



Our Responsibilities: We must keep government open and functional while caring for our workforce and the people we interact with on a daily basis. Care must be exercised to not create panic and hysteria.

Our Procedures to protect our workforce and those we interact with on a daily basis:

1. Stay informed on the facts:

- a. Utilize the SCDHEC and CDC webpages or official communications from SCDOT Senior Leadership as sources official sources of information, not hear say or social media.
- b. Understand and stay informed on the current assessment of the spread of the virus within your geographic area. Since the intensity of an outbreak may differ according to geographic location, local health officials will be issuing guidance specific to their communities
- c. Understand that the virus is similar to other communicable respiratory illnesses such as influenza. However, some people may be at higher risk for severe illness, such as older adults and those with chronic medical conditions.

2. Actively encourage sick employees to stay home:

- a. Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor and stay home if they are sick.
- b. We will not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness or to return to work, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way.
- c. Supervisors should be aware that more employees may need to stay at home to care for sick children or other sick family members than is usual.
- d. Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and refer to SCDOT's latest COVID -19 Supervisory Guidance Table.
- e. If an employee is confirmed to have COVID-19, they are to stay out of work until they receive medical clearance to return to work. The employee should notify their Division/Unit Supervisor that they have tested positive for COVID-19. The Division/Unit Supervisor should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).



- f. Employees and Supervisors should refer to SCDOT's latest COVID-19 Supervisory Guidance Table to determine the appropriate action for other direct contact, secondary contact, etc, related to COVID-19.
- g. Employees may utilize the FREE resource through MUSC's Virtual Health Care site at <https://campaigns.muschealth.org/virtual-care/index.html> for free consultations and screenings to anyone experiencing COVID-19-like symptoms located in South Carolina. Enter the promo code **COVID19** at the payment screen.

3. Separate sick employees:

- a. Employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately. Sick employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).

4. Reduce Risk to the Workforce:

- a. Employees that fall into the current CDC and SCDHEC classified high risk populations will be allowed to take leave without a certification by a medical professional. If an employee has exhausted all of their leave and fall into this high risk population, they should contact SCDOT's Director of Human Resources Karl McCottry for additional guidance. The current high risk population includes:
 - Older adults (age 60 or older);
 - People who have serious chronic medical conditions (heart disease, diabetes and lung disease);
 - People with compromised immune systems; and
 - Pregnant women.
- b. Since SC public schools have been ordered closed and other cancellations have occurred throughout the state, I anticipate that we will encounter greater difficulty in maintaining agency operations. While the school closures are placing a burden on families, I request that employees not bring children to work. In accordance with the Governor's guidance, employees that face child care issues due to school closures may elect to take leave or telecommute.
- c. Additional telecommuting options may be made available to employees in the future based on progressively restrictive operational postures. Division Directors are requested to focus on and identify mission critical functions in order to enable the agency to operate as we escalate our OPCON levels.

5. Emphasize respiratory etiquette and hand hygiene by all employees:

- a. Place posters that encourage staying home when sick, cough and sneeze etiquette, and hand hygiene at the entrance to our facilities and in other workplace areas where they are likely to be seen.
- b. Provide tissues and no-touch disposal receptacles for use by employees.



- c. Instruct employees to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol, or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
- d. Provide soap and water and alcohol-based hand rubs in the workplace. Ensure that adequate supplies are maintained. Place hand rubs in multiple locations or in conference rooms to encourage hand hygiene.

6. Perform routine environmental cleaning:

- a. Routinely clean, on a daily basis, all frequently touched surfaces in the workplace, such as workstations, telephones, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.
- b. Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.

7. Travel and Group Meetings:

Effective, Monday March 16, 2020 and until further notice:

- All out of state travel is suspended.
- All in-state, non-mission critical travel and training is suspended. Web-based or teleconference meetings should be used as much as possible for mission critical functions. IT has provided each division with several conference call lines to support this effort.
- All agency special events and external conferences (Engineer's Conference, RoadEO, Spring Spruce Up, etc.) are cancelled.
- All public hearings, information meetings and stakeholder meetings should be postponed.

8. Initiate Planning Activities for Potential Future High Absenteeism:

- a. All Directors are requested to identify and develop draft plans to continue operations of our essential business functions within your respective Divisions in the event we begin to experience higher than usual absenteeism. Cross-training, prioritization of services, potential suspension of operations and regional service delivery options should be considered.
- b. Besides internal operations, Directors should also consider critical elements within our supply chains (e.g., raw materials, suppliers, subcontractor services/products, and logistics) which are required to maintain the critical business operations identified in the previous step. We should plan for how we will operate if these supply chains are interrupted.

9. Continue regular, open communication within SCDOT in order to maintain an effective response.