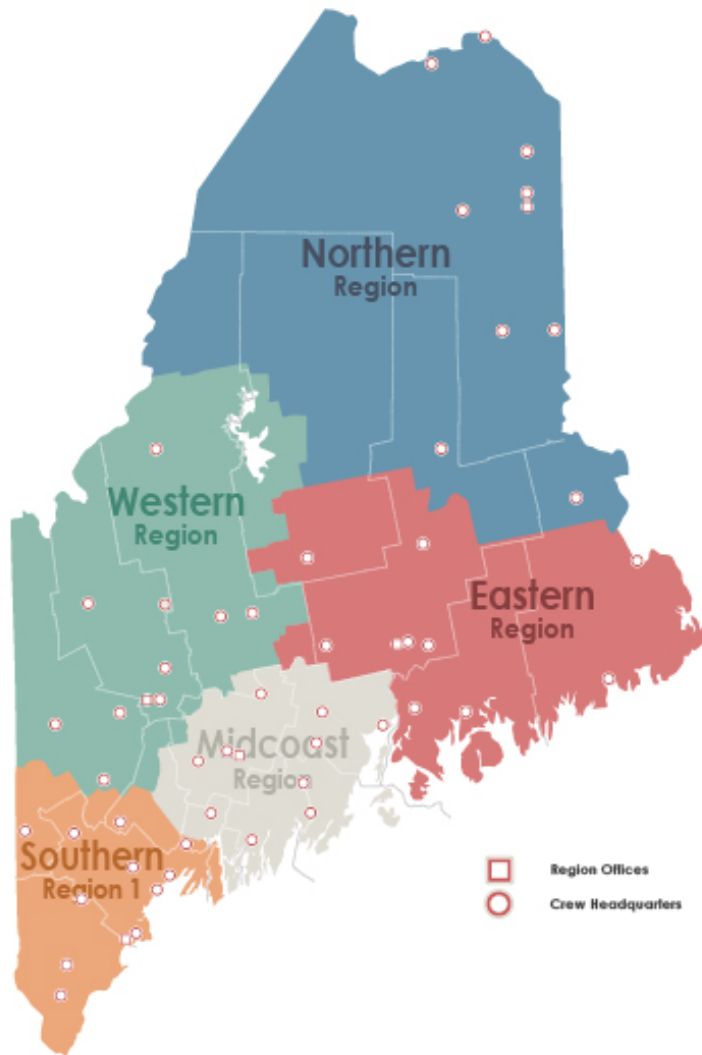


COVID-19 Response Plan





Maine Department of Transportation

FORWARD

The Maine Department of Transportation maintains operations that must be performed, or rapidly and efficiently resumed, in an emergency or disaster. While the impact of an emergency or disaster cannot be predicted, planning for operations under such conditions can mitigate the impact of the emergency or disaster on our people, our facilities and our mission. Continuity of Operations (COOP) Plans are important resources in providing essential services, maintaining vital records and systems, and continuing essential functions.

This document was prepared by the Maine Department of Transportation to ensure essential operations and functions can be performed during an emergency or disaster.

Recommended changes to this plan may be sent to David Bernhardt at:

David.Bernhardt@maine.gov

A handwritten signature in blue ink, appearing to read "Bruce Van Note".

Bruce Van Note
Commissioner
Maine Department of Transportation



Maine Department of Transportation

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Maine Department of Transportation

MaineDOT Continuity of Operations Plan

COVID-19 Phased Response Plan

Communications

- All communications, internal and external, written and oral, need approval through team up to Deputy Commissioner Nina Fisher
- All media goes through the PIO, (Paul Merrill).
- All legislative inquires go to Meghan Russo
- Facilities, Regions follow local chain of command
- Daily briefings at 2pm

Members of MaineDOT Planning and Response Team

- MaineDOT Team Lead: Director M&O David Bernhardt*
 - Backup: Kyle Hall, Assistant Director of Maintenance and Operations
 - **Reporting all updates to the Commissioner*
- Other Central Office Team Members:
 - Deputy Commissioner Nina Fisher
 - COO, William Pulver
 - Chief Engineer, Joyce Taylor
 - Director Human Resources, Beth Getchell
 - Director Project Development, Richard Crawford
 - Director of Creative Services (PIO), Paul Merrill
 - Director Finance and Administration, Karen Doyle
 - Director Planning, Jennifer Brickett

***Team leads will share this plan, daily phone briefings, and update with their respective backups**

General Policy

Education:

Use emails with updates and, or factoids keeping people informed. Utilize signs, in primary junction points and posters at information locations, along with safety meetings to encourage employees to learn and explore where to find information. Key points for people to practice is enhanced hygiene by washing hands often and wiping down phones, cell phones, desks, tables, door knobs, coffee pots, copiers, printers, anywhere many people touch a common surface. Share guidance on disinfecting practices that will be used within the department.

Symptoms:

Provide employee with information through sharing CDC information via email, postings and safety meetings on the type of symptoms to look for that may indicate potential COVID-19 virus, and what employees should do if they suspect they, or a family member, have the virus. Supervisors are to ask employees who are calling in sick if their absence is related to the COVID-19 virus.

<https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html>

Sanitization and Hygiene:

Ensure critical common areas (bathroom, breakroom) are disinfected twice per day. All doorknobs, door push bars and stair rails are disinfected at beginning and ending of cleaner's shift. Limit the sharing of computers and other commonly shared items, such as pens, phones, and other items. Clean break area items such as microwave handles, coffee and vending machine buttons, and remove magazines from tables. Remove trash using appropriate Personal Protective Equipment. Identify and procure materials to disinfect with.

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

Social Distancing Strategies:

Social distancing measures are taken to restrict when and where people can gather to stop or slow the spread of infectious diseases. Social distancing measures include limiting large groups of people coming together, closing buildings, teleworking and canceling events. Strategies need to be developed for protocols allowing non-employees into building and limiting their movement. It also is developing staggered work schedules for employees. See phased approach application below.

After Exposure:

Employees who test positive for the COVID-19 virus would be required to stay at home or at a healthcare facility until a doctor provides MaineDOT documentation the person is disease free and may return to regular duty. Employee who have immediate family members test positive for COVID-19 will need to work from home, if possible, or stay out of work for 14 days.

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-prevent-spread.html>

MaineDOT's Phased- Approach for Planning and Response

Phase 1: Preparation and Prevention (No confirmed cases in Maine)

Specific Actions to take:

- Review CDC information for any changes in recommendations, links can be found on MaineDOT Intranet website.
- Develop plan to interact with the public coming into the building
- Identify and procure materials to have on hand for disinfecting
- Develop guidance on disinfecting protocols
- Practice disinfecting protocols
- Review Social Distancing Strategies
- Update contact lists.
- Make sure computer access works, necessary software is downloaded, software use instructions are easy to find.
- Review conference call instruction to ensure system still works and other methods such as Skype, Zoom and Microsoft Teams.
- Identify critical jobs and who are the primary contacts with a backup identified.
- Review business processes and identify the different steps. Evaluate how best to work remotely.
- Develop plan to handle incoming and outgoing mail. Will need to address ways for people working remotely to receive mail.
- Review contracts for good and services
- Identify contingency plans if work force drops to the point Levels of Service cannot be met.
- Review building access levels so people may work staggered shifts.
- Review the SDS on cleaning products to avoid undo human risk and chemical reactions.

Specific Actions/Details:

- **Head Quarters Building**
 - Ensure proximity door assists are working
 - Employees have appropriate security status to access building after hours.
 - Review cleaning contract and ensure enough supplies are on hand.
 - Develop list of employees who can Telework
- **Ferry Service**
 - Develop plan to interact with the public coming into the building and on boats
 - Review staffing plans and minimum operations if reduced work force due to illness.

- **Region Central Offices**
 - Develop plan to interact with the public coming into the building
 - Develop plans for camps dealing with health monitoring and disinfecting.
 - Create priority plan for emergencies with limited work force.
 - Review cleaning material status for office and camps
 - Develop list of employees who can Telework
- **Region Camps/Facilities**
 - Review and critique plans for health monitoring and disinfecting
 - Identify how to engage the public safely.
 - Develop plan for single user for each vehicle/equipment.
- **Central Fleet**
 - Review parts and material ordering.
 - Review service contracts
 - Develop protocols for employees to clean and disinfect industrial space
 - Identify backup business that could help with shortages.
- **Visitor Information Centers**
 - Develop plan to interact with the public coming into the building
 - People entering the facility shall be provided information on virus.
 - Use posters to remind people of health practices
 - Develop strategy to close facility if not able to be maintained
- **Moveable Bridges**
 - Contractors will be asked to follow their cleaning and disinfecting schedules.
 - Identify and train backup DOT personnel to operate Casco Bay Bridge.
 - Review Casco Bay Bridge detour plans and equipment necessary to implement if need to leave bridge open for marine traffic
 - All preventable maintenance is performed.
- **Highway Maintenance & Production Support**
 - Identify critical business operations
 - Identify contingency plans to meet these operation needs
 - Create contingency plan for the Striping and Stenciling, along with Sign Shop and Interstate Sign crews.
 - Create contingency plan for Pug Mill
 - Develop list of employees who can Telework
- **Bridge Maintenance**
 - Evaluate remote operations with staff
 - Develop communications plan with in the field staff to ensure coordination
- **Bureau of Planning**
 - Develop list of essential employees
 - Develop list of essential tasks
 - Develop plan for meetings
 - Develop list of employees who can Telework

- **Human Resources**
 - Develop list of essential employees
 - Develop list of essential tasks
 - Develop plan for meetings
 - Develop list of employees who can Telework
- **Finance and Administration**
 - Develop list of essential employees
 - Develop list of essential tasks
 - Develop plan for meetings
 - Develop list of employees who can Telework
- **Bureau of Project Development**
 - Develop list of essential employees
 - Develop list of essential tasks
 - Develop plan for meetings
 - Develop list of employees who can Telework

Decision to move to Phase 2 will be made by the Commissioner

Phase 2: Confirmed case(s) in Maine community or because of community transmission restrictions (Current)

Actions to take:

- Cancel all non-essential out of state travel
- Reschedule or cancel meetings, events, gatherings more than 10 (10) people
- Visits and walk-ins should be controlled to allow for:
 - Screening visitors for symptoms of acute respiratory illness before entering the building.
 - Facilities should provide instruction, before visitors enter, on hand hygiene, limiting surfaces touched, and use of personal protective equipment (PPE) per current facility policy while in the building.
- Visitors should be instructed to limit their movement within the facility.
- Consider the use of flexible schedules and work sites
- Actively encourage sick employees to stay home. Encourage the employee to seek medical treatment.
- Allow flexibility for employees to stay home to care for sick family members.
- Disinfect sick employee's work space & commonly touched surfaces.
- Conduct necessary meetings via conference calls.
- Utilize email to communicate between coworkers. Minimize visiting individuals at their desk. Try to stay six feet from individuals.
- Review cleaning material inventory

- Ensure employees have relevant information on COVID-19:
 - Links can be found on MaineDOT Intranet website.
- Clean/disinfect daily all frequently touched surfaces in the workplace such as; workstations, countertops, doorknobs, toilet and sink handles and remote controls.
- Work with housekeeping contractor to ensure frequency and strategy of disinfectant cleaning is appropriate.
- Provide alcohol-based hand sanitizer in all common areas, and personal size for individual use, to the extent practical.
- COVID-19 is highly susceptible to hand washing; encourage employees to wash hands frequently with soap and water for at least 20 seconds, especially after using the bathroom, before eating, after blowing your nose, coughing, sneezing, or touching your face. Always wash hands with soap and water if hands are visibly dirty, as opposed to using hand sanitizer.
- Encourage employees to avoid touching eyes, nose, mouth, and face. Cover cough or sneeze with tissue, then throw tissue in the trash.
- Encourage employees to limit the sharing of any personal items such as; pencils, pens, phones, etc.
- Review all guidance and protocols and make necessary changes based upon new guidance or direction from CDC, Governor's Office, Commissioner's Office.

Specific Actions/Details:

- **Head Quarters Building**
 - Provide guidance to what work should be prioritized
 - Provide communication to employees on how things are going.
 - Review conditions of common surfaces
 - Provide point contact if employee has concerns or ideas on how to improve things.
- **Ferry Service**
 - Review staffing and critical trips
 - Identify ways of creating social distancing between crew and public
 - Post guidance on creating safe separation between crew and public
- **Region Central Offices**
 - Identify work priorities if not enough workers
 - Test remote working for various business processes
 - Communicate with crews on what is happening in the Region and across the state
- **Region Camps/Facilities**
 - Evaluate work priorities with limited crew
 - Implement single user per vehicle/equipment
 - Make sure they have materials and supplies on hand.
- **Central Fleet**
 - Keep open lines of communication with vendors to understand any slowdowns.
 - Share information about status during this event
 - Review inventories and plan accordingly

- **Visitor Information Centers**
 - Information posters explaining emergency protocols
 - Talk with staff to see if they feel adequately prepared
- **Moveable Bridges**
 - Practice social distancing.
 - Cleaning materials delivered and utilized
- **Highway Maintenance & Production Support**
 - Test remote access
 - Identify any issues with crews or pug mill
- **Bridge Maintenance**
 - Continue staying out in the field
 - Utilize videoconference for weekly meetings

Decision to move to Phase 3 will be made by Commissioner Van Note

Phase 3: Confirmed case(s) in a MaineDOT facility

Actions to Take

- Review Maine CDC guidance
- Management may ask employees with flu like symptoms to go home.
- Employees should contact their supervisor before arriving to work to receive any updates and or share their health condition.
- The department should send out daily updates and reminders.
- Revise posters to reflect any changes from the CDC.
- Use social distancing practices to limit spread of virus.
- Clean and disinfect areas repeatedly.
- Employee outage needs to be communicated daily to management
- Keep the Public Information Officer apprised of changing situations, conditions

Specific Actions to take:

- **Head Quarters Building**
 - Implement building screening protocols
 - Evaluate practices to ensure compliance to protocols
 - Modify protocols based on new guidance
- **Ferry Service**
 - Create social distancing between employees
 - Implement critical staffing and operations plan
- **Region Central Offices**
 - Notify Headquarters to the location and number of employees out of work.
 - Develop a staggered work plan for employees that need to be in the building in case there is a need.

