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# Alaska Department of Transportation & Public Facilities

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## COVID-19 Workplace Operating Plan

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ALASKA DEPARTMENT OF TRANSPORTATION & PUBLIC FACILITIES  
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# Alaska Department of Transportation & Public Facilities

The following guidance shall be used by all Department of Transportation and Public Facilities (DOT&PF) staff. This document will be updated as needed and as new guidance and direction is given from the State Emergency Operations Center and Governor's Office.

Note: Please refer to the Alaska Marine Highway System (AMHS) COVID-19 mitigation plan for specific information related to vessel and terminal operations.

## GUIDING PRINCIPLES

- Employee and customer safety comes first.
- Follow and use public health and safety practices of the Alaska Department of Health and Social Services (DHSS) and guidance from the Governor's Office.
- Provide essential public services to the people of Alaska.

To apply these principles, we need to implement agency requirements and consistent statewide guidelines that allow adaptability in a safe and responsible manner. Our goal is to keep our employees and customers safe and healthy while continuing essential public services and mitigating the spread of COVID-19.

Employees will contribute to a safe and healthy workplace, and are bound by the [DOT&PF Employee Conduct Policy](#) to demonstrate behaviors that reflect positively on the department and the State of Alaska and embrace our core values of Integrity, Excellence and Respect. This means our staff are expected to not knowingly expose co-workers and the public to conditions that would jeopardize their health or the health of others.

This Operating Plan does not take the place of general health and safety requirements issued by DHSS or other authorizing sources, nor does it take precedence over applicable federal mandates. This is DOT&PF's specific guidance to safeguard our workforce and mitigate the spread of COVID-19.

## KEEPING THE WORKPLACE SAFE

Review State of Alaska COVID-19 Response and Recovery Health Advisory 1: [02.14.21-Health-Advisory-1-Recommendations.pdf \(alaska.gov\)](#)

Review the CDC guidelines at: <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

Review OSHA/COVID rules at: <https://www.osha.gov/SLTC/covid-19/standards.html>.



### Office Access

State offices are fully open for business and must be reasonably accessible to the public. For security reasons, office buildings, shops and maintenance stations may have limited access. If your workplace is locked, make sure there is appropriate signage with phone numbers (monitored) for the public to call for assistance.

### Sanitization & Disinfection Best Practices

The CDC states that the risk of virus spread from surface touch is low in most cases, and that the most reliable way to prevent infection spread from surface touch is through regular hand washing or sanitization. Normal routine cleaning with soap and water can help reduce the risk of exposure to COVID-19 and other illnesses. Disinfection using EPA-approved disinfectants against COVID-19 can also help reduce risk. When used, reference [EPA's List N, Disinfectants for Use against SARS-CoV-2](#), and [EPA's Six Steps for Safe & Effective Disinfectant Use](#). When EPA-approved disinfectants are not available, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions). Do not mix bleach or other cleaning and disinfectant products together, this can create hazardous fumes. Bleach solutions for use outside of medical-grade facilities are effective for disinfection up to two weeks, then should be discarded.

Best practices:

- Regularly clean all frequently touched surfaces in common areas and surfaces such as in vehicles or in personal or shared workspaces.
- If cleaning or disinfecting, give special attention to office, vehicle and heavy equipment electronics or other surfaces that may be damaged by these products. Avoid spraying any cleaning solution directly onto electronics or electronic controls.
- Keep common areas and office spaces clean and orderly. Do not leave trash in vehicles or any common area.

### Cloth Face Coverings (Masks)

Masks will be provided for employees if requested. Masks are not required in state facilities, except as noted below:

- Masks are **REQUIRED** to be worn by DOT&PF staff at airports regulated under 49 CFR 1542.103 and when traveling by commercial aircraft. These facilities are subject to a Federal [Executive Order](#) specific to [Transportation Hubs](#).
- Masks are **REQUIRED** to be worn by DOT&PF staff who enter state facilities that are designated high-risk environments by the Governor's Office. Designated high-risk environments include patient care settings such as the regional public health centers and Alaska Psychiatric Institute. They also include congregate settings such as juvenile and adult correctional facilities and the Alaska Pioneer Homes.
- DOT&PF staff must adhere to any applicable local mandates that may require mask use. Such requirements do not apply to state-owned buildings or facilities (with the exception of applicable state-owned airports as noted above).



## IN-STATE TRAVEL

Staff may not travel if sick—even if illness is known not to be COVID-19.

