proper sanitization and physical distancing measures. The guidelines below will help teams develop and modify plans for employees to return to their workspace and incorporate appropriate measures for the safest possible work environment.

Protecting Employees:

The Idaho Division of Human Resources provides a number of recommendations and guidelines which include:

- Staying Home When Sick
 - All employees who have COVID-19 symptoms should notify their supervisor and stay home.
 - Sick employees should follow CDC-recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers.
 - Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC-recommended precautions.



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- Managers contact your Human Resources representative when an employee is being tested for COVID-19. Additionally, if an employee arrives to work with COVID-19 symptoms, separate the sick employee and contact your Human Resources representative.
- If there is a suspected or confirmed case of COVID-19 in the workplace managers should use the following CDC guidelines:
 - If it has been less than 7 days since the sick employee has been in the facility, close off any areas used for prolonged periods of time by the sick person:
 - Wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible.
 - During this waiting period, if possible, open outside doors and windows to increase air circulation in these areas.
 - If it has been 7 days or more since the sick employee used the facility, additional cleaning and disinfection is not necessary. Continue routinely cleaning and disinfecting all high-touch surfaces in the facility.
- If there is a confirmed COVID case or an employee is being tested for COVID-19, supervisors should notify their HR representative and District Engineer/Administrator. HR representatives will conduct an assessment to determine if other employees meet “close contact” criteria and notify the appropriate individuals.
- The most effective measure to limit spread of the virus is physical distancing which is six feet or greater. However, if employees are unable to maintain recommended physical distancing, Governor Little’s Idaho Rebounds Guidelines and the guidance from CDC should take extra precautionary measures. This includes the requirement for ITD employees to wear masks in work spaces and common areas when they cannot ensure physical distancing

Personal Workspaces:

ITD’s primary focus in our personal workspaces is to ensure a safe, healthy and respectful work environment. Always practice good hygiene, wash hands frequently, cover mouth when coughing or sneezing and maintain 6-foot physical distancing between yourself and fellow employees. ITD will provide required personal protective equipment and basic supplies, which you can receive by contacting your supervisor or the designated points of contact in the “Common Area” section below.

- **Office Building / Open Areas:**
 - Maintain physical distancing amongst employees
 - Employees will/must wear face coverings when they are unable to ensure physical distancing to include entering and leaving their personal workspace
 - Wipe touch points in office spaces and work areas with disinfecting solution a minimum of twice per day



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- **Personal Cubicle/Office:**
 - Employees are responsible for ensuring their space is cleaned and disinfected
 - Recommend wiping touch points in office space/work area with a disinfecting solution minimum twice per day
 - Work through TEAMs/Phone/email to limit exposure potential
- **Road Work:**
 - Maintain physical distancing amongst employees
 - Wipe down tools and equipment prior to use
 - Employees will/must wear face coverings when they are unable to ensure physical distancing
- **Maintenance Areas/Hangar:**
 - Maintain physical distancing amongst employees and customers
 - Wipe down tools, equipment prior to and after use
 - Employees will/must wear face coverings when they are unable to ensure physical distancing

Common Areas:

All ITD facilities have some form of common areas including entries, hallways, breakrooms, elevators, restrooms and many more. The following strategies address how all employees, contractors and customers should utilize those common areas for everybody's safety and well-being:

- **Overall Strategies:**
 - Employees will/must wear face coverings when they are unable to ensure physical distancing in all common areas
 - All managers should ensure that commonly touched surfaces in their work areas are sanitized at least twice daily
 - Managers are responsible to ensuring each building has an appointed responsibility for sanitizing certain heavily touched areas at least twice daily, such as commonly used door handles, hand railings, bathroom fixtures, light switches and water fountains
 - Managers should ensure adequate cleaning supplies, sanitizers and face coverings for all employees. Each District/Division/Headquarters has a designated point of contact for those supplies which are as follows:
 - District 1: Drue Hatfield, (208) 722-1202, d1supply@itd.idaho.gov
 - District 2: Dennis Lenz, (208) 799-4206, Dennis.lenz@itd.idaho.gov
 - District 3: Rachele McCoy, (208) 334-8320, Rachele.mccoy@itd.idaho.gov
 - District 4: Robin Stratton, (208) 886-7892, robin.stratton@itd.idaho.gov
 - District 5: Todd Baum, (208) 239-3345, todd.baum@itd.idaho.gov or Robin Isham, (208) 239-3396 robin.isham@itd.idaho.gov



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- District 6: Stacy Quillen, (208) 754-5610, stacy.quillen@itd.idaho.gov
- Aero: Derra Kolar, (208) 334-8779, Derra.kolar@itd.idaho.gov
- Headquarters/DMV: Todd Sorensen, (208) 334-8019, Todd.sorensen@itd.idaho.gov

- **Building Entryways:**

- Maintain physical distancing. Consider tape markings
- Employees should use badges as much as possible to avoid touching keypads
- Avoid touching entry door handles with exposed hand or finger if possible, and consider using sanitizing wipes
- Do not touch face before washing hands.
- Wash hands with soap and water or use hand sanitizer containing at least 60% alcohol upon arrival and prior to departure

- **Hallways/walkways:**

- Maintain physical distancing. In narrow walkways, this may require one employee to move into an unoccupied area and give the other employee the “right of way” to pass
- Employees who touch commonly touched areas are encouraged to wash hands as soon as possible or use sanitizer

- **Elevators:**

- Employees who are physically able are encouraged to use the stairwells when moving between floors
- Three employees may occupy an elevator at a time in a triangle formation ONLY IF they can maintain adequate distancing and all occupants are wearing face coverings. Consider having only one employee occupy elevator at a time, especially in smaller elevators
- If possible, avoid or limit using fingers to press buttons.
- Employees who touch commonly touched areas are encouraged to wash hands as soon as possible.

