# MASSDOT COVID-19 SOP

**FOR MANAGERS**

<table>
<thead>
<tr>
<th>SITUATION</th>
<th>WHAT TO DO?</th>
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</thead>
<tbody>
<tr>
<td>Employee tests positive for COVID – 19</td>
<td><strong>A. On premises right now</strong>&lt;br&gt;• Send the employee home with MassDOT Coronavirus Instruction Sheet. Practice social distancing to limit your own exposure&lt;br&gt;• Notify their Department Head and your designated HR Business Partner&lt;br&gt;• Provide MassDOT Coronavirus Instruction Sheet to employees who may have been exposed to this employee and send them home. Communicate with the affected employees to provide updates and guidance on sanitization and return to work (see “In all cases” below).&lt;br&gt;• Inform Aric Warren at 617-719-5660 or Bob Northrup at 617-645-6663 of the location and they will make arrangements to have all areas of the exposed workspace immediately disinfected, including vehicles and equipment</td>
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<td><strong>B. Off premises right now, recent (last 14 days) contact with MassDOT employee(s)/property</strong>&lt;br&gt;• Instruct employee not to report to work until cleared by their health care provider and send the MassDOT Coronavirus Instruction Sheet to the employee by e-mail or mail, as applicable.&lt;br&gt;• Notify their Department Head and your designated HR Business Partner&lt;br&gt;• Provide MassDOT Coronavirus Instruction Sheet to employees who may have been exposed and send them home.&lt;br&gt;• Inform Aric Warren at 617-719-5660 or Bob Northrup at 617-645-6663 of the location and they will make arrangements to have all areas of the exposed workspace immediately disinfected, including vehicles and equipment</td>
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**In all cases:**<br>• Keep all employee names confidential as required by law.<br>• Employee returning to work: The decision to discontinue home isolation precautions should be made on a case-by-case basis, in consultation with healthcare provider and state and local health departments<br>• See Knowledge Base Article on HR Portal for time reporting codes during to the coronavirus pandemic.<br>• If the employee is well while out, the employee should telework as they are able, or as managers are able to identify alternative work for them to perform
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| Employee reportedly exposed to someone who has tested positive for COVID-19 (as determined by public health authority or guidelines); includes employees who returned from high risk (L3) countries within last 14 days | **A. On premises right now**  
- Send the employee home with MassDOT Coronavirus Instruction Sheet. Practice social distancing to limit your own exposure.  
- Notify their Department Head and your designated HR Business Partner  
- Provide MassDOT Coronavirus Instruction Sheet to employees who may have been exposed and send them home. Communicate with the affected employees to provide updates and guidance on sanitization and return to work (see “In all cases” below)  
- Inform **Aric Warren** at 617-719-5660 or **Bob Northrup** at 617-645-6663 of the location and they will make arrangements to have all areas of the exposed workspace immediately disinfected, including vehicles and equipment. |

| | **B. Off premises right now, recent (last 14 days) contact with MassDOT employee(s) or property**  
Ask the employee not to report to work and send the MassDOT Coronavirus Instruction Sheet to the employee by e-mail or mail, as applicable.  
Inform **Aric Warren** at 617-719-5660 or **Bob Northrup** at 617-645-6663 of the location and they will make arrangements to have all areas of the exposed workspace immediately disinfected, including vehicles and equipment. Communicate with the affected employees to provide updates and guidance on sanitization and return to work (see “In all cases” below)  
Notify their Department Head and your designated HR Business Partner  
Provide MassDOT Coronavirus Instruction Sheet to employees who may have been exposed and send them home | |

| | **C. Off premises right now, no recent (last 14 days) DOT contact with MassDOT employees or property**  
- Instruct employee not to report to work and send the MassDOT Coronavirus Instruction Sheet to the employee by e-mail or mail, as applicable.  
- Notify their Department Head and your designated HR Business Partner | |

**In all cases:**  
- Keep all employee names confidential as required by law.  
- Employee returning to work: The decision to discontinue home isolation precautions should be made on a case-by-case basis, in consultation with healthcare provider and state and local health departments  
- See Knowledge Base Article on HR Portal for time reporting codes during to the coronavirus pandemic  
- If the employee is well while out, the employee should telework as they are able, or as managers are able to identify alternative work for them to perform |
## SITUATION

| Visito* (contractor on MassDOT payroll /vendor/customer, etc.) with confirmed or possible COVID-19 infection (as determined by public health authority or guidelines) |

## WHAT TO DO?

### A. On premises right now
- Ask the visitor* to leave the premises and not return until cleared by their health care provider. Practice social distancing to limit your own exposure.
- Notify their Department Head, your designated HR Business Partner or proper authority.
- Provide MassDOT Coronavirus Instruction Sheet to employees who may have been exposed and send them home. Communicate with the affected employees to provide updates and guidance on sanitization and return to work (see “In all cases” below).
- Inform Aric Warren at 617-719-5660 or Bob Northrup at 617-645-6663 of the location and they will make arrangements to have all areas of the exposed workspace immediately disinfected, including vehicles and equipment.

### B. Off premises right now, recent (last 14 days) contact with MassDOT employee(s)
- If the visitor* is a contractor or other known visitor who regularly interacts with the workplace, contact the visitor* and ask them not to return until cleared by their health care provider.
- Notify their Department Head, your designated HR Business Partner or proper authority.
- Provide MassDOT Coronavirus Instruction Sheet to employee(s) who may have been exposed and send them home. Communicate with the affected employees to provide updates and guidance on sanitization and return to work (see “In all cases” below).
- Inform Aric Warren at 617-719-5660 or Bob Northrup at 617-645-6663 of the location and they will make arrangements to have all areas of the exposed workspace immediately disinfected, including vehicles and equipment.

### C. Off premises right now, no recent (last 14 days) DOT contact with MassDOT employees or property
- If the visitor* is a contractor or other known visitor* who regularly interacts with the workplace, contact the visitor and ask them not to return until cleared by their health care provider.
- Notify Department Head of the visited area.

## In all cases:
- Names are required to be kept confidential by law.
- Visitor returning to MassDOT premises: the decision to discontinue home isolation precautions should be made on a case-by-case basis, in consultation with healthcare provider and state and local health departments.
- If a contractor is well while off premises, the contractor may telework if approved by the contract manager (a MassDOT employee) and the contractor’s manager; telework must be in accordance with MassDOT telework policies as applicable.