



## The following guidelines apply to maintenance shop activities

In order to maintain social distancing wherever / whenever possible each mechanic /technician shall work solely in their designated bay in those facilities which allow for areas to be so designated.

At locations where fleet maintenance staff share facilities with non-fleet maintenance staff:

- Cooperation with Supervisors should occur to ensure that district staff avoid entering into these designated areas.
- Staff will report directly to work from home, avoiding stopping at stores, state facilities, etc. unless absolutely necessary. Staff shall bring all daily needs from home including lunch, snacks, beverages and medications.
- Vehicles and equipment, such as: forklifts, skid-steers, backhoes, loaders and pooled units such as a shop truck will be disinfected, as directed in the vehicle cleaning guidelines, after each use. Efforts shall be made to minimize the number of people utilizing such pieces of equipment when feasible to do so.
- Sign out sheets, writing instruments, common door handles, chairs, and any other commonly used office & garage pieces) should be regularly cleaned as directed in the general cleaning guidelines.
- Shared shop tools and equipment will be disinfected immediately prior to and after use.
- Effort shall be made to limit the number of personnel with access to areas not essential to the performance of their duties. Ex: shop personnel shall refrain from entering the office or parts room areas. If need be an “alternate” person can/will be assigned to be responsible to retrieve parts if no parts specialist is available. All efforts will be made to limit the number of staff with access to such areas.
- When practicable to do so, all vehicles shall sit outside at work location for a minimum of 24 hours and the fleet staff member performing maintenance work will disinfect prior to vehicle being brought into the shop.
- In the event that a mission critical piece of equipment cannot make it to a fleet maintenance location under its own power a spare will be issued if available. If no spare is available communication with fleet about the disinfection status of the location and of the vehicle will happen.
- To support and promote safety, a minimum of two staff must be present at the work location when major maintenance is being performed. Working alone shall only occur when other team members are responding to a breakdown or otherwise unavailable and ONLY if the tasks performed are low-risk & low-probability for injury.
- When responding to breakdowns, or retrieving vehicles from field locations, staff should avoid all unnecessary stops that would put them in contact with the public. Maintenance of social distancing shall be followed when on site.



## INDIANA DEPARTMENT OF TRANSPORTATION

Date: 4/9/2020

COVID – 19 Guidance - Update

Shop Operations

- Parts deliveries will be made to the exterior of the shop. When ordering parts, staff will inform the vendor of the protocol to be followed upon delivery.
- All incoming deliveries should be handled with gloves, wiped down with disinfectant, and let sit for 30 minutes prior to opening. Upon opening, gloves should be used to handle the product and the product wiped down with disinfectant.
- Staff shall avoid all unnecessary vendor interaction. If absolutely necessary to acquire parts off-site, the parts specialist shall notify the supervisor and secure the parts room, so no other employee is able to enter, if possible to do so.
- At the end of the day, general cleaning protocols should be performed at each workstation (cleaning computer keyboards and other frequently touched surfaces.)

Any concerns and /or suggestions to improve your environment /experience should be expressed to immediate supervisor right away; and if/when appropriate also be communicated to the Fleet Operations Supervisor for communication to other facilities.