- **Restrooms:**

- Maintain physical distancing. In some cases when restrooms have too many occupants, this will require employees to wait outside or return later
- If feasible, rotate use of stalls to maximize the time between users.
- Employees should wash hands thoroughly and use paper towels or wipes to hold door handles

- **Breakrooms/Vending/Shared refrigerator or food prep areas:**

- Teams that use these areas should establish agreed upon practices to maintain physical distancing at all times. In some cases, this may require allowing only one employee in the common area at a time.





- Employee breaks and meal periods should be staggered whenever feasible to limit the number of employees in communal spaces at one time
 - Employees should consider alternate sites for breaks including their workstation, unoccupied meeting rooms, car, or outside space
 - Consider removing chairs or designating seats to accommodate physical distancing.
 - Employees are encouraged to use paper towels to touch any surface and use wipes or disinfecting spray to disinfect before and after every use
 - Employees should wipe tables, seats, all surfaces, refrigerators, vending machines, coffee pots and microwave ovens before and after each use
 - When possible, all dishware and utensils should be brought by the employee and taken home each day for cleaning. If communal dishes are used, they should be washed immediately after use and returned to storage. Communal sinks and dish strainers should always remain empty.
- **Copier/fax machine/office supply areas:**
 - Maintain physical distancing
 - After use, each employee should sanitize all areas touched.

Customer Interfaces:

At ITD, we pride ourselves on our customer service and support to Idaho's citizens. In providing that support, it is important to establish guidelines and processes that protect both the customers and our employees. Below are our guidelines:

- **Maintain physical distancing at all times:**
 - Clearly mark designated waiting areas with highly visible tape
 - Separate waiting room chairs to create necessary physical distancing
 - In situations where physical distancing cannot be maintained; shields or other barriers shall be installed to help prevent exposure
- **Drop Boxes:**
 - Make drop boxes available for customer to drop off information such as bids, Right of Way requests, or commercial vehicle registrations.
- **Make Phone, Mail, and Electronic processing your preferred method of business:**
 - When absolutely necessary to have face to face interactions, do so by appointment
- **Customer safety:**
 - Hand sanitizer, tissues and garbage receptacles should be readily available in customer areas
 - Remove magazines, water stations, and other high touch communal items



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- **Waiting Areas:**

- Manage customer traffic by minimizing how many can be in waiting lobby at once
- Ask others to wait outside or in cars if possible

Shared Vehicles:

When using ITD vehicles each driver, for the safety of themselves, their passengers and future users, should follow these guidelines:

- Each shared vehicle should have a simple sanitizing kit along with hand sanitizer, and each user is responsible for sanitizing the vehicle. The kit should include instructions for obtaining additional supplies.
- The operator of the vehicle should wipe down/sanitize the touch points (keys, door handles, knobs, steering wheel, shifter, turn signal selector, seat belt latch, etc.) before operating the vehicle and again when returning the vehicle.
- Sanitize hands after sanitizing the vehicle, as appropriate.
- If sanitizing supplies are absent, please notify the person coordinating the vehicle check-out/check-in process, or the fleet manager. If the supplies are low, please contact the provided number to get them refreshed.
- As available/possible, pool vehicles should be put on a rotation that maximizes the time between users.
- Maintaining physical distancing is our preferred mitigation strategy, which means travel alone. If this is not feasible, and more than one person will be in the vehicle, follow the “common space” guidance.
- Heavy equipment and assigned vehicles should be sanitized with each change of operator, similar to the shared vehicle protocol listed above.

Aircraft:

As Idaho continues to recover and revitalize the economy, state aircraft use will continue to increase. As such, the Division of Aeronautics and the pilot in command for each flight should follow these guidelines:

- Passengers will wear face coverings while on board. Pilots will wear face coverings while entering the cockpit.
- Sanitize aircraft before and after flight with manufacturer-approved solutions.
- Pilots and passengers should wash hands prior to entering aircraft and after exiting the aircraft.



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Travel:

All ITD employees should continue to limit travel to the maximum extent possible with the Governor's Stay Healthy stages (<https://coronavirus.idaho.gov/stay-healthy-order/>) providing travel guidelines. While all employees should minimize travel, there are times when it is necessary. If travel is required, employees should first consider traveling to their destination and return in the same day as long as you do not compromise your safety or that of others. Always comply with the ITD Fatigue Management Program. If overnight travel is required, contact potential hotels for your travel to determine their pandemic response and if their mitigation measures are appropriate for your stay. If they are appropriate, proceed with travel with the following considerations:

- If your travel will be to locations outside of your district, discuss the travel with your Senior Leadership Team member to ensure the district(s) included in your travel are notified.
- If traveling by vehicle, drive alone where operationally feasible. Employees who normally have multiple employees in the vehicle due to safety or work standards refer to the "Shared Vehicle" guidelines in this document
- Travel with face coverings, hand sanitizer and sanitizing wipes
- Limit stops to minimize potential exposure to other people and facilities. If a stop is necessary, sanitize "high touch" areas, maintain physical distancing and wear face coverings to the maximum extent possible. Wash your hands or use appropriate hand sanitizer when leaving a stopover location.
- Before travel, always check yourself for symptoms of COVID-19. If you have symptoms, stay home and notify your supervisor.
- If you become sick while traveling, notify your supervisor and call a healthcare provider for advice if needed
- Supervisors should notify their HR representative of a potentially sick employee while ensuring they protect the employee's medical confidentiality.

Signs:

The Idaho Division of Human Resources developed a series of signs for different locations and situations in state workplaces. Managers and teams are encouraged to print the appropriate signs from the link below and post in prominent locations.

<https://healthmatters.idaho.gov/healthy-workplace-posters/>



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