

Administration

- All business trips and off site meetings have been canceled until further notice
- Internal meetings with other departments will be done through conference call and or video conferencing until further notice
- The DOT lead has been alerted to look out employees that exhibit signs of illness and to send the employee home
- Employees have been asked to help by alerting their supervisor or manager if they feel ill and to make every attempt to call in before work starts
- Daily internal meetings are conducted with all DOT employees with current updated information
- Work areas are wiped down with disinfectant daily
- DOT employees have asked to be vigilant with hand washing and using hand sanitizer

Transit

- Transit drivers are wiping down transit vehicles with disinfectant several times daily (supplies are running low)
- Requested additional PPE (gloves, disinfectant wipes, hand sanitizer, masks) from Emergency services to support transit drivers and passengers

Vehicle maintenance

- Technicians have been instructed to wear protective gloves while repairing vehicles
- To minimize exposure our parts supervisor has been instructed to limit the use of the parts runner and to utilize vender part deliveries instead

Motor pool

- All vehicles will be sanitized during the post trip inspection

Coverage

- In the event of a community closure DOT will have work from home lead team personnel and the following support team members at work
 - **To support SRPPD, SRPFD, and Sanitation**
 - 3 heavy/fire apparatus technicians
 - 2 PD automotive technicians
 - 1 Part supervisor
 - 1 Fleet manager