April 14, 2020

Neil Boudreau
Assistant Administrator for Traffic and Safety
MassDOT – Highway Division
10 Park Plaza Suite 7210
Boston, MA 02116

Dear Neil,

As you may be aware, on March 28, the Department of Homeland Security, Cybersecurity and Infrastructure Security Agency (CISA) reiterated that "Employees supporting or enabling transportation functions" are deemed critical employees, and we applaud that decision. However, due to the travel and meeting restrictions put into place nationwide to help combat the spread of COVID-19, the training and certification of highway workers has essentially come to a halt.

We believe that it is critical, given the ongoing COVID-19 pandemic, that states are strongly encouraged to allow online training of highway workers for educational and certification purposes.

During these very difficult times, it is vital to ensure the safety of emergency vehicles, national guard personnel, and trucks carrying much-needed supplies around the country by continuing to maintain our roads and highways. However, in order to do that, workers need the proper training and certification that they are currently not able to obtain through in person classes. Additionally, as the nation looks to stimulate the economy, rebuilding America's infrastructure and roadways will be a top priority; however, should workers not be able to achieve necessary training and certification, the money may be there, but the work force will not. The acceptance of online training and certification by state DOTs will allow workers across the nation to become certified while maintaining proper social distancing, per CDC guidelines, instead of waiting until the COVID-19 restrictions are lifted and attending in-person classes.

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By encouraging state departments of transportation to accept online training and certification, we can keep our roads safe for those fighting on the frontlines against COVID-19 and ensure the American roadway workforce will be properly trained and certified and ready to work. I am writing to ask to see if Massachusetts DOT would accept ATSSA's virtual training courses. We at ATSSA have quickly pivoted and have up and running a virtual train program. A copy of the course descriptions and outlines of the two training courses that we would like to see approved are attached.

To give you a little background about our virtual program, we are using the Zoom Meetings Platform to mimic our classroom training and engage with students live. The students are required to have a camera and audio and interact with the instructor who also has camera and audio to deliver the course. We are utilizing more interactive polls and feedback mechanisms to ensure that the students are taking in the material. We are still delivering all content in a typical instructor led training course. Following completion of the course, we are closely monitoring each student through their video and audio feeds as they complete the test electronically to ensure the validity of each students test results.

Thank you for your time and consideration,

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Course Descriptions and Outlines

Traffic Control Technician (TCT)

Background: Everyone involved in a construction work zone project should have a basic knowledge of temporary traffic control that allows them to assist in installing traffic control devices, monitoring their performance, and recognizing deficiencies during the course of a project.

The TCT course is an introduction to temporary traffic control in work zones for individuals who work in the field installing and removing traffic control devices. The course provides concepts, techniques, and practice exercises in the installation and maintenance of traffic control devices.

After completion, students should know:
- The basic TTC standards/guidelines applicable to highway work zones
- Workable concepts, techniques and practices in the installation and maintenance of TTC devices
- How to make the TTC areas safer for workers, motorists, bicyclists and pedestrians

1. Introduction to TTC
   - Define Temporary Traffic Control (TTC)
   - Quantify the traffic safety in the USA and in this State
2. TTC Standards and Guidelines
   - Explain the importance of standards
   - Introduce Federal and State TTC standards and their relationship
   - Define the levels of compliance
3. Fundamental Principles of TTC
   - Discuss the seven fundamental principles of TTC
   - Describe their application
4. TTC Elements
   - Discuss TTC Plans
   - Describe the component parts of a TTC zone
   - Describe the requirements/functions of each
5. Traffic Control Devices
   - Define traffic control devices and their requirements
   - Discuss
     - Signs
     - Arrow boards
     - Channelizing devices
     - Pavement markings
6. Tapers
   - Define tapers
   - Discuss the various types of tapers
   - Discuss their lengths
   - Discuss maximum channelizing device spacing
   - Workshops 1 and 2
7. Installation and Removal Procedures
   - Discuss the importance of proper installation and removal procedures

- Discuss the sequence to install and remove TTC devices (on a lane closure)
8. Flagger Control
    - Discuss flagger equipment
    - Discuss proper flagger location
    - Discuss flagger signals
9. Other Considerations
    - Discuss other work zone considerations
        - Pedestrian control and accessibility
        - Bicycles
        - Motorcycles
        - Worker safety
            - High-visibility safety apparel requirements

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Traffic Control Supervisor (TCS)

The TCS course is designed to train those who will be actively involved in designing or setting up and maintaining temporary traffic control in a work zone. It moves from the concepts and techniques taught in the TCT course to the implementation of traffic control plans and techniques for installation and removal. Students are taught how to read and interpret plans and specifications and implement them in the field. Workshops included in the course are designed to provide real world examples in designing temporary traffic control setups and also recognizing, analyzing and correcting deficiencies. An additional, vital objective of this course is teaching students the skills necessary to become an effective supervisor, capable of leading a team in the field. TCS

After completion, students should know:

- Review concepts learned in TCT course and relate that information to the MUTCD
- Discuss additional TTC standards and guidelines in the installation, maintenance and removal of traffic control devices
- Discuss the basic skills necessary to be an effective Traffic Control Supervisor
- Increase your ability to read, interpret and implement a TTC Plan
- Discuss the legal aspects of TTC and tips to minimize liability exposure

1. Introduction
   a. Review ATSSA's TCS Certification Program
   b. Discuss typical responsibilities of a Traffic Control Supervisor
   c. Review traffic fatality data
2. Standards
   a. Briefly review sources of temporary traffic control standards and guidelines discussed in the TCT course
   b. Discuss additional standards and guidelines applicable to TTC
3. Component Parts
   a. Briefly review the 4 component parts of a TTC zone discussed in TCT course
   b. Review tapers
   c. Discuss multiple tapers
4. Temp Traffic Control Devices
   a. Briefly review the traffic control device discussed in the TCT course and relate the information to the MUTCD
   b. Discuss additional devices:
        i. Portable Changeable Message Signs (PCMS)
       ii. Temporary rumble strips
      iii. Screens
5. Positive Protection Devices
   a. Define positive protection
   b. Discuss positive protection devices, specifically:
        i. Temporary traffic barriers
       ii. Stationary crash cushions
      iii. Truck/Trailer-mounted attenuators (TMAs)
6. The TTC Plan

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    a. Discuss TTC Plan considerations, including Transportation Management Plans (TMP)
    b. Discuss the parts of a TTC Plan
    c. Discuss key plan-reading concepts

7. Typical Project
    a. Discuss the typical steps associated with TTC projects
    b. Discuss categories of "duration" of work
    c. Discuss inspection of TTC zones
    d. Discuss the characteristics of good documentation

8. Legal Aspects
    a. Discuss legal aspects of TTC
    b. Define litigation
    c. Discuss legal terminology
    d. Explain the civil lawsuit process
    e. Provide tips to minimize liability exposure

9. Night Work
    a. Discuss factors that influence the design and operation of nighttime work zones
    b. Discuss work zone lighting requirements
    c. Discuss possible night work enhancements

10. Flagger Control
    a. Discuss
        i. Flagger supervision
        ii. MUTCD flaggers' desired abilities
        iii. Flagging equipment and procedures
        iv. Typical flagging operations
        v. Other flagging considerations

11. Supervisory Skills
    a. Discuss supervisory skills
        i. Communication
        ii. Problem solving
        iii. Partnering
        iv. Others
    b. Discuss the ATSSA TCS Code of Ethics

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