

# **Association of County Commissions of Alabama Guidance Highway Department Continuity of Operations Plan COVID-19 (Coronavirus)**

## **Highway Department Operations Plan Considerations:**

- *Transition work orders to be submitted by phone, email or other means of remote communication;*
- *Consider implementation of procedures for monitoring temperatures of employees reporting to work at the start of each workday, whether reporting to highway department or directly to job site;*
- *Implement county transportation policy of one employee per county vehicle;*
- *Consider limiting highway department office hours for employees and implementing shift schedules to reduce in-person employee interactions, including teleconferencing staff meetings;*
- *Implement procedures to ensure consistent lines of communication are available for all essential staff and county departments;*
- *Educate employees on various scenarios with public and staff interactions to ensure understanding of social distancing measures and temporary workplace policies and procedures;*
- *Implement enhanced sanitation policies to be used by employees for personal interactions and use of equipment and facilities;*
- *Implement specific equipment use sanitation policies for employees, including use of protective personal equipment (e.g., use of gloves) before, during and after operation of county vehicles and equipment (e.g., Wheel loaders, motorgraders, dump trucks).*
- *Prepare specific procedures to backfill positions for circumstances in which employees are absent;*

## **Other Considerations:**

- *Maintain consistent lines of communication with local EMA Director, County Health Department, and local stakeholders for daily COVID-19 updates.*
- *Prepare Highway Department Plan for scenarios in which county commission modifies COVID-19 resolutions, including closure of highway department to employees.*
- *Identify current capabilities for specific employees to work remotely and carry out necessary communication with various county departments and the public.*

## **FAQ: COVID-19 Personnel Considerations:**

- *Coordinate with the County Administrator and Human Resource Officer in cases where employees are exhibiting flu-like symptoms or have been in “close contact”*

*with individuals exposed to COVID-19 or exhibiting COVID-19 and/or flu-like symptoms.*

- *Communicate with the County Administrator and Human Resource Officer to determine proper disciplinary actions in cases where employees are not adhering to implemented policies, procedures, and guidelines.*
- *Please review the attached FAQ: Personnel & COVID-19: Families First Coronavirus Response Act Update. (Updated as of March 19, 2020.)*

**CDC and ADPH Best Practices with Employees include:**

- *Minimizing face-to-face contact;*
- *No handshaking;*
- *Minimizing meetings with large numbers of people;*
- *Using email, phones and teleconferencing/webinars rather than face-to-face contact;*
- *Effectively handling materials and citizens that could be contaminated;*
- *Washing hands often and practicing other sanitary means to prevent the spread of germs;*
- *If an employee is diagnosed/confirmed positive with the virus, shutting down and disinfecting the workplace and all equipment in contact with the diagnosed employee before allowing other employees to return;*
- *Reminding employees to use respiratory etiquette, such as covering coughs and sneezes;*
- *Discouraging employees from using other employees' phones, computers, desks, or other work tools or equipment unless necessary;*
- *Requiring employees to keep their work stations and work areas clean without leftover food, drink, drinking cups, etc.*

**Helpful Links:**

**Association of County Commissions of Alabama COVID-19 Resources**

<https://www.alabamacounties.org/coronavirus/>

**Alabama Department of Public Health**

<http://www.alabamapublichealth.gov/infectiousdiseases/2019-coronavirus.html>

**National Association of Counties COVID-19 Resources**

<https://www.naco.org/resources/featured/coronavirus-disease-2019>