



STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION

BUREAU OF ENGINEERING
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CLAY BRIGHT
COMMISSIONER

BILL LEE
GOVERNOR

Memorandum

DATE: May 5, 2020
TO: ALL DIRECTORS
FROM: JAY NORRIS, COVID-19 TEAM LEADER
RE: COVID-19 INTERIM GUIDANCE REGARDING SITE VISITS & TRAVEL

Many Department programs and services require staff to perform site visits, meet with Department staff at off-site locations, meet with local government officials, meet with businesses and/or homeowners, travel for meetings across the state, and other travel to accomplish the Department's mission.

The following guidance regarding field work, off-site meetings, and travel has been developed to further clarify how we can meet the Department's mission objectives and meet COVID-19 response guidance.

Field Work: Field work and site visits should continue to occur as can reasonably be accomplished. Day trips as opposed to overnight travel is encouraged to conduct these activities. Flexibility in work schedules can be utilized to allow for longer days due to lengthened travel times. Please observe all COVID-19 guidance the Department has issued regarding group size, social distancing, vehicle usage, and minimum cleaning standards.

Meeting with Homeowners or Businesses: Executive Order 30 currently restricts conducting business in general in Tennessee through May 29, 2020. Consistent with this order, Department staff should not conduct any meetings inside of personal residences or businesses as part of the project development process until further notice.

Overnight Travel: Overnight travel (instate or out of state) is temporarily suspended. If there is mission critical travel that must take place, please have your staff submit a memo with justification to you to approve.

Please follow the guidance until new guidance is issued by TDOT Leadership.

TDOT COVID-19 Guidance can be found <https://www.tn.gov/tdot/covid-19-response.html>