



CONNECTICUT DEPARTMENT OF TRANSPORTATION
SAFETY DIRECTIVE


James F. Ritter
Director of Safety

SD-COVID-1-080321
Updated 080321

COVID General Response Protocols

CTDOT COVID Safety Directives – COVID Safety Directives issued by the CTDOT Division of Occupational Health and Safety (OH&S) may be revised, as needed, in response to updated or emerging requirements and guidance. Specific requirements or steps in any CTDOT COVID Safety Directive may be adapted to meet the specific needs of a COVID case, with the approval of the CTDOT Division of Occupational Health and Safety.

Updated 8/3/2021 - All protocols identified in the CTDOT COVID Safety Directives are required regardless of the employee's vaccination status

COVID Positive or Experiencing Symptoms

Employee Actions

- If you have tested positive stay home, contact your supervisor, OHS and your Human Resources Business Partner, if you have tested positive for the COVID virus.
- If you have tested positive or are experiencing symptoms of the COVID virus, stay home and seek medical guidance from a Licensed Health Care provider (LHCP).
- Someone who has recently tested positive or is experiencing symptoms of the COVID virus are not return to the workplace until you have been medically cleared to do so and have provided all required documentation to the Department related to the positive test and any required quarantine.
- All employees are required to fully cooperate with the Department's COVID investigation and response protocols.

Supervisor Actions

- Have the employee stay home or go home.
- Get a direct contact number from the employee.
- Inform the employee, "If you believe that your reason for calling in sick is COVID19 related, please contact Human Resources immediately."
- In the event that a Supervisor is informed by an employee that they have tested positive for the COVID19 virus, the supervisor is to immediately, (24/7) notify Jim Ritter or other OHS staff member so that any required protocols such as, contact tracing, close contact notifications, enhanced cleaning or other workplace precautions can be implemented as soon as possible. (OHS contact numbers listed below.)
- Supervisors are also to notify their Human Resources Business Partner as soon as practicable so that all questions concerning leave time and time sheet coding can be answered.
- Working with OHS and HR, assist in the identification of all close contacts (see definition) and if necessary, verbally instruct the identified close contact to contact his/her own Licensed Health Care provider (LHCP) and seek guidance regarding any precautions and the potential need to self-quarantine.
- It is important that supervisors provide direct contact information for the employee to OHS so that interviews can be conducted.
- The supervisor/manager should maintain contact with the employee and periodically check on their well-being.

CTDOT OH&S Action

- Upon notification of a COVID positive in the workplace, the OHS will implement the appropriate COVID response protocols based upon the specific situation.
- OHS will coordinate the COVID response activities and will work with the supervisor, manager, HR, and the employee to:
 - Perform contact tracing interviews.
 - Identify workplace close contacts.
 - Determine the necessity for additional enhanced cleaning and coordinate such cleaning with the unit and Property and Facilities.

- OHS will create and maintain a specific case file for all COVID positive cases reported, for the purposes of tracking, monitoring, and managing those cases so that the risk of viral spread is minimized.
- OHS will issue COVID Positive Workplace Notifications as necessary.
 - General email COVID Positive Workplace Notification to all CTDOT email boxes addresses to include the date of notification, the unit and location of the COVID positive, the contact tracing range and the OHS staff member managing the specific case.
 - Individual close contact notification memos to the employee directly or to the employee's supervisor for distribution.
 - Summary case notifications to the CTDOT Labor Relations Liaison which provides information that is required to be forwarded to OLR or DAS as appropriate.
- OHS will initiate a COVID exposure investigation and assist in the coordination and implementation of the overall response action plan.
 - OHS will assist in identifying all Close Contact co-workers that may be required to seek immediate guidance from their Licensed Health Care provider (LHCP).
 - OHS will contact the employee who has been confirmed as being positive and interview them to gather or confirm as much relevant information as possible.
 - Interview the supervisor, and all identified potential close contacts to gather or confirm as much relevant information as possible.
 - In partnership with P&F, will evaluate and determine the necessity to perform any special or enhanced cleaning of the work area consistent with the most current guidelines and best practices.
 - Create and maintain a specific case file for all COVID positive and close contact employees for tracking and monitoring purposes.

EAP Lexington Group

In these stressful times it is important that employees are reminded that the Lexington Group, EAP Program, is available and offers a variety of benefits and services to assist employees and their dependents in their time of need and/or their dependents is struggling to adjust to changes associated with COVID. Their number is 1-800-676-HELP (4357).

For more information about the COVID virus go to:

CTDOT Specific Information - <https://portal.ct.gov/DOT/StaffCOVID/Info>

State of Connecticut Information - <https://portal.ct.gov/Coronavirus>

Centers for Disease Control and Prevention - <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

CTDOT Occupational Health & Safety Contacts

James Ritter-860-883-3091-james.ritter@ct.gov

Anne Marie Arildsen, RN-860-841-6679-annemarie.arildsen@ct.gov

Steven Sartirana-860-883-0630-steven.sartirana@ct.gov

Joanna Colon Figueroa-860-306-4952-joanna.ColonFigueroa@ct.gov

Ana Conceicao-860-594-3124-Ana.Conceicao@ct.gov

Michael VanNess-860-883-3092-michael.vanness@ct.gov

Morgan Kennerson-860-726-8758- Morgan.kennerson@ct.gov

You may contact any of the OH&S staff with questions or concerns at any time. You may also send in a confidential safety concern, observation or near miss by going to: www.ct.gov/dot/safetyconcern