- Staff traveling to communities in Alaska must adhere to local community requirements while in the community. More information about local restrictions is available here: [Safe Travel Community Restrictions App \(arcgis.com\)](#).
- Follow all airport and airline guidelines for mask use while in airport facilities.
- Follow good health and hygiene practices, i.e., frequent handwashing.
- If an employee exhibits symptoms of COVID-19 while in travel status, the site supervisor will isolate the employee immediately. If the employee is able to drive back to their residence on their own, have them return home as soon as possible. If air travel is required to transport the individual home, contact Human Resources or a DOT&PF safety officer immediately for guidance.

## INTERSTATE/INTERNATIONAL TRAVEL

DOT&PF Employees are advised to follow Health Advisory No. 2: [04.26.21-Health-Advisory-2-Interstate-and-International-Travel.pdf \(alaska.gov\)](#).

## IF AN EMPLOYEE IS SICK AT WORK

- If there are people in the workplace who are sick and/or exhibiting COVID-like symptoms - have them cover their mouth and nose with whatever they have on hand and have them leave the location immediately or isolate them until they can return to their residence.
- Have them contact their health provider.
- Notify your supervisor.
- Close off areas used by the sick employee. If possible, open windows to increase air circulation in the area.
- Wait 24 hours before cleaning or disinfecting; if 24 hours is not feasible, wait as long as possible.
- Wear disposable gloves and masks for all tasks in the cleaning process including handling trash.
- Use appropriate materials to clean and sanitize the employee's workplace and any surfaces they may have come in contact with including offices, common areas, restrooms, and shared equipment like touchscreens, remote controls, etc.
- Once the area has been disinfected, it can be reopened. Staff without close contact with the sick employee can return to work immediately after disinfection.
- The individual must complete Employee Report of Occupational Injury form and submit according to division policy. Supervisors are responsible to ensure this happens and to arrange contact tracing if necessary. Contact Human Resources or a DOT&PF safety officer for additional guidance.



## IF AN EMPLOYEE IS POSITIVE FOR COVID-19 OR IS A CLOSE CONTACT

The table below defines circumstances in which employees are prohibited from entering the workplace and the requirements in order to return:

Employee Circumstance	Requirement to Return to the Workplace
Testing Positive for COVID-19	Release from Isolation letter from Division of Public Health. Employee is responsible to obtain this as they are not automatically issued.
Identified as a close contact with an individual testing positive for COVID-19	Completion of Quarantine (see below)

- Close contact is defined as someone who has been within 6 feet of a person who has tested positive for COVID-19 for a cumulative total of 15 minutes or more over a 24-hour period. This requires quarantine unless:
  - The individual exposed is fully vaccinated.
  - The individual exposed has tested positive for COVID-19 within the last 90 days.

### Quarantine Requirements

- When duties permit, employees will be allowed to telework from home during quarantine.
  - Through June 10, 2021, if teleworking is not possible, employees will be permitted to take COVID leave for their quarantine, in accordance with the [COVID Leave Policy](#).
  - Effective June 11, 2021, employees required to quarantine will be permitted to take annual/personal leave or authorized leave without pay for the duration of their quarantine period if they are unable to telework for any reason.

The quarantine period begins on the date of last close contact and ends after 14 days. If an employee who is unable to telework has not exhibited any COVID-19 symptoms, Division Directors, may on a case-by-case basis allow the employee to return to work after a 10-day quarantine period to ensure continuity of operations in the workplace. Consultation with a DOT&PF safety officer is strongly advised when a 10-day quarantine is under consideration.

## CRITICAL INFRASTRUCTURE EMPLOYEES & CONTINUITY OF OPERATIONS

The CDC advises that critical infrastructure workers may be permitted to continue work following potential exposure (also known as “working quarantine”) to COVID-19, provided they remain asymptomatic and additional precautions are implemented to protect them and the community. DOT&PF may utilize these practices at Division Director discretion in order to ensure continuity of operations of essential services and functions. If a working quarantine is under consideration, consultation with a DOT&PF safety officer is strongly advised. Critical Infrastructure workers who have been exposed but remain asymptomatic must adhere to the following practices during their work shift for 14 days after exposure:



- **Pre-Screen and Symptom Monitoring:** Employees should monitor their temperature and assess symptoms prior to starting work. Ideally, temperature checks should happen before the individual enters the facility. Continue self-monitoring for any symptoms of illness.
- **Wear a Mask:** The employee must wear a face mask at all times while in the workplace for 14 days after last exposure.
- **Social Distance:** The employee must maintain at least 6 feet of distance from others at all times
- **Disinfect and clean work spaces:** Disinfect all areas such as offices, bathrooms, common areas, and any shared equipment routinely. Every effort should be made to have employee avoid common spaces.

If the employee develops symptoms at any time during the 14 day period, they should be sent home immediately. Surfaces in their workspace must be cleaned and disinfected. Information on persons who may have had contact with the ill employee during the time the employee had symptoms and 2 days prior to symptoms should be compiled.

More information can be found at <https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>.