

2020 FTA Joint State Safety Oversight and Rail Transit Agency Virtual Workshop

October 6-8, 2020



**U.S. Department
of Transportation**

**Federal Transit
Administration**



U.S. Department of Transportation
Federal Transit Administration

Ability to Continue State of Good Repair and CIP Constructions Using Established COVID-19 Protocols

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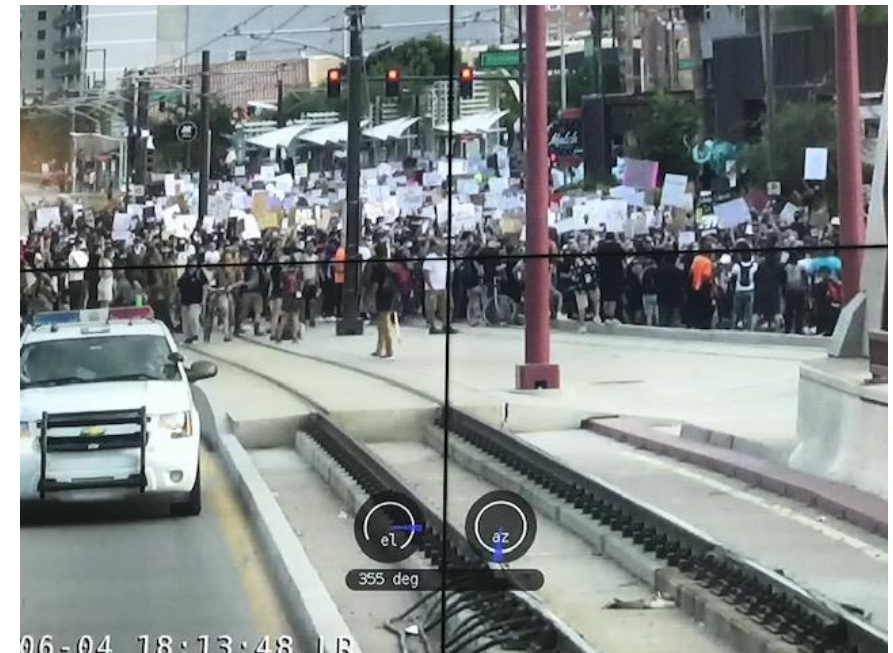
State of Good Repair and Service Delivery

- Communication
 - Internal and External Stakeholders
 - Streamline Your Objectives
- Information
 - Reliable and Trusted Information Sources
 - Timely and Accurate
- Coordination
 - Timelines and Service Schedules
 - Incident Management Team (IMT)
- Clarification
 - Workforce messaging-Safety



Critical Functions

- Essential Staff Performing Critical Functions
- Job Hazard Analysis
 - Health and Safety for workforce and commuters
- Reduction in Force
 - Civil Unrest
- Remote Workers
 - Collaboration and Culture



Adapt and Modify

- Hard Stop of Service
- Rear-Door Boarding
- Suspension of Handling Passes
- Financial Solvency
- Documentation
- Management of an Incident within an Incident



COVID-19 Response Team

- Safety and Human Resources
 - Continuity of Operations Program (COOP)-Pandemic Portal
- Close Contact Tracing-Notification and Infection Prevention
- Expectations of Managers for internal staff
- Expectation Memo to Contractors for CIP

CIP

- Project Staffing Callout Report
 - Daily Report of Number of Confirmed/Suspected Cases of COVID-19
 - Follow CDC Guidelines for Return to Work Protocols
- Notification and Contact Tracing for Confirmed Cases
- Stress to Employees Not Come to Work if They Think They are Sick.



Memo

To: Valley Metro Contractors

From: Valley Metro Safety and Human Resources

Date: August 6, 2020

Re: Suspected or Confirmed COVID Notification Expectations

In an effort to improve communication and provide seamless expectations regarding notifications of suspected or confirmed public health pandemic cases, please provide the following information to the **Project Manager or Valley Metro Manager** of the project or department.

