

**THE COMMONWEALTH OF MASSACHUSETTS
MASSACHUSETTS DEPARTMENT of TRANSPORTATION
INTEROFFICE MEMORANDUM**

TO: District Highway Directors
District Construction Engineers
District Maintenance Engineers

FROM: Michael A. McGrath *Michael A. McGrath*
Deputy Administrator/Chief of Construction Engineering

DATE: December 29, 2020

RE: Contractor COVID-19 Incident Report

As of December 30, 2020 each district shall have all Resident Engineers notify each Prime Contractor that they are required to use the attached form, Contractor Incident Report Workforce COVID-19 Cases, to notify MassDOT of any COVID-19 related incidents.

The following steps shall be taken to implement this process:

1. Each Resident Engineer shall provide the Prime Contractor with a blank, electronic copy (pdf format), of the MassDOT Contractor Incident Report Workforce COVID-19 Cases form
2. The Prime Contractor shall use this form each time to notify MassDOT of any of the following COVID-19 related incidents:
 - Confirmed Positive
 - Self-Reported COVID-19 Symptoms (Cough, Fever, Difficulty Breathing, Sore Throat)
 - Close Contact at Work
 - Close Contact Outside of Work

Close contact is defined by CDC as anyone who was within 6 feet of an infected person for a total of 15 minutes. An infected person can spread COVID-19 starting 48 hours (or 2 days) before the person has any symptoms or tests positive for COVID-19.

3. The Prime Contractor is responsible for submitting all forms for either their own personnel or that of each approved subcontractor working on the site as well any known cases involving vendor personnel.

4. All information noted as required on the incident report form must be provided by the Prime Contractor prior to submitting the incident report to the Resident Engineer.
5. The Prime Contractor is responsible for submitting each incident report form to the Resident Engineer within 24 hours of positive or presumptive positive COVID case.
6. Upon receipt of the incident report form from the Prime Contractor, the Resident Engineer shall attach a copy of the report to the daily Field Inspection Report.
7. The Resident Engineer shall forward a copy of the report to the District Construction Engineer
8. A separate copy of the report shall be emailed to MassDOT Human Resources to:

Joseph Kelley
Massachusetts Department of Transportation
Human Resources Business Partner
Joseph.Kelley@dot.state.ma.us

Cc: J. Foti
D. Spicer
J. Kelley

MassDOT CONTRACTOR INCIDENT REPORT

Workforce COVID-19 Cases

As a matter of public health and safety, MassDOT Contractors are required to immediately report all known cases where contractor personnel (including sub-contractors and vendors) performing work on MassDOT projects who have reported symptoms of and or tested positive for the COVID-19 virus. Please complete below and submit this form to Resident Engineer within 24 hours of a positive or presumptive positive COVID case. This also includes any personnel that may have come in close contact with the infected individual.

This form is to be completed by the prime contractor to report incidents either for their own personnel or the personnel of their subcontractors and vendors.

Please enter the following information: (* Required)

Contract Number*

Prime Contractor *

Date*

The following information is for the person completing/submitting this incident report on behalf of Prime Contractor for their own personnel or for those of their subcontractor(s) or vendors.

Contact Name *

Contact Tel # *

Email Address *

COVID-19 Case Classification *

Confirmed Positive

Self-Reported COVID-19 Symptoms (Cough, Fever, Difficulty Breathing, Sore Throat)

Close Contact at Work

Close Contact Outside of Work

Close contact is defined by CDC as anyone who was within 6 feet of an infected person for a total of 15 minutes. An infected person can spread COVID-19 starting 48 hours (or 2 days) before the person has any symptoms or tests positive for COVID-19.

Was individual on MassDOT project site within Last 10 Days? *

Yes

No

CONTRACTOR Information

This section should reflect Information about this incident and contact information in the event additional follow up information is needed.

Company Name *

Prime Contractor

Subcontractor or Vendor

INCIDENT INFORMATION:

Due to privacy concerns, do not provide personal information about the individual involved in this case.

Individual is symptomatic? * Date*

OR

Individual is asymptomatic?* Date*

DATE and TIME of last SHIFT worked on MassDOT Project? *

LOCATION(s) of last shift worked? (Location on project site where individual was physically performing service within the project limits) *

Required in order to communicate incident with MassDOT project personnel of close contact and for contract tracing (asking the symptomatic individual who s/he was in close contact with)

Provide list of full names of any individual(s) who the infected person may have come in close contact (i.e. closer than 6 feet to a symptomatic individual or more than 15 minutes over a 24 hour period) with onsite within the past 10 days*

List as many names as possible to the best of your ability. DON'T LIST THE NAME OF THE PERSON INFECTED

Was this the only MassDOT project site these individuals reported to over the past 10 days? *

Yes

No

If response is No for any individual please list which individual visited more than one site and which project site they visited *

Notice:

A. The following steps ALL Contractors must follow if a member of your workforce came in close contact with MassDOT employee(s) and is **CURRENTLY ONSITE**:

1. Instruct individual to leave the project site and not return until cleared by a healthcare provider or public health in accordance with CDC guidance
3. Notify the MassDOT Resident Engineer
4. Complete/Submit this Mandatory Incident Report
5. Communicate with the employee(s) to provide updates and guidance on sanitization and return to work*

- B. The following steps ALL Contractors/Vendors must follow if a member of your workforce came in close contact with MassDOT employee(s) **WITHIN THE PAST 10 DAYS** and is **CURRENTLY NOT ONSITE**:
1. Instruct individual to stay off the project site and not return until cleared by a healthcare provider or public health in accordance with CDC guidance
 2. Notify the Resident Engineer
 3. Complete/Submit this Mandatory Incident Report
 4. Communicate with the employee(s) to provide updates and guidance on sanitization and return to work*

*Returning to work:

Sick or quarantined employees should follow CDC-recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.