- **Region Camps/Facilities**
 - Notify Region of employees out due to illness.
 - Sanitize vehicles operated by sick individual. Do not use for 24 hours after cleaning.
 - Having one person per vehicle/equipment helps reduce contamination
- **Central Fleet**
 - Prioritize work at facility
 - Utilize contractors and other vendors
- **Visitor Information Centers**
 - Evaluate cleaning and determine if needs to be closed
 - Implement closing protocols if needed
- **Moveable Bridges**
 - Isolate bridges that have confirmed cases of COVID-19. Fax or scan necessary paperwork and documents, establish location outside of camp quarters for deliveries.
 - Set up detour around Casco Bay Bridge and leave bridge open for marine traffic.
- **Highway Maintenance & Production Support**
 - Critical business operations will be performed remotely
- **Bridge Maintenance**
 - Evaluate staffing and make necessary changes to work to be performed to meet goals and objectives.



Maine Department of Transportation

Appendix A

Bureau and Office Specific Plans

Bridge Maintenance Continuity of Operations Plan

Operations During Quarantine Period

- “Most” in the following bullets means entire staff with the exception of Lisa Hughes
- Most Bridge Maintenance personnel are equipped with laptops with ability to access the State of Maine firewall and work from home
- Most Bridge Maintenance staff are trained bridge inspectors and can pair up to inspect bridges and/or ancillary structures
- All bridge Maintenance staff have cell phones and are accessible
- Lisa can accompany bridge inspections
 - This would good experience furthering bridge knowledge



Maine Department of Transportation

Creative Services Continuity of Operations Plan

3/17/2020

Essential functions during teleworking

Photography, videography, equipment, Zoom meetings:

Mike Cole – 207-592-4539 – michael.cole@maine.gov (has remote network access)

Adam Grotton – adam.grotton@maine.gov

Graphic design:

Melissa Zelenkewich – melissa.zelenkewich@maine.gov

Website:

Eric Buckhalter – eric.buckhalter@maine.gov (has remote network access)

Paul Merrill and Nina Fisher also have website update login credentials.

Press inquiries and any other Creative Services needs:

Paul Merrill – 207-215-9297 – paul.merrill@maine.gov (has remote network access)

The library and Repro will remain open and staffed as long as state government remains open.

****Any one of our staffers can get to the office within one hour of being called in.****



Maine Department of Transportation

Environmental Office Continuity of Operations Plan

3/18/2020

Essential functions during teleworking

All Environmental Office staff have zoom and skype for business capabilities. They can also be reached via cell phone and email.

Any Needs/Issues Can Be Directed To:

David Gardner-207-592-2471 – david.gardner@maine.gov (in office)

NEPA, Coordination and Permits Division:

Kristen Chamberlain – 207-557-5089 - kristen.chamberlain@maine.gov (teleworking)

Except for construction inspection, all the work described below can be completed remotely using Skype for Business, Zoom, Call-in numbers and email.

Julie Senk, the Historic & Cultural Coordinator, performs duties and functions that are unique. In the event of a prolonged absence, we have the ability to use consultants for technical tasks and the Manager (Kristen Chamberlain) and ENV Office Director (David Gardner) can keep things moving.

Otherwise, individuals each have their own duties and programs but are able to cover each other in the event of staff illness/absence. Should the state and federal agencies we rely on close or have limited capacity, it will affect production schedules.

1. Permit application preparation and submittal. State and federal permit agencies continue to operate. It will be important to continue coordination and submittals to keep projects on schedule.
2. Environmental Contract Packages for PSE/ADV
3. Coordination with BPD & M&O Teams (design input, coach point and team meetings, PDR and plan review and distribution).
4. Coordination with ENV biologists, hydrogeologists, engineers to complete project assessments and consultations on schedule.
4. Completion of Categorical Exclusions (NEPA).

5. ENV Regional Coordinators provide construction support for Region BPD staff and M&O. This work is essential to ensuring that MaineDOT completes projects in accordance with permits and environmental consultations.
6. Respond to requests from ENV Construction staff for support and permit modifications as needed.
7. Work plan candidate screening
8. Prepare information on status of Environmental Reviews and processes for Federal Grant applications (Waterville Ticonic, Group of six bridges)
9. In addition to regular projects, these major projects currently require special CAP attention and coordination as stated above:

Tiger Grants: Milo, T3, Mattawamkeag (106, 4f, Section 7, NEPA and permitting)

BUILD: Intersections/Signal (106/NEPA)

Waterville Downtown (City owes Julie information to complete 106, but have eliminated elements that were going to be an adverse effect making schedule more achievable assuming we get final plan details and everything keeps moving as planned).

INFRA: Madawaska (coordination with NBDTI on ENV process, US Permit applications, dredge disposal coordination)

Frank J. Wood-Coordination with Brookfield

10. Non-production items: BPD Training, NEPA Training, Purpose & Need development conversation, support activities for Maine Climate Council Transportation Working Group, support activities for Pilot Project Solar in the Highway ROW.

Natural Resources Division

Eric Ham – [207-215-7356](tel:207-215-7356) - eric.ham@maine.gov (teleworking)

The Natural Resources Division conducts project development field work to collect environmental data. Data consists of wetlands, vernal pools (current season and time sensitive), streams, bank full width, and endangered species and wildlife assessments. Data needs to be processed and entered into ProjEx and MicroStation.

The Division will continue to conduct field work to maintain production schedules and can process data via teleworking.



Maine Department of Transportation

Groundwater and Hazardous Waste Division (GHWD)

Dwight Doughty – 207-592-2471 – dwight.doughty@maine.gov (teleworking)

GHWD collects pre construction well samples, investigates and processes well claims, oversees installation of wells, and does assessments for hazardous waste. Periodically GHWD responds to unforeseen issues that often require a timely response. Issues such as spills, unanticipated contamination on construction projects or potable water concerns typically require prompt attention.

Most work is field work or can be done remotely.

Preconstruction well sampling is suspended until further notice.

Hydrology Division

Charlie Hebson – 207-557-1052 – charles.hebson@maine.gov (teleworking)

Processing of requests from Project Development and Maintenance for hydrology, working on fish passage design, and stormwater assessments continue in order to meet production schedules. This process can be done remotely.

Ryan and Val are in the field on construction sites for environmental requirement support. They will continue to be in the field.

Contracts/Agreements/Invoicing

Katy Stebbins – 207-592-4631 - kathryn.stebbins@maine.gov (teleworking)

David Gardner – 207-592-2471 – david.gardner@maine.gov (in office)

The Environmental Office processes invoices with Katy and Melanie Littlefield-Hickey. Katy can conduct her process remotely and David will be in the office to handle any in-house requirements.

Climate Working Groups

Taylor LaBrecque – 207-441-7696 – taylor.s.labrecque@maine.gov(teleworking)

David Gardner-207-592-2471 – david.gardner@maine.gov (in office)

Kristen Chamberlain – 207-557-5089 - kristen.chamberlain@maine.gov (teleworking)

Env staff will continue to assist working groups in order to meet Climate Council deadlines. Much of this can be done remotely via skype, zoom, and other virtual formats.

Ferry Service

Continuity of Operations Plan

General Policy

- Ensure small hand sanitizers are available to employees as requested.
- Supply small hand sanitizer, large hand sanitizers and spray bottles, and other disinfectant cleaners to each terminal and vessel.
- Ensure large sanitizer's container are placed in public spaces and break rooms
- Vessel crews are instructed to clean vessels before each scheduled departure; this includes wiping down tables and seats, scrubbing bathroom sinks and faucets, and generally cleaning all surfaces with a disinfectant cleaner.
- The crew should clean common equipment and tools after each use.
- Terminals: Ticket Counters, bathrooms, breakrooms, and other common areas daily in the terminals.
- Limit the sharing of personal items.
- Review the symptoms of COVID-19, and the MSFS Continuity Plans with all MSFS employees.
- Update employee contact lists and ensure this information is readily available to supervisors.
- Ensure employees have a contact person to pick them up if needed.

After Exposure

- Notify your supervisor when calling in sick if you have flu-like symptoms or if a family member has the flu. The supervisor contacts the MSFS Managers Office in Rockland and activates the Continuity Plan.
- Thoroughly clean the sick employee's work location, common areas, and crew quarters bedroom.
- Continue thoroughly cleaning common areas until the exposure limit has passed.

Passengers

- Those who drive on the ferry may want to stay in their vehicles for the crossing, while those in the passenger cabin should try to maintain a personal distance of six feet to avoid catching a respiratory illness.

03/10/2020

Terminal Staff

- The MSFS will utilize intermittent, seasonal, and contractors to maintain service and work with the USCG on reduced manning levels of line attendants.
- Utilize the shoreside terminal with the temporary closure of island terminals if the MSFS cannot meet manning levels.

Crews

- Notify the MSFS Manager of a possible crew exposure.
- Notify Port Captain when you cannot meet your minimum crew requirements due to employees being out sick.
- The MSFS Manager and Port Captain will redistribute employees.
- The MSFS is encouraging its staff to stay at home if they're sick. Crew member sickness could lead to canceled sailings, and a widespread outbreak could prompt Ferries to shift to an alternative schedule, which would allow for combined crews and scaled back service.

Continuity Steps:

1. Cancel leave and utilize the relief crew to fill in for sick crew members.
2. Call Intermittent position holders and use as many as possible for FTE positions.
3. Close upper deck on the MCS and utilize the OS positions for the Thompson and Spear.
4. Multiple Crews sick: combine service from Rockland to various locations with a reduction in vessels.
5. A reduction in service to utilize one crew if reliefs cannot be found.
6. For emergency or essential runs, work with Coast Guard to get authorization for runs with less than full crews.
7. Contract Service.

Technology

- The Manager, Business Manager, Terminal Managers have laptops to work remotely. The Port Engineer, Asst. Port Engineer and Port Captain should be issued SOM laptops.
- Fast Track the online ticketing with ticketless scanning, RocketRez or Carus could provide an out of the box solution that large ferry services like NCDOT and Alaska marine Highway are already utilizing.

For updates visit <https://www.maine.gov/dhhs/mecdc/infectious-disease/epi/airborne/coronavirus.shtml>



Maine Department of Transportation

Finance & Administration Continuity of Operations Plan

Short term (week or two)

Karen currently has access and Gregg could get access

Federal Billing – Josh and Kim could be set up to work remotely to process weekly billing and authorizations for advertising

Financial Processing- Doreen and Kathy could be set up to work remotely to make urgent payments

Audit – 3 employees currently have access to continue working

CPO- Debbi, Steve, Gale and Tina could be set up to work remotely to keep contracts flowing

Phone Support – Heidi and Lori could be set up to work remotely for tech support

Support Services – all work is in house so remote is not an option for these 3 employees

Long term (over 2 weeks)

All of the above plus

Federal Billing – Tammy, Brenda and Darlyne could be set up to work remotely to process weekly billing, authorizations for advertising, and project closeouts

Financial Processing – The five remaining staff, plus Karen and Sue for Ferry Service could be set up to work remotely if necessary

CPO- The 7 remaining staff could be set up to work remotely if necessary

Mike, Missy and Michelle could also be set up to work remotely if necessary

Things to think about

- How would mail get to people long term?
- Much of Ferry Service cash receipts and bills are still handled in paper form. How would those get to where they need?

Fleet Services

COVID-19 MaineDOT Regional Continuity of Operations Plan

General Fleet Garage/Fleet Office Policy

Staffing

Critical Employees

- Fleet Management: TCS & Above
- Administrative Staff Identified in “Essential Short-term & Long-term Employees”

Telework

- Assess Telework readiness amongst essential/critical staff.
- Consider the use of flexible worksites: Regional Offices, Fairfield Training Center, HQ
 - Explore Possibility of Re-directing Vehicle & Equipment Maintenance & Repairs to other MDOT Fleet Services Garages in the event a shop is short staffed or quarantined.
 - If MDOT Fleet Services Garages are unavailable to take additional work: Explore Possibility of Outsourcing Vehicle & Maintenance Repairs to Dealerships in the event a shop is short staffed or quarantined.
- Consider flexible work hours to limit physical contact amongst employees.
- Encourage Telework for essential/critical employees who may have symptoms or a family member with symptoms of COVID-19 until symptoms are completely resolved.
- Conduct necessary meetings via conference call or Skype for Business.

Fleet Services Contacts for Parts, Supplies, & Services

- **Automotive Parts and Safety & Cleaning Supplies:** Mancon
 - Contact David Mealey
 - david.mealey@maine.gov - (207) 215-9465
 - Contact Joe Caraglia if David is unavailable
 - joseph.caraglia@maine.gov - (207) 624-8267
 - Mancon Continuity Plan – Appendix A
- **Fuel (Heating Oil, Unleaded & Diesel)/Fluids:** Fleet Services
 - Contact Kelly Long – kelly.j.long@maine.gov – (207) 624-8219
 - Contact David Mealey if Kelly is Unavailable
 - Suppliers Through May 2020:
 - Dead River – Heating Oil & Diesel
 - David Luce
 - David.Luce@deadriver.com - (207) 358-5787

Maine Department of Transportation

- Burke – Unleaded
 - Joe Cote
 - joe.cote@burkeoil.com - 1-800-289-2875
- Dennison Lubricants – Motor & Hydraulic Oil
 - Eric Lane
 - orderme@denlube.com – (207) 582-5700
- **Electrical Services:** Fleet Services Fuel Control Crew
 - Contact Tim Soucy
 - Timothy.Soucy@maine.gov – (207) 215-5137
 - Contact Bob Kenney if Tim is unavailable
 - Robert.kenney@maine.gov – (207) 592-2478
- **Plumbing & Heating Services:** Fleet Services Fuel Control Crew
 - Contact Tim Soucy
 - Timothy.Soucy@maine.gov – (207) 215-5137
 - Contact Matt Jankovich if Tim is unavailable
 - Matt.Jankovich@maine.gov – (207) 215-6451
 - Contact Rick Poulin if Matt is unavailable
 - Ricky.J.Poulin@maine.gov – (207) 592-0894

Appendix A

MANCON Supply Chain Management Contingency Plan

For Coronavirus - MaineDOT locations

MANCON will continue to provide services, to the fullest extent possible, subject to the many unknowns:

- Condition of MANCON employees
- Condition of internet communications
- Access to government facilities
- Travel restrictions
- Access to vendors, vendor readiness
- Condition of USPS, UPS, Fed Ex, freight line delivery services

MANCON will mirror the state's operations as much as possible. For instance, if the state is closing down Augusta and operations are shifting to another site, MANCON will shift support accordingly.



