

**Office of OAS - Fleet Maintenance Garage  
COVID-19 Field Operations Guidance  
03-27-2020**

**Personal Responsibilities**

- It is critical that individuals **DO NOT** report to work while they are experiencing illness symptoms such as fever, cough, or shortness of breath.
- Individuals should seek medical attention if they develop these symptoms.
- Immediately notify the Human Resources director if they or anyone they have had recent close personal contact with tests positive for COVID-19. The MDOT Human Resource director is Christine Hunnicutt, who can be contacted at 517-388-8272 or [HunnicuttC@Michigan.gov](mailto:HunnicuttC@Michigan.gov)

**Social Distancing**

- Maintain at least 6 feet from other employees while using break room or office spaces.
- Limit vehicle occupancy to one employee for any operation unless social distancing recommendations are achievable for certain vehicles. When not operationally effective (i.e. picking up/dropping off vehicles to vendors for repairs etc.), use universal precautions.
- Eliminate hand-shaking and other contact greetings.

**Worksite/Garage Practices**

- Communicate key CDC recommendations (and post signage where appropriate) to your staff and tradespeople:
  - o [How to protect yourself](#)
  - o [COVID-19 Frequently Asked Questions](#)
- Wipe down each vehicle and piece of equipment with disinfectant before and following each use. Personal disinfecting wipes can be used to wipe high touch areas of state vehicles. High touch areas of vehicles include:
  - o Keys
  - o Steering wheel
  - o Gear shift
  - o Console
  - o Door handles (interior & exterior)
  - o Arm rests
  - o Seatbelt hardware
  - o Power window/door lock buttons
  - o Seat adjuster buttons/knobs
  - o Radios

- Cleaning crews are responsible to wipe down the break room and all door handles with disinfectant around the facility twice per shift, as well as garage staff as designated by the Garage Supervisor.
- Maintain at least 6 feet from other employees. Also ensure there is 6 feet between workstations.
- The MDOT Office of OAS Fleet facility is closed to public access
  - Doors will be locked and notice posted on the doors with contact information for public inquiries and/or contractor access by appointment as necessary to conduct business.
- No vendors or other visitors are allowed in facilities unless it is approved by the Garage Supervisor to meet operational needs.
- When parts or shipments come in, maintain at least 6 feet between you and delivery personnel. Sanitize deliveries as appropriate.
- Each employee must sanitize their workstations and desktops before and following each use.
- If you sneeze or cough, do so into a napkin or tissue and immediately dispose of it properly.
- Instruct employees to clean their hands often with soap and water for at least 20 seconds. When washing is not possible, use of alcohol-based hand sanitizer that contains at least 60-95% alcohol is encouraged as an alternative.
- Provide soap and water and alcohol-based hand sanitizer in the workplace. Ensure that adequate supplies are maintained. Place hand sanitizer in multiple locations to encourage hand hygiene.