



April 9, 2020

TO: TEF Staff

FROM: Greg Hansen 
TEF Fleet Administrator

SUBJECT: 2020 TEF Shop Safety Protocols/ Return to Work Guidelines

2020 TEF Shop Safety Protocols/ Return to Work Guidelines

When TEF supervisors, mechanics, technicians and parts specialists are allowed to work for the purpose of keeping our preventative maintenance program and seasonal equipment readiness on track.

Superintendents/ Supervisors communicate key CDC recommendations (and post signage where appropriate) to your staff: Click on link below

[How to protect yourself](#)

[COVID-19 Frequently Asked Questions](#)

1. Staff should self-assess and maintain social distance at all times. All COVID related directives for precautions shall be observed (no congregating, rotational use of breakrooms, wiping down of surfaces, etc.) If they or someone they are directly in contact with is not feeling well, they are to remain home and telework if able.
2. In order to maintain social distancing wherever / whenever possible each mechanic /technician shall work solely in their dedicated bay. At facilities where co-located with Region staff, cooperation with the Area Superintendent should occur to ensure that Region staff avoid entering into these designated areas.
3. Staff will report directly to work from home, avoiding stopping at stores, state facilities, etc. unless absolutely necessary. Staff shall bring all daily needs from home including lunch, snacks, beverages and medications.
4. Staff will maintain at least 6 feet from other employees when in common spaces (breakrooms, kitchens, bathroom, locker room etc.).
5. Consider splitting breaks and lunch schedules when needed to distance in break rooms.
6. The vehicles and equipment, (such as forklifts, sign out sheets, writing instruments, common door handles, chairs, and any other commonly used office & shop pieces) should be regularly cleaned with sanitizing wipes and hand sanitizer used.
7. Shared units such as a shop truck will be disinfected after use and a note will be left indicating status of cleanliness, in the comment section on the walk around sheet, located in the vehicle. Efforts shall be made to minimize the number of people utilizing such pieces of equipment when feasible to do so.

8. Shared shop tools and equipment will be disinfected immediately prior to and after use. The use of disposable gloves is recommended and encouraged.
9. Effort shall be made to limit the number of personnel with access to areas not essential to the performance of their duties. Ex: shop personnel shall refrain from entering the office or parts room areas. If needed an "alternate" person can/will be assigned to be responsible to retrieve parts if no parts specialist is available. All efforts will be made to limit the number of staff with access to such areas.
10. Shop supervisors will schedule maintenance of vehicles. Region staff will be required to disinfect vehicle upon drop off. If region staff are unable to perform disinfection protocol, they shall notify TEF staff accordingly.
11. When practicable to do so, all vehicles shall sit outside at work location for a minimum of 30 minutes, to allow disinfecting process to work, prior to being brought into shop.
12. In the event that a mission critical piece of equipment cannot make it to a TEF shop under its own power a spare will be issued if available. If no spare is available communication with the shop supervisor about the disinfection status and location of the vehicle will happen.
13. To support and promote safety, a minimum of two staff must be present at the work location when major maintenance is being performed. Working alone shall only occur when other team members are responding to a breakdown or otherwise unavailable and ONLY if the tasks performed are low-risk & low-probability for injury.
14. When responding to breakdowns, or retrieving vehicles from region locations, staff should avoid all unnecessary stops that would put them in contact with the public. Maintenance of social distancing shall be followed when on site with district staff.
15. Parts deliveries will be made to the exterior of the shop. When ordering parts, staff will inform the vendor of the protocol to be followed upon delivery.
16. All incoming deliveries should be handled with gloves, wiped down with disinfectant, and let sit for 30 minutes prior to opening. Upon opening, gloves should be used to handle the product and the product wiped down with disinfectant.
17. Staff shall avoid all unnecessary vendor interaction. If absolutely necessary to acquire parts off-site, the parts specialist shall notify the supervisor and secure the parts room, so no other employee is able to enter, if possible to do so.
18. Shop doors will remain locked and anyone who is not there to work will not be granted access. Notice will be posted on the doors with contact information for inquiries.
19. Use of personal protective equipment is required.
20. At the end of the day, cleaning protocols should be performed at each workstation (cleaning computer keyboards and other frequently touched surfaces.)
21. 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.
22. 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.
23. Any changes or updates on COVID related safety practices shall be implemented.
24. Any concerns and /or suggestions to improve your environment /experience should be communicated to their immediate supervisor right away; and if/when appropriate also be communicated to the Region Superintendent for communication to other shops.