Maine Department of Transportation

Many of the contingencies below are outside of normal procedures, however MANCON is open to alternate processes in these extreme circumstances

Contingency 1: All facilities closed, no emergency declaration

MANCON assumes that this means there are no operations statewide and parts requests will not be filled until facilities are reopened.

However, if MaineDOT emergency personnel have access to the site, MANCON is available to fill orders from stock or place vendor orders remotely to meet emergency requirements. The majority of MaineDOT MANCON employees can work from home to support operations. Parts requests may be scanned and emailed. Items in stock may be picked by designated MaineDOT supervisors or managers. Items available locally can be delivered by vendors (if available) or picked up by designated MaineDOT supervisors or managers from the vendor in order to meet the emergency need. Items not locally available can be ordered and delivered via UPS or freight company (if available / if allowed).

If MANCON personnel are needed on site to meet emergency requirements, MANCON can support it.

Contingency 2: All facilities closed, emergency declaration, restricted travel

MANCON assumes that this means there are no operations statewide and parts requests will not be filled until facilities are reopened.

Similar to Contingency 1, MANCON is available to fill orders from stock or place vendor orders remotely to meet emergency requirements. MANCON can grant select MaineDOT employees' permission to pick items from MANCON stock or pick-up/receive vendor orders to fill emergency requirements.

If MANCON employees are needed to access the site or make deliveries, MANCON services would need to be designated "essential" and be allowed to travel.

Contingency 3: A single site is closed, but employees, inventory, and vehicles are available

MANCON personnel may work from another site. Parts requests may be scanned and emailed. MANCON will pick or source and delivered to the ordering camp.



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If Scarborough is closed, web orders will be picked from other sites or obtained through vendors and delivered.

If multiple sites are closed, MANCON managers and MANCON Corporate Office will direct support remotely. Employees may work from an open site. Employees with internet and computers may work from home. Parts requests may be scanned and emailed. MANCON will pick or source requested items and deliver to the ordering camp. MANCON can grant select MaineDOT employees' permission to pick items from MANCON stock or pick-up/receive vendor orders to fill emergency requirements.

If USPS, UPS, FedEx, and freight line delivery services are available, parts could be delivered through these services.

Contingencies 4 and 5: A single site is closed, but some employees are not available to provide support.

These contingency responses are similar to those of Contingency 3. If employees are affected by the virus, MANCON managers will shift employees to best meet the state's needs, subject to current conditions.

MANCON is willing to put special procedures in place to limit physical contact between requesters and MANCON personnel... a bin that parts requests are placed in and a shelf that available orders can be picked up. This will minimize person to person contact.

MANCON has a deep inventory of commonly used items, generally with a 2 month supply minimum and 4 month supply maximum. Additionally, MANCON has \$30 million dollars in inventory nationwide which can be vectored to Maine to meet any inventory shortages, subject to current conditions.

Housekeeping plan:

MANCON has implemented a housekeeping plan which includes disinfecting surfaces, keyboards, phones, doorknobs, etc. several times a day.



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Preventative hygiene training:

MANCON has conducted preventative hygiene training which reminds employees of the importance of housekeeping, frequent handwashing, to minimize close contact with others, and the best way to cough/sneeze in order to minimize the spread of contaminants.

MANCON has recommended that employees who are experiencing symptoms such as respiratory illness, fever, and shortness of breath should self-quarantine at home and not come in to work.

MANCON is willing to adjust these processes to meet MaineDOT's requirements.



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Human Resources Office COVID-19 Continuity of Operations Plan

Essential Work

Essential work will be dependent upon how wide spread the COVID-19 virus is and how it will impact other units within the Organization that the Office Human Resources support, such as Recruitment, Wellness, Safety, Labor Relations, FMLA/ADA as well as Workforce Development through the FTC staff. These functions will be re-evaluated as the situation progresses.

It will be critical for employees to be paid through payroll processing and Workers Compensation both short term and long term.

- Essential Personnel both short and long term for payroll and Workers Compensation:
 - Soumia Tber
 - Rita McCollett
 - Jessica Hinckley
 - Susan Giegold
 - Matthew Higgins
 - Bonnie Gray



Maine Department of Transportation

Maintenance & Operations

Highway Maintenance & Production Support

COVID 19 MaineDOT Regional Continuity of Operations Plan (Ver. 0309)

Staffing

Critical Employees

- The Highway Maintenance essential functions and point personnel are listed below:

<u>Business Function</u>	<u>Point Person</u>	<u>Backup</u>
Unit Administration	Brian Burne	Cliff Curtis
MATS Administration	Jim Saban	Tony Pelotte
M&O Contracts	Gail Iler	Gary Pelletier
Striping Program	Wayne Arsenault	Dennis Robertson
Sign Shop/Interstate Sign Crew	Kevin Pratt	Robert Rooney
Vegetation Management	Bob Moosmann	Cliff Curtis
Snow & Ice Control Support	Chris Landry	Ty Pooler
Pug Mill Operations	Ty Pooler	Chris Landry
State Property Damage	Cliff Curtis	Jim Saban
Permitting		
<i>Utility:</i>	Brian Burne	Rhonda Fletcher
<i>Posted Roads:</i>	Cliff Curtis	Brian Burne
<i>OBDS/Logo:</i>	Sue Merriman	Rhonda Fletcher

Telework:

Working remotely from a location having reliable high-speed internet connectivity.

- Highway Maintenance is currently in the process of updating our contact lists for our employees and collecting the following information:
 - Current contact information
 - Computer type (laptop/desktop)
 - Confirm remote capabilities to enable Telework
 - Primary phone contact
 - Backup phone contact
 - Primary email contact
 - Backup email contact
- We are also ensuring that employees that may need to telework, will have the capability to do so in advance.

Crew Camps

Striping Crews:

Locations: Bangor/Augusta (Leighton Road)/Turner

Striping season – The striping season has traditionally started towards the end of April or the beginning of May. Considering the current weather, this year may be on track for an earlier start. The strategy for each of these facilities is as follows:

- Wayne Arsenault will communicate with each Supervisor, each morning, to receive to receive an update on available staffing and work plan.
- Facilities will continue to follow the same precautions listed above for all office locations.
- Trucks and equipment will be cleaned and wiped down after each change in use between personnel
- As employees become infected, management will evaluate operations and consolidate services as necessary to deliver essential services
- The striping crews have been called upon in the past to assist MEMA and CDC. This assistance is now covered by Fleet, but the striping crews will standby to provide these services if management determines this work to be their priority.

Sign Shop/Interstate Sign Crew

The Sign Shop and Interstate Sign Crew provide routine and emergency services. Their process will be like that identifies for the striping crews:

- Wayne Arsenault will communicate with Kevin Pratt, each morning, to receive to receive an update on available staffing and work plan.
- The Sign Shop will continue to follow the same precautions listed above for all office locations.
- Trucks and equipment will be cleaned and wiped down after each change in use between personnel
- As employees become infected, management will evaluate operations and consolidate services as necessary to deliver essential services

Snow & Ice Control Support

Fortunately, the timing of this event is occurring as the winter is winding down. However, if storms resume and equipment needs troubleshooting or repair, Chris Landry will address the needs and follow the recommendations herein, which will include

minimizing contact with other employees (to the extent practicable) and will wipe the equipment down prior to, and upon completing, servicing the equipment. As indicated in the table above, Ty Pooler will serve as the backup to Chris.

Pug Mill Crew

The timing of this event is also fortunate in that it is occurring prior to the start of the pug mill season, so we do not anticipate impacts to this program. However, if the timing does get extended and corresponds with pug mill operations, the office procedures defined herein will be followed in the pug mill field office and the field procedures of cleaning and wiping down equipment before and after each change in use between personnel will also be followed. Should the point person, Ty Pooler, be impacted, Chris Landry will serve as the backup and will work with Barry Breton from PD.

Office Functions

MATS Administration

MATS is a critical MaineDOT system that provides the crew payroll, contractor payments, work planning, work reporting, asset management, and material management. In most cases, this system can be maintained remotely. The point person for this effort is Jim Saban, with the backup provided by Tony Pelotte (Unfortunately, Russ Sage is out on extended medical leave at this time). If work is required with OIT, efforts will be made to continue to work remotely or to try to coordinate system access in the building at a time that will minimize exposure to others as much as possible.

M&O Contracts

If it becomes necessary to work remotely, work will be assigned to the contract employees for teleworking by the M&O Contracts Engineer, Gail Iler. Gail has building access permissions that allow off-hour access if it becomes necessary to acquire information from the office. Gail's backup, Gary Pelletier, is also verifying his remote access capabilities and building access.

Permitting

Routine permitting functions are normally handled out of the region offices. Non-routine situations and region support will be handled remotely by the point people identified in the Critical Employee table.



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Vegetation Management

At the current time, the Vegetation Management team is wrapping up the contracts for the next construction season. This work can continue remotely. As of May, the work will move into the field and corresponding office work can continue to occur remotely.

State Property Damage

State Property Damage administration will continue to be covered remotely by the point person, Cliff Curtis. If Cliff becomes impacted, his backup, Jim Saban will cover. If other essential programs take precedence, the program will be temporarily deferred.

Unit Administration

Throughout the duration of this event, Brian Burne will coordinate with the Director and Asst. Director to keep them apprised of the staffing levels and impacts within the Highway Maintenance and Production Services Unit. In the event Brian is impacted, Cliff Curtis will serve as the backup in this role.

Planning

Continuity of Operations Plan

General Policy

Business-Related Meetings and Gatherings

- Employees should confer with your managers and supervisors before changing or implementing anything to ensure best practices in line with operational needs.
 - For meetings and work gatherings, consider remote participation alternative formats: tele-conference, Skype for Business, Microsoft Teams, etc.
 - For meetings that are done in person, take precautions to include meeting in a large room or an open, well-ventilated space; spacing the chairs and participants in a social distancing manner; and keeping meetings short.
 - Assess the need to host or attend conferences and large gatherings and determine whether alternative accommodations can be made to limit or mitigate potential exposure. If it is determined a conference is essential and cannot be delayed or conducted by other means, refer to CDC guidance on planning for an event at www.cdc.gov/coronavirus/2019-ncov/community/large-events

Essential Work

In the short term, Jennifer Brickett, Director of the Bureau of Planning is deemed essential.

Although not deemed essential, it should be noted that high priority work includes the Transportation System Analysis division's support of the current BUILD grant application. Ed Hanscom is the point person for this work.

In the long term, essential work will be dependent upon how wide spread the COVID-19 virus is and how it will impact the department. In the long term, the following individuals would be deemed essential:

- Jennifer Brickett, Director, Bureau of Planning
- Joan Foster, Secretary Associate
- Nate Moulton, Director, Freight and Passenger Services
- Ed Hanscom, Director, Engineering Analysis
- Tom Reinauer, Director, Public Outreach and Planning (employee start date of March 23)

The directors listed above would decide how much additional support from their teams is needed.



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Project Development Project Delivery & Production Support

COVID-19 MaineDOT, Continuity of Operations Plan

Staffing

Unit/Program Management

Bureau of Project Development

Lead

Backup

Bureau Management	Rich Crawford	Todd Pelletier
Highway Program	Brad Foley	Steve Bodge Scott Bickford
Bridge Program	Wayne Frankhauser Jr	Jeff Folsom Eric Shepherd
Multimodal Program Administration	Nate Benoit	Todd Pelletier
Material Testing & Exploration	Richard Bradbury	Mark Alley
Property Office	Heath Cowan	Peter Belanger Scott Avore
Contracts Section	George Macdougall	Kevin Hanlon

Essential Functions:

Function	Responsible Unit(s)
Construction Inspection	Highway, Bridge, Multimodal Programs
Designers	Highway, Bridge Programs
Utility Coordination	Highway, Bridge, Multimodal Program
Geotechnical Engineering	Highway, Bridge, Multimodal Programs
Survey	Property Office
R/W Mappers	Property Office
R/W Appraisals	Highway, Bridge, Multimodal Programs
Condemnation, Relocation, & Property Mgmt	Property Office
Contracts (Const Support, Contractor pay't)	Contracts Section
Testing Lab	Materials, Testing, & Exploration
Field Testing/Sampling	Materials, testing, & Exploration
Landscape	Multimodal Program
Project & Program Management	Highway, Bridge, Multimodal Programs
Bureau Management	Bureau of Project Development



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Clerical

Bureau, Highway, Bridge, Multimodal

Work site impacts:

If required, we have identified which staff functions could be accomplished in the short term (2 weeks) from teleworking. We are reviewing which employees have remote network access capabilities and who needs access. See below for teleworking.

We have 2 testing labs located in Bangor & Freeport. If either building is impacted, we would move staff to the other testing facility. To meet our work demand, we would run 2 work shifts out of the same facility. The Freeport Lab does not have the capability to perform all of the tests conducted in Bangor. If not possible or practical to relocate the equipment to Freeport, we would outsource this testing. An example would be concrete cylinder compressive strength and surface resistivity testing.

