



2020 KYTC Snow and Ice Operations COVID Contingency Guidelines

District Preparation

1. Leading up to the beginning of snow and ice season (November 1st), District staff should review each county's snow and ice map to plan the most efficient way to treat those routes in the occasion that county facility has a closure. For example, proper turn around locations on these routes should be reviewed and marked.
2. District staff should plan how to minimize contact amongst their different crews with consideration to alternating schedules for crews and assigning specific operators to loaders.
3. Districts will contact local County Judge Executives to establish critical routes within the local government network related to public safety and health that will need to be maintained in the event of a local government facility closure.
4. Districts will continue following CDC guidelines of social distancing, sanitizing common touched areas/equipment, and wearing masks. District will have extra masks on hand at all times during winter operations.
5. Each District needs to check on the availability of Emergency Equipment contracts to their district.

Central Office Preparation

1. Central Office shall publish the Emergency Routes in the Snow and Ice Status page. <https://kytc.maps.arcgis.com/apps/webappviewer/index.html?id=d1c3f3165df1477e99ca86a0a8750cb6>
2. Central Office shall prepare training for drivers that will include COVID related information as well as operational items.
3. Central Office shall prepare training for online communication and information sharing platforms for District and Central Office personnel.
4. Central Office shall work with Office of Public Affairs to develop messaging to inform public about possible impacts on snow and ice treatment due to COVID.
5. Central Office shall inform Districts about any changes of interpretation of CDC guidelines regarding what would deem a maintenance facility closure necessary.

Processes for Closure of Maintenance Facility due to COVID

In the occurrence of a positive case the District shall notify the Office of Human Resources (OHRM). OHRM will work with the District to provide recommendations based on CDC guidelines. OHRM will request approval from the Personnel Cabinet to close a facility if an employee has tested positive and reported to work. It will remain closed until there is a thorough cleaning and disinfecting of the facility.

Instance of Personnel Reduction or Closure

In the occurrence of a complete closure or reduction of personnel in a maintenance facility due to COVID:

1. District shall quickly notify the Director of Maintenance and the Snow and Ice Program Manager in Central Office.
2. Central Office shall notify SHE Office and Office of Public Affairs. Central Office will also provide any assistance needed to the District (Strike Force, etc).
3. District will notify Facilities that the closed facility will need to be sanitized. District will notify Central Office if the turnaround time is greater than the anticipated 24 hours.
4. District will need to ensure that the loader at the closed facility is sanitized so that the materials at that facility are still available.

Temporary Employees

Districts have the option to utilize temporary employees through Crown Services. Districts interested in pursuing should submit an estimate of numbers and locations for requested employees to Central Office. Resumes of CDL drivers will be provided to districts prior to hiring. The Superintendent or Supervisor should meet with any potential employees before agreement to move forward and provide training once hired. It is the hiring manager's decision how long to utilize any temporary employees and dates may be left open ended. The state insuring agency allows for contracted services to utilize state equipment. Crown Services carries Workers Compensation Insurance in the event temp employees are injured or involved in an accident.

Contractor Trucks

Contract Drivers shall not enter KYTC facilities. Central Office will provide a mobile/electronic version of the Rental Truck Log form [TC 71-12](#). Each vendor will receive an email from KYTC containing a link to the Survey123 form. The vendor will be expected to forward that email to truck drivers who are called in for SNIC duty. Upon arrival, the snow plow driver will open that email from their cell phone, open the hyperlink, where they will see a form asking six questions, mainly from dropdown selections.

Training shall be provided on the use of the new platform for both contract and state employees. Districts are encouraged to direct contractors to park on premise during the mobile check in process to allow for visual confirmation of the vehicle. The District or Central Office shall make signs directing contract trucks where to park for visibility; this sign shall also include the facility phone number displayed for contract truck personnel to call in the event the operator does not have appropriate mobile technology available.

Contract language to waive ‘no-show’ penalties for a verified case of COVID with a driver will be added to existing contracts.

Districts should not accept paper tickets for salt deliveries. In lieu of paper tickets for salt deliveries, the Department will accept electronic ticketing, picture/email of the ticket, or pdf summary.

Local Government Assistance

District staff shall evaluate and determine if any of the local governments within their district have the ability to provide assistance to state routes should the need come up. In the event a local government requests assistance due to a closure of their facility, state resources can be used to treat pre-identified critical routes within the local government network. Central Office and SHE Office shall be notified should a local government request assistance. Widespread treatment of a local government network requires prior approval by the SHE.

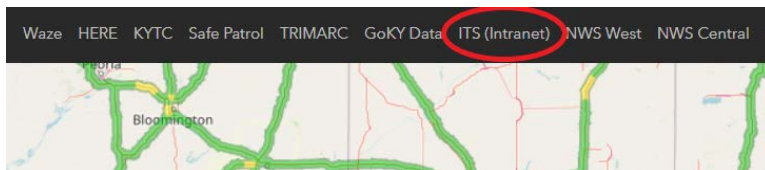
Event Staffing

The KYTC Maintenance Guidance Manual (MAIN-1009) states that “the Central Office Snow and Ice Team shall staff the Transportation Operations Center during all stages of a winter weather event...” and “The District office shall be staffed during a snow and ice storm event...” For the 2020/2021 winter storm operations the Central Office shall consider telecommuting employees as fulfilling the “staffed” requirement.

The Central Office shall establish snow and ice channels in TEAMS and provide training on capabilities and “etiquette” for both TEAMS and the Arc GIS online (AGOL) snow and ice [status dashboard](#) to facilitate communication. The snow and ice decision support dashboard includes: snowfall interpolation, average air temps, average pavement temps, related twitter accounts, snow and ice activity as reported by district staff, traffic cameras, waze alerts, etc.

The Central Office is currently testing TEAMS communication protocols with the Division of Maintenance, Traffic Operations Center, and Districts. Using a multi-channel approach, each District will communicate about snow and ice issues within their designated channel. When/if an event is elevated to the need for statewide or multi-agency resources, the conversation will be “moved” to the Central Office channel where County, District, and Central Office staff can easily communicate together.

To access the snow and ice status page, please click on ITS (Intranet) tab at the top of the public-accessible [GoKY page \(goky.ky.gov\)](http://goky.ky.gov).



Equipment Cleaning and Disinfection Guidelines

Please see attachment for a reminder of equipment cleaning and disinfection guidelines.