



**STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION**

BUREAU OF ENGINEERING
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CLAY BRIGHT
COMMISSIONER

BILL LEE
GOVERNOR

Memorandum

DATE: April 6, 2020

TO: Regional Directors, Director of Operations, Director of Safety, Director of Maintenance
WR

FROM: Will Reid, P.E. – Assistant Chief Engineer of Operations

RE: Garage Controls to minimize the spread of COVID-19

Purpose: To give direction to Regional and District garage supervisor and managers on minimum requirements during the social distancing period.

Background: COVID-19 is a new disease and there is limited information regarding risk factors for severe disease. Based on currently available information and clinical expertise, direct human interaction remains the primary vector, while surface transmission is a potential.

Reference:

1. <https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/people-at-higher-risk.html>
2. This information is in addition to the “Regional Guidelines for Addressing COVID-19” issued March 24, 2020
3. This information is in addition to the “Minimum Cleaning Standards” issued on March 24, 2020

Garage staff are the following: Anyone that performs their essential jobs functions within the regional or district garage buildings.

Guidance: Managers and Supervisors should review and understand what the essential tasks and functions of their garage are; then develop and implement strategies to limit their exposure to other staff, business partners, and the general public when possible. The practices listed below in bold shall be implemented upon receipt of this guidance. The italicized portion are examples of practical implementation strategies and should be considered the minimum changes needed to limit our employee direct contacts.

- 1) Shift schedule adjustments, still providing coverage for all hours covered by the majority of other operations employees**
 - a) Staggered arrival and departure time*
 - b) Extended hour days*
 - c) Group announcements to under ten at a time*

- 2) All Preventative Maintenance services are to be scheduled, including all VAM requests.**
 - a) The scheduling of these services should be handled through email or phone requests. Paper form requests should be reserved for repairs listed in bullet 3)*

- 3) All emergency and essential repair requests will be handled with a minimum of direct interaction, including all VAM requests.**
 - a) A clearly defined accessible path to appropriate areas will be provided to all customers, utilizing
 - i) signage,*
 - ii) cones,*
 - iii) chains*
 - iv) floor markings**
 - b) Vehicles will be dropped off and picked up to the fullest extent possible.
 - i) TDOT employees cannot wait on their vehicles within the garage.*
 - ii) VAM customers will be restricted to a designated area, that is not to be used by garage staff**
 - c) A defined process to outlining the exchange
 - i) Leaving keys in ignition*
 - ii) Utilizing a drop box for keys*
 - iii) Designating a parking area for vehicles and equipment waiting to be repaired and completed**

- 4) Enhanced cleaning standards for vehicles and equipment will be conducted**
 - a) Utilizing cleaning guidance for wiping down all contact points,*
 - b) Utilizing nitrile gloves*
 - c) Limit surface interaction with disposable covers where possible*

- 5) Stockroom transactions will be handled with a minimum of direct interaction, including all VAM requests and vendor deliveries.**
 - a) Preference to use email 605 requests, scanned*
 - b) Limiting stock pickup times for non-garage employees*
 - c) Preference to pick up or drop off at the loading dock, limiting counter interactions*