If both facilities are impacted, we would outsource our testing to the pre-qualified labs we have available. This would need monitoring by MTEEx staff to assure compliance and productions. We would prioritize our testing needs accordingly.

If both labs and external resources were not available, our essential function would be impacted.

Staff Contact Information:

Project Development is currently in the process of updating our contact lists for our employees and collecting the following information:

- Current contact information
- Computer type (laptop/desktop)
- Confirm remote capabilities to enable Telework
- Primary phone contact
- Backup phone contact
- Primary email contact
- Backup email contact

Teleworking:

- Approval to telework does not imply a position is eligible for telecommuting. (Working at alternate worksite on a fixed or regular basis)
- The employee's salary, job responsibilities and benefits will not change because of involvement in teleworking.
- The employee agrees to comply with all existing job requirements and expectations in effect while in the central worksite.
- Normal work hours are to remain the same while teleworking unless otherwise agreed by the supervisor.
- Employee will share backup alternate phone number, email address and alternate worksite.
- Employee will setup and utilize call forwarding, or voice mail.
- The employee shall promptly notify the supervisor when unable to perform work assignments due to equipment failure or other unforeseen circumstances.
- Management has discretion to determine whether to allow telework when an employee's dependents may be in the home during the teleworking hours. If approved, time the employee spends caring for dependents or on other personal business will not be counted as time worked.
- The employee must gain pre-approval from management prior to using any accrued leave.
- The employee should complete a work log (e.g. use Outlook calendar) to document work completed on telecommute or telework days.
- Set up regular check-ins during which the supervisor and employee review completed work product and the status of items in progress. Work assignments and deadlines will be documented and monitored by the supervisor.

Essential Bureau Functions:

Highway Program

Construction Inspection

As projects become active over the next month or so, personnel will be assigned to work in the field. The need for visits to a Region Office or the Main Office will be minimal. Management will provide support. Scott Bickford is on point for the Program and will work with Construction Support and the Construction Managers to manage.

Design

Design work in the Augusta office relies on strong internet connections and powerful computers. It is not likely that the computers will be able to be moved to individual homes. Some work could be performed at home but would need regular updates in the main office. Design work in the Regions can be performed at home for the most part – staff have laptop computers and can log in remotely. Steve Bodge is on point working with the Project Managers to oversee work out of the Augusta office and Scott Bickford will coordinate Regional work.

Utility Coordination

Utility work can be performed in the field and at home. Staff have laptops and can log in remotely. There may be occasion to come into a Region or the Main Office to print material or plans. Brad Foley or Steve Bodge will oversee.

Geotechnical

Geotechnical work can be performed in the field and at home. Staff have laptops and can log in remotely. Support staff for Geotech needs to work out of the Bangor office as the work is CAD related. Steve Bodge will oversee.

Project and Program Management

Project and Program Managers have laptops and the ability to log into the State system to monitor delivery status and financial situations. Meetings will need to be conducted remotely which may exceed the capabilities of ZOOM. Staff may need to come into an office in order to print material/plans or to meet face to face in small groups to discuss status and logistics. Brad Foley will be the point person to coordinate with Program Management.

Clerical

Clerical staff rely highly on the ability to use programs through the mainframe. They cannot log in remotely and need access to scanners in order to perform much of their work. They process invoices that rely on the mainframe for access. Brad Foley, Steve Bodge and Scott Bickford will work together to ensure work is being processed.

Bridge Program

Construction Support

There are currently a number of active bridge construction projects ongoing in Regions 1, 2, 3 and 4. Because these projects have contractually binding completion dates, or interim milestone dates, these projects will continue to be under construction until such time that the contractor ceases operations for reasons unforeseeable at the time of the bid. Wherever active construction



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projects are occurring, field inspection staff (Residents and Inspectors) will be required to be on-site. In the event the Resident and/or Inspector(s) on these active projects become incapacitated, there are other MaineDOT field personnel or Consultant Inspection staff available that could fill in, at least in the short term (two to three weeks); there is a limit, however, to the number of MaineDOT/Consultant personnel who are available. Also, if the Resident on any particular project is indisposed for an extended period, then payment to the contractor and resolution of any significant project issues may be delayed and become problematic.

Bridge Program field personnel who are not currently assigned to active construction projects will be able to be productive working on alternate duties, such as completing final project documentation or setting up documentation for upcoming projects, at least in the short term.

Residents and Inspectors on active construction projects will continue communicating through the current chain of command, i.e., communication with Management will initially be through the Area Construction Engineers, Devin Anderson and Travis Hamel.

Eric Shepherd is point person; back-up in order will be Devin Anderson, Travis Hamel.

Fabrication inspection

There are currently a number of fabrication facilities producing products for MaineDOT projects that are located in Maine or other states. Because these projects have contractually binding completion dates, delivery dates prescribed by the general contractor, or fabrication time limits with associated Supplemental Liquidated Damages, these fabrication facilities will continue to be in production until such time that the facility ceased operations for reasons unforeseeable at the time of bid. Where these facilities are producing products for MaineDOT projects, the Fabrication Group, under the Bridge Program, must provide Quality Acceptance (QA) inspection of these products by having inspectors in the facilities. QA inspection is provided by qualified MaineDOT or Consultant personnel. The MaineDOT Fabrication Group currently has three full-time QA Inspectors performing work in Maine. All fabrication facilities outside of Maine are currently staffed with Consultant QA inspectors. In the event that MaineDOT and/or Consultant QA staff become incapacitated, there may be other MaineDOT general field staff that could fill in for these inspectors, but, because of the specialized nature of the expertise needed for some fabrication (e.g., structural steel fabrication), there would be a very limited number of general field personnel who would be qualified to perform fabrication QA inspection. Typically, the general field staff would only perform fabrication QA inspection in precast concrete facilities. Because the Fabrication Group uses a relatively large number of Consultant Inspectors, any fabrication QA inspectors who become incapacitated could be replaced with other Consultant QA inspectors who could be up to speed on the progress of the work in a relatively short time. There is, however, a limit to the number of Consultant inspectors available. Further, the Consultant firms working for the Fabrication Group have informed the Fabrication Engineer that

if anyone in a fabrication facility becomes infected with Covid-19 and the facility does not elect to shut down, then the Consultant will not send in any additional personnel. Fabrication of major structural elements with no QA inspection is not advisable.

QA Inspectors, whether MaineDOT or Consultant inspectors, will continue communicating through the current chain of command, i.e., communication with Management will initially be through the Fabrication Engineer, Joe Stilwell; Taylor Clark, the Assistant Fabrication Engineer, will be the back-up for the Fabrication Engineer.

Any mix design approval requests or issues related to structural concrete will be directed to Taylor Clark.

Eric Shepherd is point person; back-up in order will be Joe Stilwell, Devin Anderson, Travis Hamel.

Project Management/Team Leadership

Project management is a critical function for the Bridge Program to keep our projects moving forward and our Project Managers can accomplish many of their job responsibilities for the short term by teleworking. These including:

- Coordination with MaineDOT field staff on active construction projects
- Work with design consultants
- Review of PDRs and other work-related documents
- Leadership/communication with team members that are teleworking
- Coordination with Bridge Program Management
- Communication with Contracts to respond RFIs and contract related items
- Coordination with municipalities, emergency services, businesses, and the public
- Develop of PS&E packages when possible

Beyond the short term, it would become increasingly difficult for the PMs to keep projects on schedule if team members and support staff are impacted or do not have the ability to telework. Areas of concern include design, detailing, contracting, environmental permitting, and internal procedures such as Work Plan Management and TAMEing.

The primary point of contact for Team South will be Scott Rollins with Devan Eaton and Mackenzie Kersbergen as a backup.

The primary point of contact for Team North will be Mike Wight with Mark Parlin and Jason Stetson as a backup.

Communication with the Team and Program Management will occur daily via email or phone.

If any of the Project Managers are impacted, they will work with the remaining team PMs and Program Management to reassign duties.

Program Management

For the duration of this event, Bridge Program Management will continue to coordinate with staff and Bureau Management regarding work status, staffing levels, projects and other items that need to be communicated. The primary point of contact for the Program will be Wayne Frankhauser with Eric Shepherd as a backup for construction-related issues and Jeff Folsom for design-related issues.

Contracts Specialist

With the use of electronic signatures, Coy Williams can work remotely to complete his job duties. The Program has no backup for Coy; if he is impacted support would need to come from Contracts. Coy will need to keep his supervisor, Andrew Lathe, informed regarding work issues that may arise.

Utility Coordination

The Bridge Program Utility Coordinators, Rich Paraschak and Denver Small, can work remotely to accomplish their job duties for the short term however certain activities such as larger coordination meetings should be deferred. Rick and Denver will need to keep their supervisor, Leanne Timberlake, informed of any issues and they can act as a backup for each other if one should be impacted. Support can also be provided by Mike Moreau, MaineDOT Utility Engineer.

Structural Design

This function is performed by a staff of eight engineers within the program. Each of the two regional teams is led by a Senior Structural Designer. Each supervises two Transportation Engineer IIs and one Assistant Transportation Engineer, Richard Myers on Team North and Garrett Gustafson on Team South. The continued operation of this group is highly dependent on access to computing resources including specialized software and access to project information contained on the MaineDOT network.

Senior Structural Engineers are responsible to supervise and provide technical guidance to the in-house design staff and oversee consultant design work. Both SSEs are assigned smartphones at this time. One of the Senior Structural Engineers is assigned a laptop and is accustomed to working remotely from the Region 1 office. The other Senior Structural would be set up with a spare laptop from the Program and currently holds remote access credentials. It is expected that the Senior Structural Engineers would be able to work remotely from home or a region office to attend to any issues related to in-house design issues or consultant design work.



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Staff Designers including the Transportation Engineer IIs and Assistant Transportation Engineers are not equipped with the necessary technology to work from home. If MaineDOT HQ were shut down completely, the design staff would need to be provided a workstation with access to the MaineDOT network to remain productive. Such access for these 6 staff designers may be provided at a MaineDOT Region Office or potentially at a construction field office with broadband service alongside construction personnel with the appropriate remote access credentials and laptop computers. If suitable workstations are not available this group would not be able to remain productive. The primary point of contact will be Jeff Folsom with Richard Myers and Garrett Gustafson as backup.

Geotechnical Engineering

This function is performed by a staff of two engineers within the Program. One Senior Geotechnical Engineer, Laura Krusinski, leads this function and supervises one Geotechnical Assistant Transportation Engineer. This group is responsible to provide geotechnical engineering services to the two regional design teams. The work of the geotechnical unit includes office engineering as well as field exploration. It is expected that the field exploration would continue as usual coordinating those activities with the MTE group. Office engineering is similar to the Structural Design Function in that access to the MaineDOT network and appropriate computing resources is required. Fortunately, both geotechnical engineers are equipped with cell phones. The Senior Geotechnical Engineer would be provided with a spare Bridge Program laptop and credentials to access the network remotely. The ATE geotechnical engineer is already assigned as laptop computer. The primary point of contact will be Laura Krusinski with Jeff Folsom as backup.

Plan Development

This function is performed by a staff of seven Technicians and Senior Technicians. None of the Plan Development Technicians are equipped with either a cell phone or a laptop computer. The work done by this group is highly dependent on access to the MaineDOT network with a workstation capable of running Microstation and InRoads. If MaineDOT HQ were to shut down completely, access to appropriate computing resources is challenging. It may be possible to find an appropriate setup at a region office. If suitable workstations are not available this group would not be able to remain productive. The primary point of contact will be Jeff Folsom with Mark Parlin and Devan Eaton as backup.

Multimodal Program

Project & Program Management:

The Program Manager, Jeff Tweedie, is out on medical leave and the Assistant Program Manager, Nate Benoit, is serving in acting capacity. Brian Keezer (Southern Region) and Aurele Gorneau (Northern Region) are both senior project managers that are next in line for supervisory responsibilities if Nate is not available. Each Senior PM have a working knowledge of projects in their region; however, there is overlap within the state without a firm line of separation. Jen Paul is the MM Construction Manager and should be consulted with supervisory issues for the MM Program field staff and assistant engineer, Matt Kelly, who is currently handling field inspection duties.

Project Managers sign invoices, coordinate with MaineDOT staff and stake holders, and assist in resolving construction issues. All of these tasks can be completed through teleworking.

Design:

This program is 100% consultant design and is highly capable of teleworking. One primary function of this program is delivering Plans, Specifications, and Estimates (PSE package) to contracts. This core function can be completed with the project managers teleworking. Completing the public process through virtual public meetings would be a tool of necessity if social distancing is required.

Landscape:

The two landscape architect's work can be completed by teleworking.

Property Appraisal:

The SPO and Appraiser 1 position can be performed by teleworking and hosting a condemnation meeting through Zoom. Face to face communication between the negotiator and property owner would require another approach such as mailing the offer and assent form followed by a phone call.

Clerical work, paying invoices:

The clerical position does not have a laptop, so paying of invoices would need another person assigned this task that has both computer capability and knowledge of inputting the data. The other option being providing the clerical with remote access. Transferring of calls would be difficult, but another number could be given to the caller.

Construction Inspection:

Construction inspection does need to be done in person but can be completed without person to person contact. The construction inspectors all have laptops and the ability to work remotely. Preconstruction meetings would need to be conducted through skype or other means. Face to face communication is helpful in establishing relationships and providing clear communication at the start of a project.

