



Charles D. Baker, Governor  
Karyn E. Polito, Lieutenant Governor  
Stephanie Pollack, MassDOT Secretary & CEO  
Steve Poftak, General Manager



**To:** Capital Program Project Managers  
Capital Programs Field Staff

**From:** Christopher E. Brennan, P.E.  
Chief of Capital Program Support

**Date:** November 24, 2020  
Rev 1 Issued December 7, 2020

**RE: COVID-19 Guidance for Notification for Capital Programs Construction Projects**

The following guidance is being provided so that proper and timely notice is given in response to learning of a positive case or presumptive positive case of COVID of any MBTA vendor, consultant, contractor or any one of their employees or any other visitor to a MBTA construction site.

\*\* Please note that the privacy of all individuals is paramount. DO NOT use names in your communications that would reveal the identity of an employee positive for Covid-19\*\*

#### **General Contractor COVID Notification Responsibilities**

- In accordance with the MBTA Covid-19 Guidelines/Procedures Update letter issued by C. Brennan on November 17, 2020, (see attached), Contractors shall notify the Resident Engineer in writing within 1 hour of learning of a positive or presumptive positive COVID case for an employee, worker, or any other individual associated with the site. The notification shall include a list of full names of any individuals who the infected person may have come in close contact with at the site. The Contractor should contact the Resident Engineer with assistance in completing the list. In addition, the Contractor shall file a MBTA Contractor Incident Report within 2 hours of learning of a positive or presumptive positive COVID case. The report form can be accessed and submitted via the following link: [https://docs.google.com/forms/d/1ZS7bkWBWJ82MSJpU\\_HLEp6zaHHTNo6OwPLhS\\_qh1YyQ/viewform?ts=5e8df7c7&edit\\_requested=true](https://docs.google.com/forms/d/1ZS7bkWBWJ82MSJpU_HLEp6zaHHTNo6OwPLhS_qh1YyQ/viewform?ts=5e8df7c7&edit_requested=true)
- The Contractor shall be responsible for all sanitization needed inside their work zones per the latest CDC guidelines: <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>
- The Contractor shall follow the latest guidance from the CDC concerning critical infrastructure regarding decisions on when to quarantine, return to work protocols and testing: <https://www.cdc.gov/coronavirus/2019-ncov/community/workplaces-businesses/essential-services.html>

## **MBTA Capital Programs Protocols**

### Resident Engineers and Construction Inspectors:

- Inspectors shall maintain a list of all MBTA employees that are on site every day and the list shall be entered as part of their daily report into e-Builder at the end of their shift.
- Upon notification of a positive or presumptive positive COVID case, the Resident Engineer shall immediately notify the Deputy Director of Field Staff by telephone and email.
- After notifying the Deputy Director of Field Staff, the Resident Engineer shall notify Construction Inspectors in person if possible, and by email.
- The Resident Engineer shall review daily reports to identify any MBTA employees that were on site and may have been exposed to the affected party.
- Within one hour of receiving notification, the Resident Engineer shall notify the Deputy Director of Field Staff by email and include a list of all MBTA employees and their departments that were on the site and may have been exposed to the affected party.
- If the positive case or presumptive case had access to the MBTA Field Office or MBTA facilities outside the work zone, the Resident Engineer shall have the locations sanitized per CDC guidelines before field staff can return. Inform the **Maintenance Control Center (MCC), at 617-222-5278** of the location, and they will arrange to have all areas of the exposed workspace disinfected.

### Deputy Director of Field Staff:

- The Deputy Director shall immediately notify the Director of Construction Contracts by telephone and email. The Deputy Chief of Contract Services and the Chief of Capital Programs Support shall be copied on the email.
- The Deputy Director shall notify Capital Programs Senior Leadership including the project manager and Director.
- The Deputy Director shall notify the Office of the Chief Engineer, and any impacted departments such as Engineering and Maintenance, Railroad Operations, Keolis and Operations. .
- All notifications or confirmations of notifications shall be done within 1 hour of learning of a positive case or presumptive positive case.

### Project Manager:

- If the PM is notified first of a positive Covid-19 case, the PM shall immediately notify the Resident Engineer and the General Contractor, if appropriate.
- The PM shall notify the Deputy Director of Field Staff.
- All notifications shall be done within 1 hour of learning of a positive case or presumptive positive case.

NOTE: All email notifications shall be return receipt requested.

Attachments: Covid-19 Guidelines/Procedures Update letter issued by C. Brennan, issued November 17, 2020

CC: Jay Neider, P.E. File  
Vikram Dogra, P.E.  
Christopher Brennan, P.E.  
Erik Stoothoff, P.E. – for dist.  
Todd Johnson – for dist.  
Katie Choe – for dist.  
Mayson Tawfik – for dist. to all RL/OL  
Angel Pena – for dist. to all GLT  
Jennifer Mecca – for dist. to all TOD  
Kevin Chesnik  
John Dalton  
Jenifer Tabakin – for dist. to SCR  
Sean McDonnell  
Patrick Hagerty – for dist. to DPL Staff  
Ryan Jordan