A contractor learns of a suspected or confirmed positive COVID-19 or **"close contact"** of a confirmed positive contract employee (keep name confidential). Notification is to include the following:

- Follow the Arizona Department of Health Services (ADHS) recommendations for fact-finding and provide the work function & work schedule 48 hrs. prior to symptoms and/or 48 hrs. of receiving a positive Coronavirus test if asymptomatic.
- Contact those persons who were in "close contact". If no VM employees or other department/City employees (representatives) are listed as "close contact," include "No Valley Metro or City employees identified as close contact".
- List the cleaning performed of workspaces and/or tools and shared vehicles. What actions were taken and what products were used. Provide current mitigations and PPE already in use and confirmed by supervisor. Is the space is shared by VM staff and or city staff?
- In the event Valley Metro staff or City staff are included as "close contacts," list the names of those employees. For City staff, also list their supervisor and supervisor contact information. VM Safety will contact VM employees directly and will also contact City supervisors.
- Provide impact (if any) to the continued effective function of the work unit/crew. The contractor takes responsibility for managing return to work of their employees.

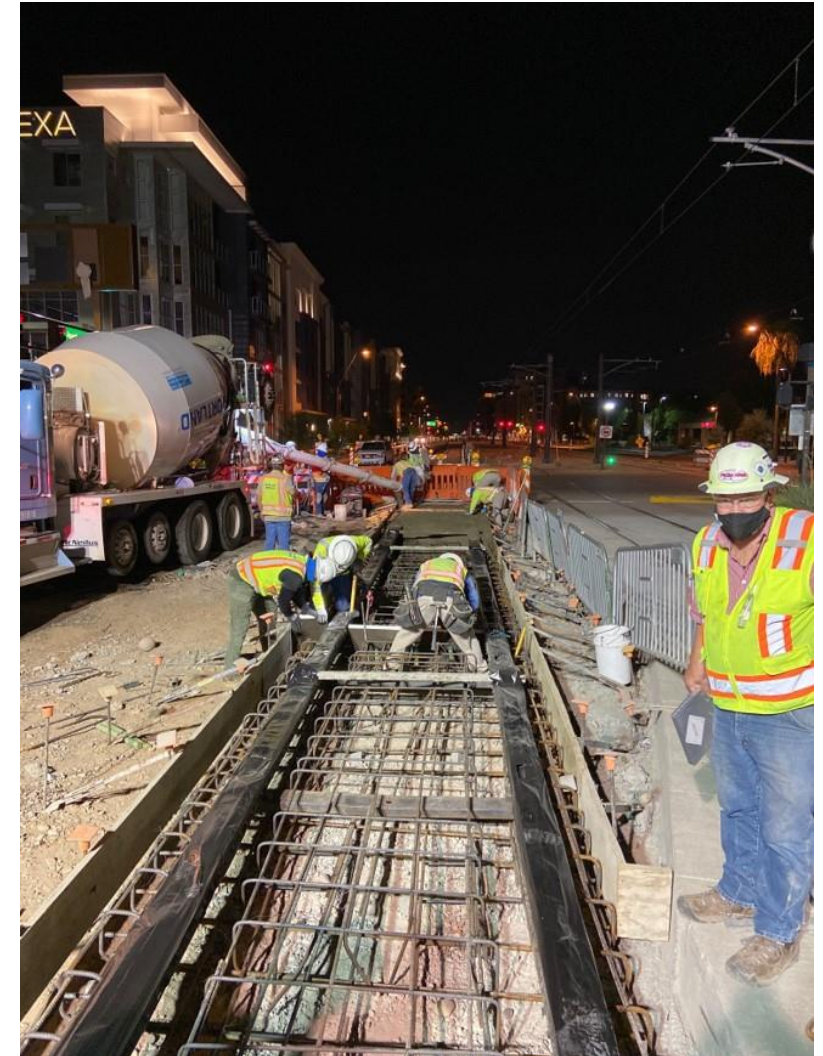
The Project Manager or VM Lead will then provide notification to HRCOVID19@valleymetro.org of the contractor exposure and actions.