Materials Testing and Exploration

Laboratory testing

This time of year, the labs are mainly conducting testing in support of active bridge projects as well as HMA mix design approval/RAP qualification. Lab testing of project-produced materials would be prioritized based on risk of failure and potential consequences:

- Concrete Acceptance
- Construction aggregates
- HMA JMF Verification and Acceptance
- HMA and Concrete aggregate

If impacted, testing of standard manufactured materials, samples for preliminary engineering and Maintenance samples will be suspended until lab returns to full operation. This includes samples such as:

- Pipe
- Reinforcing steel
- Fasteners
- Guardrail
- PG Binder
- Bridge deck cores
- Geotechnical soil samples
- Salt
- Paint

Mark Alley will be point person on all lab testing issues. If he is impacted, backup will be (in order): James Robinson, Wade McClay, Kevin Cummings.

If any lab supervisor is impacted, duties will be assigned as practical among MTE Senior technicians. The same approach will be used for lab Technicians. Consultant technicians would be used to augment DOT staff as needed.

Information System

The system manager (Nancy Bradbury) can work remotely if facilities are impacted. She does not have a backup; if she is impacted, operations could continue unless the system loses functionality. Loss of the TIMS system would impact Lab and Field operations.

Drill Rig

The team could continue to function for a short time with the loss of any one member. The driller helper can be replaced by another MTEEx employee. Loss of both the driller and rig supervisor would require suspension of operations. Geotechnical explorations would be conducted by a contracted drill rig directed by Bruce Wilder. Backup will be the relevant geotechnical engineer.

Nondestructive Pavement Testing/ARAN

These functions are seasonal, typically starting in May. The work is highly specialized and primarily used for planning/preliminary engineering. If impacted, work would be suspended until operations could resume. The point person is Wade McClay; backup is Ryan Vose.

Field Testing and Independent Assurance

Field testing occurs sporadically through the winter/early spring in southern Maine. Later in March and April, numerous HMA producers need annual plant inspections, and projects begin requesting samples/tests. In Regions 4 and 5, there is usually no field testing during winter, and spring activities begin in April, or even May in northern Maine. These employees work from home during the season so will not be impacted by facility closures. If technicians are impacted, other field staff would be reassigned as needed. If required, several members of the Nondestructive Testing team are qualified to perform sampling and field testing, as are some lab staff. Consultant technicians would be used to augment DOT staff as needed.

The IA team will operate in a similar manner to field testers. However, if IA staff are impacted, others with the required qualifications could perform the duties only if they did not perform Acceptance activities on the same project.

Kevin Cummings is point person; backup in order will be Wade McClay, Tim Goupille, Ryan Vose.

Asphalt Mix Design Approval

The March – May timeframe is extremely busy for this function. The function can be conducted remotely. James Robinson has lead; backup is Casey Nash. If both are impacted, this function would need to be managed by Rick Bradbury with help from the TIMS manager and possibly the Highway Program Pavement Quality Manager.

Quality Assurance Program Management

The main function of this role that could impact operations is the Dispute Resolution process for HMA testing. Disputes typically do not occur until May. Point person is Kevin Cummings; backup is Rick Bradbury. Other duties are less time-sensitive and could be completed following return to operations.

Property Office

The Property Office is responsible for many functions related to project delivery and are utilized at varied stages of the Right of Way Process. The Essential Functions identified earlier in this plan are as follows with one additional function of the RMS:

- Survey
- R/W Mapping
- Appraisals
- Condemnation
- Relocation
- Property Management
- Realty Management System (RMS)

Survey

Survey is involved with collecting the field data for design, property acquisition, control and construction on most project development projects. At-this-time of year we are about to begin with requests for control verification and documentation for the new construction projects. Survey crews also measure quantities of ledge on construction projects. Control crew is based at Augusta Headquarters – works all over the state - setting control, measuring stockpiles and maintaining the CORS network. All Region survey teams rely on the CORS network for both project control and other survey operations. Crews are based at each region office and work on region projects – but can assist in other regions if needed

- A Topographic survey crew is generally two persons using a state vehicle. Some field tasks can be completed with one person, but are typically two people for traffic monitoring while in the roadway collecting data. Region 1 relies on consultant field crews for most of their field work operations. Regions 2,3,4 and 5 also use consultants at times of need
- Each region has a PLS Supervisor and a Senior Tech Quality Assurance Technician (QAT)
- Each PLS, plans surveys, communicates with project managers, visits worksites, often completes control for the crews. POR research is for new projects directed by PLS in the Region. The POR person will need periodic connection to Realty Management system for data storage – they could assist survey crews if needed

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- QAT's process field data, create the drawings to place on the Y: drive for design and Right of Way. QAT's have laptops and will from time-to-time need to connect to the network either remotely or from headquarters or a regional state office. If the Chief Surveyor is out the ROW PLS can back up. If the ROW PLS is out the Chief Surveyor can back up. Regional PLS typically handles project scheduling and communication with Project managers. QAT's can be backup for the PLS in each Region. If a QAT is out; other region QAT's can assist with data processing. If a field crew person is out – crews can be rearranged or consultants can help out. CORS Network Software is run by OIT out of Augusta Headquarters and there is no designated OIT back-up for the system operator.

R/W Mapping

Mapping Unit

Existing Conditions Plan are usually completed after the radial topography survey has been processed. Depending on the snow coverage, these plans are done during the Spring, Summer and Fall months. At times, the staff in the Augusta headquarters has assisted with the Existing Conditions Plan mapping. Final Right of Way Mapping is started right after Plan Impact Complete (PIC) and about 3-4 months ahead of condemnation date. If an employee is out due to a prolonged illness, other regions and Augusta headquarters mappers would be able to assist to keep projects moving forward.

The Existing Conditions Plan and Final Right of Way mapping is handled mostly by the right of way mapper per region.

- Region 1 - Jude Hogan – Technician; Thomas Patterson – Technician
- Region 2 - Dan Burns – Senior Technician
- Region 3 - Perry Silverman – Senior Technician
- Region 4 - Betina Martin – Senior Technician
- Region 5 - Terri Blair – Senior Technician

Other staff that have assisted with right of way mapping process and could serve in the short term to back up the mappers are Guy Ladd, Supervisory PLS, Carol Storer – Senior Technician, Ben Singer – Senior Technician, Paul Belanger, Region 2 POR Person – Technician, James Frizzell, Region 2 Survey Field Crew- Technician. The lack of laptops in the Mapping Section will be a limiting factor, unless desktops are allowed to be taken from the building.

Recording Unit

The Recording Sections assists the **Condemnation Unit** with printing of final right of way map 1-2 weeks prior to the condemnation date and mailings to the abutting property owners. Richard Gaboury – Assistant Technician is the primary person responsible for this work. Guy Ladd – Supervisory PLS and Carol Storer – Senior Technician could function as back up if necessary. Recording would not be able to work from home due not have a printer and large format plotter available at home.

Research Unit

The Research Section provides assistance and information to internal and external customers throughout the state. A majority of the task is done by phone call and emails. On occasion they would have a visit to the office in Augusta. David Ouellette – Technician is the primary person responsible for this effort. Guy Ladd – Supervisory PLS, Carol Storer – Senior Technician or Richard Gaboury – Assistant Technician could function as back up. Majority of this position could function from home if provided with a laptop and internet connection. For the last few years, we have been informing the public on how to research within MapViewer. The Mapviewer software covers almost all of the existing right of way research requests.

Archiving Unit

Archiving of the right of way maps is done when the project is complete through the State Claims Process. Property Office Staff that completes this effort are Carol Storer, Richard Gaboury and Guy Ladd. The archiving portion of the Property Office could be delayed. All of this work is done at the Augusta Headquarter due to the equipment needed for mapping, plotting, recording and archiving purposes.

Appraisals

The appraisal and negotiation functions can be performed remotely and nearly all of the staff have laptops and Pulse Secure. In the short term, some staff sharing between the Programs would enable project delivery to remain on schedule. Scott Avore is the Chief Property Officer and could be backed up by one of the three Senior Property Officers in the Programs. SPO's could be backed up by the other Program SPO's in the short term.

Condemnation

The condemnation unit is responsible for acquiring property rights as determined by the condemnation schedule which is set by each program's senior property officer. The requirements set out in the department's condemnation statute, 23 MRS §154, would be difficult if not impossible to comply with without certain key staff and the following:

- The timely receipt of checks from state treasury so that payment can be made for property rights acquired;
- Copies of full size right of way plans for each condemnation package mailed;
- Reduced plan info needed for newspaper advertising;
- Copies of the Notice of Layout and Takings produced from the DOT copy room in bulk for each condemnation package mailed;
- Certified mailing obligations (mail room);
- Recording of the Notice of Layout and Taking. If county registry of deed's offices close, there will be no county staff to record documents. Most registries are located in Superior Court buildings;

- All of the title files are housed in the Property Office. Each title affected by a payment is used by staff at different times.

Kerri Dill's involvement in the condemnation process is vital in the day to day obligations imposed under the condemnation statute. Currently, she has no back up. Dave Hayden writes the condemnation document and reviews the right of way plans. Diana Grady is the back up. Deb Clement reviews the title work and prepares the documentation that directs who should be named on payment checks. Kathy Rollins is backup to this function. Kathy Rollins oversees the condemnation function and assigns the recording and title updates on the date of taking. Deb Clement is back up to certain functions.

Relocation

Relocation assistance is also critical to delivery of projects when businesses or residences are acquired and displaced by a project. It is also necessary when personal property such as business signs need to be moved to accommodate a project. Rose Rinaldi could perform this function remotely and has access via Pulse Secure. Scott Avore could function as a backup.

Property Management

Property Management is typically not on the critical path for delivery. Julia Picard could perform many but not all the job duties remotely if provided a laptop and Pulse Secure. Should Julia be impacted, this work could be halted in the short term and not impact project delivery.

Realty management System (RMS)

The Realty Management System (RMS) is utilized in all phases of the right of way process and is consequently critical for production and delivery of projects to PSE. Jennifer Clark could perform this function remotely if provided with Pulse Secure. Scott Avore could function as a backup.

Contracts Section:

This time of year has a very heavy impact for many people in Contracts to process the projects from PS&E to Contractor Award. The Contracts Section is small and many of the same people help backup each other. Impacts to this Section could shutdown services.

PS&E: Currently these are paper packages that are prepared by the Programs and delivered to the Contracts Engineer. After review and approval they are copied and passed on to F&A. For telework these could be electronic copies emailed to the Contracts Engineer who could check with online functions and approve and email to F&A for Construction Authorization. Once Authorization is received, the project can be advertised. Primary person to review and approve is George Macdougall. If he is impacted backup is Kevin Hanlon.

Advertise: In order to advertise, besides construction authorization, the contract book must be written and placed on a computer drive for Matt Sullivan and Diane Barnes to be able to review. This is done electronically and could be done telework if Diane gets access and Matt gets access and a laptop. They could email the Program personnel when corrections are needed. The actual advertise process is Diane putting the package on the MaineDOT website and the BidX website as appropriate.

Review is done by both Matt and Diane who backup each other. If both are impacted, then backup would be to just advertise the books without review by the Contracts Section.

Diane Barnes is primary for advertising. If she gets impacted, Guy Berthiaume could back her up for the uploading. A further back up could come from OIT.

Letting

- Advertising/Opening w/Estimate email

- Bid Tabs

- Email

- Certify bid tabs

- Post to web

- Bid Opening Email

- Award Memo for Director

This process is heavily paper driven and will need to be done from the office on Wednesday. Primary people that are needed to be in HQ are Matt Sullivan, Diane Barnes, Angela Latno, Guy Berthiaume and George Macdougall. Backup for Matt Sullivan is Kevin Hanlon and Diane Barnes. Backup for Diane Barnes is Guy Berthiaume. Backup for Angela Latno is George Macdougall and Brian Kittridge. Backup for George Macdougall is Kevin Hanlon.

Project Specific Prequals can be done electronically as needed by Angela Latno or George Macdougall with Brian Kittridge as a backup.

Sub Contract Approval: These are sent in electronically to Kevin Hanlon and can continue that way. Back up to Kevin is Rebecca Snowden and George Macdougall.

Contractor Payments: While this is not a heavy time for Contractor Payments, these can be done completely electronically by Rebecca Snowden if she receives remote access. She already has the laptop. There will also need to be a minor adjustment in process to get the approval needed by F&A before she can pay the Contractor. Backup can be done by Guy Berthiaume.



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Support Teams

CADD - Brian Kittridge and Wil Rohman

APV/ProjEx - Sherry Rogers – Backup OIT?

Elation - Angela Latno – Backup Brian Kittridge George Macdougall and Sherry Thompkins, CRO

TRNS*PORT – Guy Berthiaume – Backup Rebecca Snowden or OIT

Support can be carried out electronically but may also require time in HQ as well as travel to different locations to help Users/Contractors out face to face.

Close Out: This is mostly done in the field and can carry on by teleworking and in the field process. Closeouts are performed by Kevin Hanlon, Leonard Lidback, Norma Gilman and Roxy Cleaves. They can all back each other up if needed. These could be delayed if these people are impacted.



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Research and Innovation Office Continuity of Operations Plan

Essential Work

We have some high priority work but most work is not essential.

Dale Peabody will need to process consultant invoices to continue work flow on existing contracts, as well as other program administration duties.

Dawn Bickford manages the department Qualified Products List and is a resource to field personnel on products issues.

Ulrich Amoussou-Genou provides support on paving projects using the paver mounted thermal scanners.

The majority of our work can be done through teleworking.



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Results and Information Office

COVID-19 MaineDOT, Continuity of Operations Plan

Information Services/Dashboard – This unit is primarily responsible for the dissemination of information and IT/process support. During the COVID-19 crisis this unit will be manned both remotely and at the office to provide support in MaineDOT employees to maintain remote access through telework and virtual meeting solutions.

Critical Personnel –

- Cindy Owings-Hutchison, Assistant Director
- Shawn Hembree, Dashboard Administrator
- Mike Drolet, MaineDOT Records Manager

GIS Services – This unit provides GIS support, data processing and mapping technologies. All employees in this unit are working remotely from home.

Highway Management – This unit provides asset management and processing of data for ARAN information as well as support for ivision and pavement data, along with prioritization of paving and reconstruction projects for the MaineDOT work plan. Employees from this unit are working remotely from home.

