

## **Guidance for PennDOT Adopt A Highway (AAH) Coordinators to re-open AAH Program in YELLOW and GREEN phase areas of PA**

### **Yellow/green counties only:**

All protocols found in COVID-19 GUIDANCE FOR CONTINUATION OF MAINTENANCE ACTIVITIES (May 4, 2020) will be followed.

### **Guidance specific to the re-opening of the Adopt A Highway Program**

#### **Tasks to be done while tele-working:**

- Reach out to the AAH groups on the county's list of active AAH groups by email or by phone. Ask groups if they intend to perform any activities and what dates are they looking at.
- Inform the groups that all scheduled pickups for the upcoming weekend and week need to be coordinated before the close of business the Thursday prior.
- Inform the groups they must follow current CDC guidelines when it comes to social distancing, wearing of a protective mask, hand washing, etc., while completing their work. Tell them CDC/Department of Health information will be in their packets and available to be emailed in advance if requested

#### **Tasks to be done from a PennDOT work location:**

- On Friday, the county AAH coordinator will come to the county office and prepare a "shopping bag" package with requested items for the AAH group based on the information given. The package will be tagged with the group's name.
- The AAH group will send their representative to pick up curbside at the county office at a designated time on Friday. There should be no face to face contact between PennDOT personnel and the public.
- Packages should be placed in the designated pick up area in a way that provides "social distance" for the groups who arrive to pick them up.
- The curbside pickup could be between 10AM and Noon to allow the county coordinator enough time to put the "shopping bags" together-whatever works best for county operations.
- Any returnable items (WZTC signage, trash pickers, etc.) if provided must be returned to the package pickup area during normal business hours the following business day.
- These returnable items will be cleaned following the guidance given in GENERAL COVID-19 SAFETY GUIDANCE RETURN TO WORK GUIDELINES (April 28, 2020).