

NYS DOT PANDEMIC OPERATIONAL PLAN CHECKLIST

PREPAREDNESS

- Finalize S&I Operational Plans, including pandemic planning protocols and System Level of Service prioritization strategies & submit for approval.
- Finalize Municipal S&I Agreements and Operational plans with considerations for potential staffing shortages and contingencies for covering effected beats. Schedule regular conference calls throughout the season to communicate any operational challenges.
- Keep Winter Readiness and Snow and Ice Hiring Reporting up to date. Report any significant staffing impacts due to illness or any other reason as soon they happen.
- Establish internal controls at each shop for shifting and shift changes, consider staggered shifting, current single shift change has the potential for a lot of interaction.
- Establish and drill assist plans between locations, equipment should be assigned to the same set of operators throughout the season.
- Source cleaning supplies & PPE and assign staff to keep an accurate accounting of these supplies and their corresponding burn rates. Re-order as necessary to keep an adequate supply on hand.
- Schedule and assign regular cleaning duties of facilities, including enhanced cleaning frequencies of bathrooms and common areas. Stay up to date and adhere to any Department cleaning protocols.
- Schedule and assign regular cleaning duties of equipment. Stay up to date on Department cleaning protocols.
- Update Hazardous Communication Plans and share with local FD and law enforcement as appropriate.
- Revisit and update facility traffic flow patterns, where possible establish and sign for separate entry and exit points. In common areas mark locations on the floor for 6ft separation.
- Be prepared and anticipate to pivot for changing protocols, both relaxed and enhanced.

RESPONSE STRATEGIES

- As much as practical, equipment should be assigned to the same set of operators every day.
- Communicate storm planning to staff, including potential start times during off hours. Stagger reporting times if practical.
- Follow Department protocols for visitor sign-in sheets, including a cup for “used” and “sanitized” pens, keep hand sanitizer and disinfectant wipes available and visible in these common areas
- Follow Department protocols for social distancing and **wear a mask**. Supervisors are expected to lead by example and address any violations of established protocols as they are discovered. Corrective action may include verbal counselling and progress to disciplinary action if necessary. Reinforce that these protocols are in place for their own safety and the safety of their co-workers.
- Revitalize Local Safety committees as a central point of contact for sharing COVID information, department protocols and exchanging best practices.