Bridge Management – This unit provides asset management and processing of bridge information along with prioritization of bridge work within the MaineDOT work plan. Employees from this unit are working remotely from home.

Work Program Development – This unit provides work plan development, federal reporting, STIP processing, Federal Grant preparation and management, and assists with issues concerning work program management. This office will continue to be staffed for STIP maintenance and Federal Grant Prep.

Critical Personnel –

- Ben Condon, Unit Director
- Jen Grant, STIP Coordination and Federal Grant Management

All other personnel are working remotely from home.

Office operations are at or near full service. Priorities in this environment are on providing remote access to employees so that they can practice social distancing. Additionally, STIP maintenance and Federal Reporting will be ongoing.

Safety Office

Continuity of Operations Plan

All Office of Safety staff could telework if provided with the appropriate equipment except for two crash records employees who either have no internet access or unstable internet access from their homes. Those two employees plan to continue to work from MaineDOT Headquarters unless the office is closed. Our Safety Engineering staff all have opportunities to conduct field safety/ADA assessments using their POVs for the short term which is part of their normal work responsibilities.

Teleworking and Communication

All Office of Safety staff are members of the MaineDOT Safety Office Microsoft Teams group for collaboration, communication, and file sharing whether they are working remotely or within the DOT headquarters building. While working on their computers, all staff should be logged into MS Teams during this period unless they are on the road.

Fully-Functional –Six members of the Safety Office have all the technology and sufficient internet access required to work remotely today: **Bob Skehan, Shawn MacDonald, Theresa Savoy, Dennis Emidy, Bob Knox, and Valerie Kamgue.**

Limited or No Function- Our remaining four office members are assigned desktop computers and would either need loaner laptops or remote desktop access so they could access their computers from their personal PC's from home or elsewhere to telework. All four use MicroStation and other network apps regularly as annotated next to their names:

- **Jeff Pulver (MS, MapViewer, CRASH, OracleBI)** – Jeff can perform field road safety site assessments on his own and can be kept very busy doing those for the short term. He would be a top priority for a laptop or remote desktop access as he has a solid internet connection at home and home office area from which to work.
- **Katherine Grinnell (MS, CRASH, OracleBI)** – Until Katherine has remote desktop access or a laptop, she could work on the Safety Office Website Upgrade in collaboration with Theresa Savoy, and update sections in the Crash Records Section Procedures Manual. Getting Katherine access to CRASH and OracleBI would be a top priority for a longer-term solution because she's one of the primary data report generators for the crash records unit she has a solid broadband connection at home.
- **Rachel Audet & Michelle Pelletier (MS, CRASH)** - Rachel and Michelle can perform some work manually on HCL Drawings remaining to be updated by printing hardcopies of Crash Reports and Police Summaries and accompanying diagrams for 2014-2016 locations. Drawings would be done by hand and updated in MicroStation upon return to office if need be. Both seem very willing to continue to come to the office to work, especially if many others are gone, and neither thinks they have stable internet access or enough bandwidth at home.



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Leadership Contingency Plan - All Office of Safety section managers currently have the ability to telework. The following managerial/leadership backup relationships have already been discussed within our group if individual leaders within the Office of Safety become incapacitated due to Covid-19.

<u>Section</u>	<u>Manager</u>	<u>Primary Backup</u>	<u>Secondary Backup</u>
Safety Office	Bob Skehan	Dennis Emdy	Theresa Savoy
Safety Eng.	Dennis Emdy	Bob Skehan	Theresa Savoy
Crash Records	Shawn MacDonald	Bob Skehan	Dennis Emdy



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MaineDOT Region 1

Continuity of Operations for Epidemic/Pandemic Scenarios
3/11/2020 – COVID-19

In the event of an employee assigned to a crew shows symptoms of illness, the following steps shall occur:

- Employee notifies TCS/TCL
- Employee will be dismissed on sick or another HR approved leave immediately
- All surfaces and equipment used by effected employee shall be disinfected
- All common areas shall be disinfected.
- TCS/TCL informs management team
- TCS and TOM will coordinate duties to be covered
- Employee may return to service after symptoms have subsided without the aid of medication for 24 hours.

In the event an employee tests positive for COVID – 19

- Employee shall remain out of work until released by medical physician with documentation

In the event of widespread illness to a crew, the following steps shall occur:

- TCS/TCL will coordinate with TOM to prioritize work and resources.
- Reassigned employees to the effected crew shall minimize personal contact with facilities and crew.
- TOM will coordinate with Region Management any issues impacting minimum Levels of Service.

In the event of an employee assigned to the office shows symptoms of illness, the following steps shall occur:

- Employee notifies Supervisor
- Employee will be dismissed on sick or another HR approved leave immediately
- Confidential and Supervisory personnel may work from home.
- All surfaces and equipment used by effected employee shall be disinfected immediately
- All common areas shall be disinfected.
- Region Management will coordinate duties to be covered.
- Employee may return to service after symptoms have subsided without the aid of medication for 24 hours.

In the event of widespread illness that requires the closure of the Region Office:

- Region Management will perform essential duties from home including:
 - Payroll Processing
 - Dispatching Resources

- Region Management will coordinate with other Regions to disseminate workload of the following
 - contract administration
 - Invoice payments
 - Permit and License Processing

In the event that these processes cannot be outsourced to continue services they shall be suspended

If someone in your home has been diagnosed with COVID-19, immediately check with a medical professional for guidance. Contact your supervisor if the medical direction will require you to be out.



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Distancing Practices

Postpone Safety Day and other large gatherings to minimize potential risk of spread/ exposure.
Utilize ZOOM or other digital meeting platforms to minimize potential risk of spread/ exposure.

Additional Facilities of Special Concern:

Casco Bay Bridge

Florida Draw will be asked to follow their cleaning and disinfecting schedule.

Region Management will coordinate with Florida Draw to maintain service.

Should Florida Draw run out of resources, control tower will be disinfected and manned by MDOT personnel

Should MaineDOT resources become exhausted, a detour will be activated, and the bridge will be left in an open position for marine traffic to pass. Signs specific to this detour are stored at the Dunstan Facility.

Visitor Information Centers

Contractors and members of the public shall be provided information on COVID-19, using posters to remind them of healthy practices

Contractors shall diligently continue to follow cleaning and disinfecting schedules.

Should contractors be unable to continue service, visitor information centers will be closed to protect employees and members of the public from exposure.



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MaineDOT Region 2

COVID-19 MaineDOT Regional Continuity of Operations Plan

Critical Products, Services, and Suppliers

- Parts and general supplies: Mancon & Grainger
- Salt supplier: Harcros
- Fuel (Gas & Diesel)/Fluids: Fleet Services
- Vehicle Repair: Fleet Services, O'Connor, Daigle & Houghton, Cliff's Collision
- Bridge Repair Supplies: A.H. Harris, Airgas, Maine-Oxy
- Water: Nestle Water
- Signs: Sign Shop
- Trash Removal: Boothbay Regional Refuse, Sullivan Waste, Pine Tree Waste, Regional Rubbish
- Port-a-Potties: AAA, Central Maine Septic, Foss, GA Downing
- Electrical Services: Johnson & Jordan
- Bridge Electrical Services: Cianbro
- Bridge Hydraulic Services: Motion Industries
- Plumbing Services: Girard Plumbing, Johnson & Jordan, Marathon Resource Management
- Furnace Repairs: AAA Energy Services
- Transfer Bridge Remote Control: Somatex
- Transfer Bridge Repairs: Prock Marine
- Ferry Service Facility Repair: Johnson & Jordan
- Fire Extinguishers: AAA Fire Extinguisher
- Concrete
- HMA
- Culvert Pipe
- Tree services
- Guardrail Services
- Contracted equipment

Staffing

Critical Employees

- Region Manager
- Superintendent
- Region Engineer
- Region Traffic Engineer
- HR Manager
- Front Office Staff – Office Manager, OA II
- TOM's
- TCS'
- TCL's
- TW's
- Bridge Operators

Crew Camps

Camp Specific

- Ensure employees have relevant information on COVID-19:
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>
<https://www.maine.gov/dhhs/mecdc/infectious-disease/epi/airborne/coronavirus.shtml>
- Provide disinfectant cleaning supplies, and clean/disinfect daily all frequently touched surfaces in the workplace such as; workstations, countertops, doorknobs, steering wheels, toilet and sink handles and remote controls.
- Provide disinfectant cleaning supplies, and routinely clean/disinfect all common equipment such as; tools, trucks, loaders, backhoes, excavators, steering wheels, equipment controls, and door handles.
- Establish housekeeping assignment schedules to ensure frequency and strategy of disinfectant cleaning is appropriate.
- Provide alcohol-based hand sanitizer in all common areas, and personal size for individual use, to the extent practical.
- COVID-19 is highly susceptible to hand washing; encourage employees to wash hands frequently with soap and water for at least 20 seconds, especially after using the bathroom, before eating, after blowing your nose, coughing, sneezing, or touching your face. Always wash hands with soap and water if hands are visibly dirty, as opposed to using hand sanitizer.
- Encourage employees to avoid touching eyes, nose, mouth, and face. Cover cough or sneeze with tissue, then throw tissue in the trash.
- Encourage employees to limit the sharing of any personal items such as; pencils, pens, phones, etc.

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- Encourage employees to have a reliable contact person in the event they need to be transported home.
- Isolate camps that have confirmed case(s) of COVID-19. Fax or scan necessary paperwork and documents, establish location outside of camp quarters for deliveries.

Moveable Bridges

Bridge Specific

- Ensure employees have relevant information on COVID-19:
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>
<https://www.maine.gov/dhhs/mecdc/infectious-disease/epi/airborne/coronavirus.shtml>
- Routinely clean/disinfect all frequently touched surfaces in the workplace such as; workstations, countertops, doorknobs, and remote controls.
- Routinely clean/disinfect all common equipment such as; computers, phones, radios, tools, equipment controls, door handles, and railings.
- Establish housekeeping assignment schedules to ensure frequency and strategy of disinfectant cleaning is appropriate.
- Provide alcohol-based hand sanitizer in all common areas, and personal size for individual use, to the extent practical.
- Isolate bridges that have confirmed case(s) of COVID-19. Fax or scan necessary paperwork and documents, establish location outside of camp quarters for deliveries.

Critical Infrastructure

- Establish replacement Operators; TW's from neighboring camps, to the extent practical.



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MaineDOT Region 3

Continuity of Operations Plan – COVID-19

I. Operations Continuity

a. Region Office

i. Essential Work

1. Permits

- a. Permits for utilities, highway openings, and access management should continue. Region Traffic Engineer and Region Engineer, along with Head Clerk are essential in producing these documents

2. Bill Paying

- a. Payment of invoices is critical to ensure continued supply of materials, utilities, parts, and products. Head Clerk is essential in processing these

3. Payroll

- a. Payroll is an essential function. TOMs, Superintendent, and Region Manager are essential in processing this

4. FML/Worker's Comp Administration

- a. We must maintain existing, and process new FML & Worker's Comp information to meet Federal and State Guidelines. HR Specialist is essential in processing and tracking these

5. MATS Administration

- a. MATS is a critical MaineDOT system for work reporting and crew payroll. Data TOM is essential in this operation

ii. Essential Personnel

1. Region Manager

- a. Denis Lovely will work from home if quarantined
- b. Tim Cusick will back up if Denis becomes unavailable

2. Region Engineer

- a. Mark Hume will work from home if quarantined
- b. Tim Soucie will back up if Mark becomes unavailable

3. Region Superintendent

- a. Tim Cusick will work from home if quarantined
- b. Denis Lovely will back up if Tim becomes unavailable

4. Traffic Engineer

- a. Tim Soucie will work from home if quarantined
- b. Mark Hume will back up if Tim becomes unavailable

5. TOMs

- a. Bill Emery will work from home if quarantined
- b. Bob Holbrook will work from home if quarantined
- c. Mahlon Presby will work from home if quarantined

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- d. Brian Haynes will work from home if quarantined
 - e. Kevin Davidson will work from home if quarantined
 - f. All TOMs will back up if one becomes unavailable
6. HR Specialist
- a. Sonya Fuller will work from home if quarantined
 - b. Bethany Mulcahy will back up if Sonya becomes unavailable
7. Head Clerk
- a. Bethany Mulcahy will work from home if quarantined
 - b. OAll Tracy Bonnevie and OAll Gabrielle Luce will back up if Bethany becomes unavailable
8. Work from home
- a. We will ensure that employees who may need to work from home will have the capability to do so in advance
 - b. Working from home will have the following expectations:
 - i. Approval to work remotely does not imply that a position is eligible for telecommuting
 - ii. The employee's salary, job responsibilities, and benefits will not change
 - iii. The employee agrees to comply with all existing job requirements and expectations in effect while in the central worksite
 - iv. Normal work hours are to remain the same while working from home, unless otherwise agreed upon by the supervisor
 - v. Employee will set-up and utilize call forwarding or voicemail
 - vi. Employee will promptly notify supervisor when unable to perform work assignments due to equipment failure or other unforeseen circumstances
 - vii. Management has the discretion to determine whether to allow working from home when an employee's dependents may be in the home during the working hours. If approved, time the employee spends caring for dependents or on other personal business will not be counted as time worked
 - viii. The employee must gain pre-approval from supervisor prior to using any accrued leave
 - ix. The employee should complete a work log to document work completed when working from home
 - x. There should be regular check-ins during which the supervisor and employee review completed work and status of items in progress



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- iii. Critical Supplies, Services, Products
 - 1. Office heating fuel, electricity, water, and sanitization on a set schedule are critical
 - 2. Region has enough salt within the Region to finish out the remainder of the 2019/2020 Season. Will need to re-address if situation runs into the 2020/2021 Season
 - 3. Fuel & parts to be addressed by Fleet
- b. Crew Camps
 - i. Essential Work
 - 1. Road Treatment
 - 2. Road Maintenance
 - ii. Essential Personnel
 - 1. With current staffing, we anticipate being able to maintain current LOS in the event that an entire camp is quarantined, with assistance from other crews and office TCLs
 - a. If unable to maintain, we will focus on Priority 1 & 2 roads, and take care of Priority 3 & 4 roads as able
 - iii. Critical Supplies, Services, Products
 - 1. Heating fuel, electricity, water, and sanitization on a set schedule are critical
- c. Movable Bridges
 - i. None in Region
- d. Visitor Information Centers
 - i. None in Region



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MaineDOT Region 4

COVID-19 Continuity of Operations Plan

Operations Continuity

Region Office

Essential Work

MATS Administration: We need to continue to document our work that is completed, and the hours worked by our crews. To accomplish this, we need to continue to utilize the MATS system and the **Data TOM** and **Assistant Data TOM** are critical to this function.