**Valley Metro defines under the guidelines of CDC "close contact" as 10 minutes or more and less than 6'*



Office Precautions

- Reduced Physical Presence in the Office
- Limit Meetings to 10 Attendees
 - Physically Removed Chairs from Conference Rooms to Limit Occupancy
 - Utilization of WebEx or Conference Calls for all Meetings
 - Meeting Rooms Disinfected After Each Use
- Require the use of Face Coverings Outside of Cubicles/Offices
- Enhanced Cleaning Protocols for High Touch Surfaces



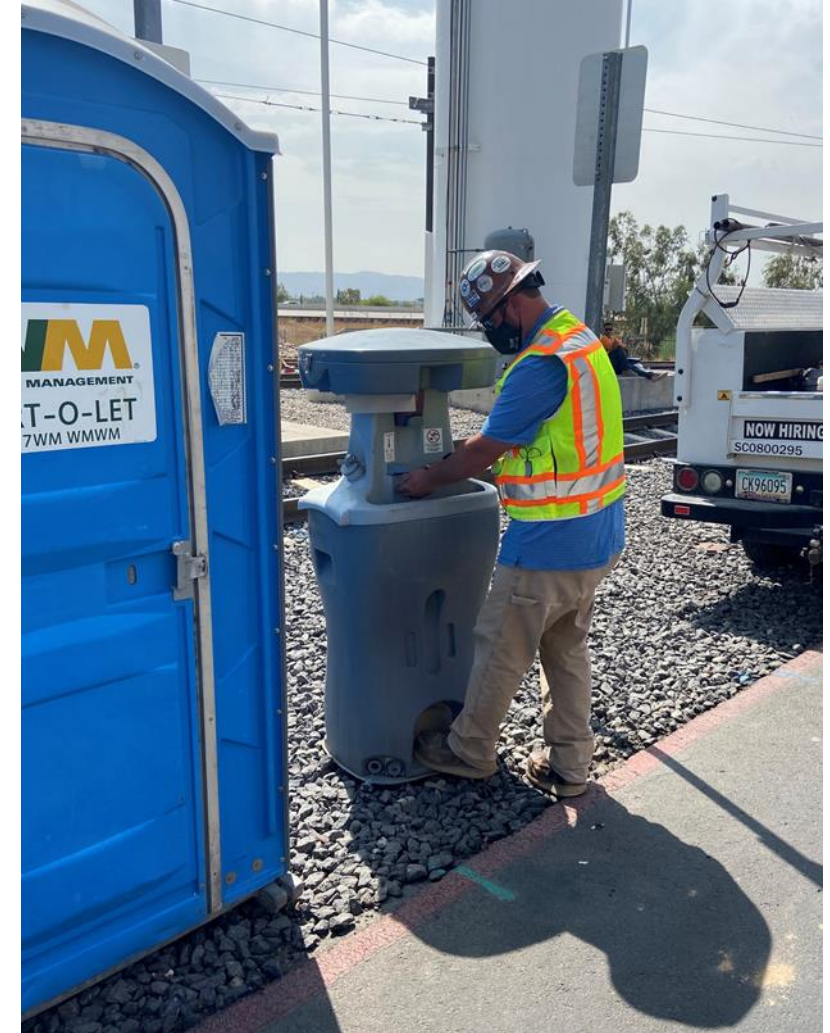
Construction Practices

- Limit Meeting Size
 - Hold Virtual Safety Meetings
 - Social Distance
- Limit Crew Size to 10
- Social Distancing
- Face Covering Requirements



Construction Practices

- Increased Personal Hygiene
 - Handwash Stations at all Portable Restrooms
 - Use of Hand Sanitizer
- Vehicles and Equipment
 - Glove Policy
 - Limit Vehicle Occupancy
- Areas of Contact to be Disinfected
 - Trucks
 - Equipment
 - Tools





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Contact Information

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