Self-Monitoring and Social Distancing Guidelines for Design Projects

Based on documents issued by the PA Department of Health and the Occupational Safety and Health Administration (OSHA) regarding the mitigation of the spread of Coronavirus (COVID-19), the following self-monitoring and social distancing guidelines are being recommended for all Department design projects:

- **Self-Monitoring**
  - Cough or sneeze into your elbow.
  - Wash hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer if soap and water are not available.
  - Avoid touching your eyes, nose and mouth with unwashed hands.
  - Clean surfaces frequently touched including door knobs, light switches, printers, cell phones, computers, etc.
  - If you are sick, stay home.

- **Social Distancing: Staying Away from Close Contact** in public places
  - Limit your exposure and keep your distance (about 6 feet) from others (co-workers, public, property and business owners, etc.).
  - Avoid touching others or shaking hands.
  - Avoid using other workers’ phones, desks, offices, or other work tools and equipment when possible.
  - Only go into the office for essential functions. Do as much work from home as possible.
  - Project meetings should be virtually hosted when possible, including public involvement meetings.

For all PennDOT and contracted staff who are higher risk for serious illness from COVID-19 because of age or because of a serious long-term health problem, it is important for them to take actions to reduce the risk of getting sick with the disease as per CDC guidance. Should you need additional support services during this self-monitoring and social distancing period, visit the Pennsylvania Department of Health website, www.health.pa.gov, or call 1-877-PA-HEALTH (1-877-724-3258).