Permitting: Permits for utilities, openings and access management will need to continue. The **Senior Technicians** for utilities and opens, as well as the **Region Engineer** are critical to this function.

Supervision: Continued supervision and oversight for overall crew operations, including Fleet, are needed when M&O is in an emergency situation. Crew based supervisors need information and a way to coordinate with other crews and Regions. The **Transportation Resource Manager** and the **Transportation Operations Managers** are critical to this function.

Paying of invoices: It is critical that we pay our vendors in a timely fashion to continue receiving material, services and parts. **The Office Associate II** is critical for this function.

Essential Personnel Region Manager; Transportation Resource Manager, Region Engineer, Region Traffic Engineer, TOMs, Technicians, HR Specialist, Clerk IV, Office Associate II, Safety Specialist, Contract Specialists

Critical Supplies & Services

Heating Gas/Fuel and repair services
Electric, water and sewer utilities
Janitorial Cleaning services & supplies.
IT Services
Equipment parts

Crew Camps

Essential Work

- Snow & Ice Control: This activity is essential and will continue to the best of our ability based on available drivers. Strategies that may be employed if there is a shortage of drivers include:
- Use other certified employees such as mechanics, supervisors Project Development employees and contracted retired employees to plow.
 - Lengthen plow beats as much as practicably possible.
 - Communicate with other Regions on sharing resources.
 - Concentrate plowing efforts on priority 1 roads such as the Interstate.
 - Move people from outlying crews to focus on the higher priority roads.
 - Limit the level of plowing between 10:00 pm and 5:00 am.

Equipment Maintenance:

- Based on available mechanics, prioritize repair of equipment to ensure equipment performing critical functions is repaired first.
- As needed, utilize equipment dealers to provide maintenance services.
- Communicate with other Regions and Fleet Services about sharing resources.
- Contract with retired mechanics to work in the garages.

Emergency Response:

- MaineDOT crews will need to have the capability to respond to emergency situations to ensure public safety such as assisting State Police at accident sites, removing downed trees and assisting during floods.

Disinfecting & Sanitizing

- Disinfecting and sanitizing of rest rooms multiple time a day
- Disinfecting vehicles, equipment and tools after every use
- Disinfecting of frequently touched areas and flat surfaces

Essential Personnel: Crew Supervisors, Crew Leaders, Transportation Workers, Mechanics



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Essential Supplies: Salt, sand, fuel, water, power, cleaning supplies and disinfectants, pavement/patch

Visitor Information Centers

Essential Work:

- Disinfecting and sanitizing of rest rooms multiple time a day
- Disinfecting of frequently touched areas and flat surfaces
- If unable to staff the information centers, encourage use of internet links to obtain travel/tourism related information.

Essential Staff Cleaning Contractors

Essential Supplies: Fuel, water, power, cleaning & bathroom supplies and disinfectants



Maine Department of Transportation

MaineDOT Region 5

COVID-19 Continuity of Operations Plan

General Policy

- Supervisors are to print and post any updated information related to the current coronavirus update that is sent out through official MaineDOT communication channels
- Ensure small hand sanitizers are available to employees as requested (as availability allows)
- Ensure large sanitizer's bottle are placed in break rooms, and where employees might congregate (as availability allows)
- Wipe steering wheels, controls, and handles of vehicles after each use.
- Clean common equipment and tools, such as, loaders, hand tools, etc. after each use.
- Clean bathrooms, kitchen and other common areas daily.
- Limit the sharing of personal items, pencils, phones, etc.
- Review the symptoms of Coronavirus and the Region's Continuity Plans with all region employees.
- Update employee contact lists and ensure this information is readily available to supervisors.
- Ensure employees have a contact person to pick them up if needed.
- Notify the Region Office of a possible crew exposure
- Notify TOM when you cannot meet your minimum LOS due to employees being out sick – TOM will work with other management staff to reallocate staff, if necessary
- Any employee planning to travel out of the State of Maine should notify their supervisor, who in turn will notify the Region office with State or Country the employee plans to visit. Based on current risk assessment from the CDC for that location, the employee may be asked to self-quarantine at home for the recommended days to ensure their safety, as well as the safety of their co-workers
- Employees who come to work who are obviously ill or who say they are not feeling well may be asked to go home until such time as they have no symptoms

After Exposure

- Supervisor contacts Region Management to advise and discuss next appropriate actions.
- Thoroughly clean the sick employee's work location, common areas and any work vehicle the employee drove.
- Continue thoroughly cleaning common areas until the exposure limit has passed.
- Restrict the work location, as much as practical, to employees already exposed to the virus.
- Based on circumstances, consider limiting the number of employees who operate a piece of equipment (e.g. have one employee run the loader rather than having everyone load themselves during a storm)

Region Office

- Supply small hand sanitizer, large hand sanitizers and spray bottles to employees
- Ensure all common surfaces (door handles, break room, bathroom) are wiped down daily with a cleaner that will kill the coronavirus
- Staff that can work from home (Region Manager, Region Engineer, Superintendent, TOMs, OSS, Region Traffic Engineer, Personnel Specialist) will ensure that they have the RSA token on their laptops and that it works from their home in the event that the Region office has to be closed

Medway Rest Area

- Continue to clean and disinfect as specified in the existing contract (most common areas and surfaces are cleaned and disinfected four times per 8 hour shift)
- In the event of an outbreak that significantly affected the Region or the State, consider closing the Medway Rest Area after consulting with Augusta HQ

Cleaning Guidelines

- In the event commercial cleaning supplies are not available, a solution of 1/3 cup of bleach per gallon of water will be used to disinfect areas.



Maine Department of Transportation

- Employees need to be aware of any requirements of the SDS sheets for the cleaning materials they are using. Specifically, latex gloves should be worn when cleaning and any other PPE recommended by the SDS sheet

Appendix B

Social Distancing Strategies

- Encourage employees to adhere to CDC Steps to prevent the spread of COVID-19
 - <https://www.cdc.gov/coronavirus/2019-ncov/about/steps-when-sick.html>
- Encourage employees to avoid larger group gatherings and maintaining approximately six feet from others when possible.
- Agree on an isolation area for each Facility
- Remind all staff to avoid hand shaking
- Create secondary break room to avoid cross contamination
- Adhere to common public health hygienic recommendations by washing your hands after touching commonly used items or coming in contact with someone who is sick
 - Proper hand washing includes scrubbing your hands for at least 20 seconds with soap and water
 - If soap and water is not available, hands should be cleaned with an alcohol-based hand sanitizer that contains at least 60-95% alcohol
- Avoid touching your face, nose, mouth, and eyes
- Practice proper coughing/sneezing etiquette
- Properly dispose of anything in contact with your mouth, such as tissues or plastic eating utensils
- Avoid contact with people displaying symptoms of illness

Appendix C

Governor's Office Guidance

Dated: 3/16/2020

While guidance continues to evolve in response to COVID-19 in Maine, I want to thank you for everything you are doing to support the people of Maine as we navigate through this time when they most need the services we provide. Leadership continues to monitor COVID-19 activities centrally with the support of the Maine CDC, and efforts continue to be made to ensure we strike an appropriate balance between meeting our business obligations to the citizens of Maine and ensuring the health of our employees and clients. We also understand that many essential services, like our 24/7 facilities and public safety programs, must continue to be well-staffed and operational at all times.

Communications continue to be reviewed centrally to ensure consistency with CDC and leadership guidance. With this guidance in mind, your commissioners and agency heads are working to:

- Limit potential exposure of our employees most vulnerable to the virus by considering alternate work locations and/or schedules, telework, and leave time options where appropriate (management approval required; 24/7 facilities and public safety programs may not have any or only limited options)
- Support social distancing by reducing the number of employees within crowded work spaces through alternate work locations and/or schedules, telework, and leave time use options as appropriate (management approval required; 24/7 facilities and public safety programs may not have any or only limited options)
- Provide more flexibility in the use of leave options over the next two weeks as appropriate for those who may need to be away from work for reasons related to the coronavirus, including the expansion of the use of sick leave (work with management and Human Resources; 24/7 facilities and public safety programs may not have any or only limited options)
 - o For example, an office employee who is unable to work from home but approved by management to be away from work to care for child(ren) due to school or daycare closure, may now be allowed to use sick leave to cover this coronavirus related absence

Additionally, actions are being taken to keep employees and the public informed and reminded of safe practices as we continue business operations:



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- Notices are being posted at doors of state offices reminding employees and the public not to enter if they are sick with symptoms of the flu and virus
- Reminders of electronic methods for conducting State business are being posted
- Bureau of General Services is installing 2 hand sanitizer dispensers in each of the 44 occupied Augusta area state owned facilities (including MCJA)

The coronavirus has created an unusual situation, and all employees will respond differently. The State has resources available to you – please reach out to your supervisor, Human Resources, or Living Resources (EAP) if you need support. Please keep in mind that your Living Resources program is available to you and your family members 24 hours a day, seven days a week to assist with virtually any issue, including guidance on how to remain healthy and deal with the emotional impacts of the coronavirus.

- Remember, there is a fine line between social distancing and social isolation
- Living Resources (EAP) is also offering the following session to help support many who are impacted and concerned about the coronavirus. The registration link is below. All employees and family members are invited to attend.

Coping With Uncertainty About The Coronavirus

Date/ Time Registration Link

March 17th

11am – 12pm EST

<https://attendee.gotowebinar.com/register/733907924160508939>

If you are sick, stay home and call your health provider – do not visit them in person.

Please continue to exercise care with personal hygiene, as these measures continue to be our best protection:

- o Wash your hands frequently with hot, soapy water for at least 20 seconds;
- o Keep your hands below your shoulders (away from your face); and
- o Greet others from a distance, instead of shaking hands.

Please route questions to your supervisors and our Human Resources professionals.



Maine Department of Transportation

Be mindful of the needs of others. Stay calm. Stockpiling supplies may mean vulnerable neighbors are not able to get what they need. Please check on others, share, and be kind.

Dated 3/12/2020

Dear State of Maine employee,

Please find additional information and guidance attached to this email.

The State of Maine is a large employer, and our employees have countless public facing interactions every day. In order to continue to provide the services Maine citizens expect and deserve, DAFS is following U.S. CDC and Maine CDC guidance in response to the 2019 novel coronavirus, also known as COVID-19.

We are maximizing recommended safety protocols in order to minimize the potential for exposure. We are encouraging calm and thoughtful interactions, both with the public we serve and our colleagues. Please also know that this is a constantly evolving situation and that we will do our best to provide you with updated information as quickly as possible.

Social distancing – which means avoiding larger group gatherings and maintaining a distance of approximately six feet from others when possible – is encouraged. As new information becomes available and as circumstances change, we will explore additional options to enhance social distancing, including limiting on-site meetings; encouraging Maine citizens to access our services online; supporting telecommuting options; and using conference calling, among others.

As the Governor reminded us today:

- Wash your hands often with soap and water or, if soap and water are not readily available, use alcohol-based hand sanitizer.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick, and stay at home if you are sick.
- Avoid visiting older people or those with chronic health conditions in person to protect their health and safety. Find other ways to show them that you love them. Social isolation is a concern at times like this, but Maine people are resourceful in our ability to support each other.
- Cover your cough or sneeze with a tissue, then throw that tissue in the trash.
- Wipe down the things you touch often — door knobs, phone screens, home and workplace equipment — with disinfecting wipes.

Taking these simple important steps will protect you, your family, your neighbors, and your co-workers.



Maine Department of Transportation

Please also refer to my last e-mail on this topic, sent March 6, 2020 at 12:41 pm.

Dated: 3/6/2020

As a member of Governor Mills' [Coronavirus Response Team](#), the Department of Administrative and Financial Services (DAFS) has been working diligently to review HR-related guidance as part of our efforts to prepare for the potential spread of coronavirus, also known as COVID-19.

While the Maine CDC continues to report that the risk of COVID-19 to Maine residents is low, it is important, as Governor Mills noted, for State government to continue to prepare. To that end, DAFS has prepared two documents to answer common questions state employees may have:

1. A Question and Answer document that provides information about COVID-19 and outlines steps employees should take if they believe they or a coworker is symptomatic. It also addresses common questions regarding sick time, remote work, and other issues.
2. A flyer, relaying similar information, that DAFS will place in common employee areas to provide information about COVID-19.

You can also find this information online [HERE](#).

Additionally, at my direction, the Property Management Division of DAFS has increased their effort to keep our workspaces clean. This means that you may see increased custodian activity in your building, especially in areas that are commonly-used or traveled. You will also soon see more sanitation stations around your workplace, and, per guidance from the Maine CDC, we encourage you to use them often.

As always, it is important to be mindful of phishing attempts. It is possible that you will see increased phishing activity from those looking to exploit fear or misinformation about the coronavirus. The best thing we can do is continue to practice common cybersecurity measures, such as not clicking on links from senders you don't know, not downloading unexpected or suspicious attachments, and always using the "Report Phishing" button in Outlook to report suspicious emails.

The work each of you does for the people of Maine is critically important. DAFS' mission is to ensure that you have the information and resources to stay up-to-date on developments regarding COVID-19 and how it may impact your work.



Maine Department of Transportation

We encourage you to visit the [U.S. CDC](#) and [Maine CDC](#) websites for more information about COVID-19 and if you have any further HR-related questions, I encourage you to speak with your supervisor or [HR department](#). The Department will send out additional information and updates as necessary as the situation changes.

Thank you for all you do.

Sincerely,

Kirsten LC Figueroa
DAFS Commissioner



Maine Department of Transportation

Appendix D

Guidance on Meetings, Travel and Other

March 12, 2020

The State of Maine is a large employer and conducts thousands of public facing interactions every day. In order to continue to provide the services Maine citizens expect and need from its government, we are using CDC guidance and professional judgement in response to the Coronavirus. We are maximizing safety and recommended protocols to minimize the potential exposure. We are encouraging calm and thoughtful interactions. Be kind and know that information is coming as quickly as possible.

Business-Related Meetings and Gatherings

As always, confer with your managers and supervisors before changing or implementing anything to ensure best practices in line with operational needs.

- For meetings and work gatherings, consider remote participation alternative formats: tele-conference, Skype for Business, Microsoft Teams, etc. We will be sending a flyer with this information soon!
- For meetings that are done in person, take precautions to include meeting in a large room or an open, well-ventilated space; spacing the chairs and participants in a social distancing manner; and keeping meetings short.
- Assess the need to host or attend conferences and large gatherings and determine whether alternative accommodations can be made to limit or mitigate potential exposure. If it is determined a conference is essential and cannot be delayed or conducted by other means, refer to CDC guidance on planning for an event at www.cdc.gov/coronavirus/2019-ncov/community/large-events



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Travel

Effective immediately for the next 30 days to be reviewed again in 2 weeks.

In State Travel:

- For now, in state travel is status quo. Remember to take the recommended precautions of washing your hands, social distancing, etc.


Out of State Travel:


- Cancel all non-essential business out of state travel, whether or not it has been scheduled. Attempt to recover costs, as many airlines, hotels, conferences, etc. may allow for cancellations or credits. It is understood that some costs may not be recovered.
- Essential travel is determined and must be approved by Department or Agency heads. When determining what is essential travel, consider:
 - Is the travel critical to the department or agency mission?
 - Is the travel related to the department or agency Continuity of Operations Plan (COOP)?
 - What is the destination and is that location currently impacted?

Appendix E

Flyer for Employees

While the risk of COVID-19 in Maine remains low, you can help keep yourself and your co-workers healthy by taking common sense steps and staying informed.

How do I help stop the spread of germs?	What if I think I am sick?
<ul style="list-style-type: none"> <input type="checkbox"/> Avoid close contact with people who are sick. <input type="checkbox"/> Cover your cough or sneeze with a tissue, then throw the tissue in the trash. <input type="checkbox"/> Avoid touching your eyes, nose, and mouth. <input type="checkbox"/> Clean and disinfect frequently touched objects and surfaces. <input type="checkbox"/> Stay home when you are sick, except to get medical care. <input type="checkbox"/> Wash your hands often with soap and water for at least 20 seconds. <p>For the latest information and more helpful tools visit: www.cdc.gov/COVID19</p>	<p>U.S. CDC guidance recommends calling your medical provider first. If they advise that you see a walk-in clinic, a list can be found by scanning this QR code or visiting maine.gov/bhr/oeh. If you do not speak with a medical provider, please call the walk-in clinic first before going due to possible wait times and exposure risk.</p> <div style="text-align: right;">  </div> <p>Anthem subscribers also have the following options:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Call the Nurse Line at 1-800-607-3262 (see the back of your Anthem card). <input type="checkbox"/> Register for Live Health Online, the 24-hour, no co-pay telemedicine option. Visit LiveHealthOnline.com to learn more.

What do I do if I have travel plans?	I have questions about COVID-19 and work, where do I turn?
<p><input type="checkbox"/> If you plan on traveling soon, scan this QR code to get the latest travel warnings, or visit CDC.gov.</p> 	<p>Please contact your Human Resources office with questions and concerns.</p> <p>The Department of Administrative and Financial Services will provide updates as necessary as the situation changes.</p>

Appendix F

Frequent Questions and Answers

1. What precautions can I take to protect myself from Coronavirus Disease 2019 (COVID-19)?

Maine CDC reports that the risk of COVID-19 to Maine people continues to be low. However, it is important for all Maine residents to take proper precautions, including [following guidelines issued by the U.S. Centers for Disease Control and Prevention](#) (U.S. CDC) such as:

- Wash hands often with soap and water for at least 20 seconds. If soap and water are not available, use alcohol-based hand sanitizer.
- Avoid shaking hands as a greeting.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.

Additionally, if you are considering booking, or have upcoming travel planned, please review the U.S. CDC's [travel guidance](#).

The Department of Administrative and Financial Services encourages you to stay-up-to-date on developments by seeking information through credible sources, such as the [Maine CDC](#) and [U.S. CDC](#).

2. What are the symptoms of COVID-19?

[Symptoms of COVID-19](#) can include fever, cough, and shortness of breath.

3. What if someone at work is coughing or sneezing?

Have tissues available in the workplace for one-time use for coughs and sneezes with a trash receptacle for disposal.

It is important to keep in mind that many things cause people to cough, such as allergies, dryness, post nasal drip, irritants, a 'tickle' in the throat, and more.

4. With all the talk about COVID-19, should I come to work?

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Although it is natural to have concerns, employees who are well are expected to work. If you are sick, please stay home and contact your supervisor to report when you will be out sick.

5. What if someone in my home has been asked to self-monitor for symptoms?

If someone in your home has been asked by Maine CDC to self-monitor for symptoms, follow the precautions outlined above and self-monitor as you go to work. If you prefer to request vacation or comp time off during this period, such request may be granted based on operational need.

If the person in your home becomes symptomatic, please check with a medical professional for guidance. Contact your supervisor if medical direction will require you to be out.

6. What if someone in my home is diagnosed with COVID-19?

If someone in your home has been diagnosed with COVID-19, immediately check with a medical professional for guidance. Contact your supervisor if the medical direction will require you to be out.

7. What if I have symptoms or a diagnosis of COVID-19, but I do not have any or enough sick leave?

Most importantly, stay home when you are sick and notify your supervisor of your absence. Please note you may be required to provide medical documentation.

Employees with symptoms or a diagnosis of COVID-19 who do not have enough accumulated sick leave may be approved to use their available vacation, comp time, and/or personal leave. Employees may also be able to record leave without pay for a reasonable amount of time without disciplinary action. Please work with your supervisor and Human Resources to determine leave options for your particular situation.

8. Can a supervisor send me home if I am sick?

Yes. In most instances, supervisors can send a sick employee home.

9. If I am sent home due to displaying symptoms of COVID-19, do I have to use my own time?



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Yes. If you are sent home due to illness, you must use your sick leave. As mentioned above, if you do not have enough accumulated sick leave, leave may be approved to use available vacation, comp time, and/or personal leave.

10. Can I work from home?

You must receive approval from your supervisor and agency management prior to working from home or taking work home. Keep in mind some work assignments, materials, and/or equipment are not appropriate for removal from the office or work outside of the office.

11. I have more questions about COVID-19 and work, where do I turn?

Please contact your [Human Resources office](#) with questions and concerns.

12. I am a supervisor; where do I get more information?

See your Human Resources office for additional guidance related to your role as a supervisor or manager.

Appendix G

Teleworking

If you are currently equipped to telework (already have a laptop and remote security access), you may do so for the next two weeks with Bureau or Office director approval. If you are not so equipped, MaineDOT's management team is currently working on a plan to increase the number of employees who can telework based upon job duties, operational need, and technical requirements and capacity. Obviously, we will not be able to grant every request. We expect to have more information on this in a couple of days. Please do not submit individual tickets for new equipment or service through the OIT help desk platform. Instead, work with your supervisor to capture your needs, who will forward them to your Bureau or Office director for review.

If approved for teleworking, some tips to keep in mind:

- Trust is critical. Be available when you say you will be, ask for help when needed, and consistently deliver quality work.
- Stay connected with your team. Communicate with your co-workers and supervisor as much as you normally would, as best you can. Develop a schedule and stick to it. Your availability while teleworking should be equal to in-office availability. In addition to helping you with your work, this will keep you from feeling isolated.
- Seek approval before taking home any materials that contain confidential information. Remember to exercise caution, and to maintain confidentiality even with family members.
- Remain flexible and willing to make changes to meet operational and public needs.

Some additional options to telework and otherwise work remotely even without internet access. These options are all designed to allow promote social distancing as recommended by the CDC. Like all such options, you can request them through your supervisor for review by your Bureau or Office Director. Approval will be made based on operational need, ability to do meaningful work at a remote site, and the supervisor's ability to assure quality and productivity. There are three new options.

1. Telework Using a State Desktop. My email on Telework of March 16th focused on laptops. Today, after working with OIT, we have learned that there is an option – with approval - to take a State desktop machine home to telework. While this is not as easy as a laptop, these challenging times require out-of-the-box thinking, and we want to thank OIT for their flexibility. For this option to be considered, security protocols must be followed including the installation of Multi-Factor Authentication (MFA) on the desktop computer in question. MFA installation on a desktop can only be done when the machine the machine is connected to the state network. This means it must be done BEFORE it is moved from the state office.

If this desktop option is approved, all the guidelines contained in my Telework email of March 16th apply. Additionally, the following requirements also apply.



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- The functionality of remote access including pulse secure and MFA must be verified. MaineDOT RIO personnel will handle this upon approval by your Bureau and Office Director.
 - Hardware to be removed is limited to the desktop computer, monitor, keyboard, and mouse. Other than the desktop computer, you may also use equipment that you already have at home (monitor, keyboard, mouse).
 - A complete and accurate list of all state hardware being removed must be provided to your supervisor before it is removed from state property. Supervisors will keep an inventory of any and all hardware removed on a department wide SharePoint document.
2. Telework Using Your Personal PC. You may be able to telework using your own PC IF you require only limited applications and security protocols are followed. That is, if you only require state email (Outlook) and Microsoft Office products, have internet access, and follow MFA security protocols, you can telework on your home PC with approval. Again, make this request through your supervisor for review by your Bureau or Office Director.

Please understand that we cannot fulfill all telework requests immediately. It could easily take a week or more depending upon demand. Please understand that we are doing everything we can to get this done competently and as efficiently as possible.

3. Other Remote Work. With approval of your Bureau or Office Director, you may be authorized to work at a remote location such as your home to perform specific tasks or projects, even without an internet connection. To qualify, your supervisor must determine that any such this work meets the following criteria.
- A schedule of work hours that is consistent with MaineDOT policy and telework requirements contained in my March 16th email.
 - Work tasks must be within the normal job duties of the employee. These may include training.
 - The supervisor and employee must agree upon method of tracking the completion of tasks and receiving new assignments, as well as communication methods (phone, text, email, etc.).
 - The employee must be available during normal business hours with regular communication

Appendix H

Use of Leave Time

As always, requests for use of leave time need to be directed to your supervisor, who will be receiving guidance from Bureau and Office directors.

1. Sick Time

- a. You are Sick. Obviously, in accordance with standard practice, if you are sick, even mildly so (running nose, fever, shortness of breath, cough), stay home, and use your sick time. Distance yourself from people in your home as much as possible. Cough into tissue, wear a mask if you already have one, and stay in one room as much as possible.
- b. You are Taking Care of a Dependent Who is Sick. Also in accordance with standard practice, if you need to attend to sick dependents, do so and use sick time. But again, take precautions to avoid catching whatever they have. Avoid long close interactions (less than 6 feet). Wash your hands every time you leave the room where they are. Use technology (cell, text, FaceTime, etc.) to have virtual conversations as much as you can. Although we all want to hug and kiss those we love who are not feeling well, it is especially important to avoid that now.
- c. You are Taking Care of School Aged Children. Moving now to new policies in response to the COVID-19 challenge, in accordance with statewide guidance provided by the Department of Administrative and Financial Affairs (DAFS), if you need to be home to care for children who are home due to the closure of K-12 schools or your daycare, you can do so and use sick time for up to two weeks. We understand schools may be closed for longer than this, and we will update this policy if and when state-wide policy changes.
- d. You Live with Someone with COVID-19 or is Sick and had Credible Exposure to COVID-19. To provide more flexibility for those who need to be away from work for reasons related to COVID-19, you are encouraged to stay home and use sick time for up to two weeks if you live with a person who (i) is diagnosed with COVID-19 OR (ii) is symptomatic (running nose, fever, shortness of breath, cough) AND has been directly exposed to someone else who is diagnosed with COVID-19 or who recently returned from a country, area, or gathering with widespread confirmed COVID-19 cases.
- e. You are in a Higher Risk COVID-19 Group. If you are older or have a medical condition that causes higher risk (including heart disease, diabetes, chronic respiratory disease, or cancer), you are eligible, but not required, to use sick time for up to two weeks, unless you are necessary for continued operations. Your supervisor or Bureau and Office director will be notifying all such necessary personnel shortly.



Maine Department of Transportation

2. Vacation, Comp and Personal Time

If you do not qualify for use of sick time as described above, but you want to isolate yourself at home or elsewhere to reduce your risk of exposure to COVID-19, most of you can use vacation, compensatory and personal time to do so. Again, the exception is employees who are necessary for continued operations.

3. Unpaid Time

If you have used all your sick, vacation, compensatory or personal time, and still want to be away from work for the reasons set forth above, you can request unpaid time for up to two weeks. It will be generally granted, excepting those who are necessary for continued operations. We are seeking guidance as to if or how use of unpaid time will impact your health or life insurance.

As noted above, productive telework hours approved by your Bureau or Office Director do not require the use of any type of leave time. We understand that work days at home or any place other than your usual place of work may often be a combination of work and leave, and we know that you will honestly report each to your supervisor.