



DelDOT Phased Re-Opening Plan

Phase II

Overall Guidance

- Telecommuting to continue where possible
- Maintain social distancing
- Accommodations will be made for vulnerable populations
- Avoid gatherings of 50 or more persons when indoors. Facilities are allowed to be at 60% capacity.
- Employees will be provided with proper personal protective equipment and hand sanitizer
 - Facial coverings to be worn when working with the public or when social distancing isn't feasible

Facilities and Cleaning

- Common areas limited with social distancing
 - Limit capacity in conference rooms and breakrooms
- Reconfigure cubicles/workspace to allow for social distancing
- Social distancing markers/guidance for elevators
- DelDOT facilities limited to DelDOT personnel, consultants and contractors
- All facilities and equipment will continue to be thoroughly cleaned
- Discourage sharing equipment. Any shared equipment (including copiers, computers) must be cleaned after each use
- Installation of automatic soap/paper towel dispensers
- High traffic areas to be cleaned throughout the day

Meetings/Workshops

- Internal Meetings (with or without consultants)
 - Continue virtual whenever possible; if in-person is necessary, must be with less than 50 people, with social distancing/wear facial coverings if cannot
- External Meetings (agencies, municipal, utilities, communities, developers, engineers, etc.)
 - Continue virtual whenever possible; must be with less than 50 people, with social distancing/wear facial coverings if cannot

- Property Owner Meetings (during design, right-of-way, etc.)
 - Virtual or defer; if in-person is necessary, must be with less than 50 people with social distancing/wear facial coverings if cannot
- Field Meeting (environmental, onsite for maintenance issues, public works inspections, etc.)
 - Permitted but must be with less than 50 people with social distancing/wear facial coverings if cannot
- Legislative Briefings
 - Virtual; if in-person is necessary, must be with less than 50 people with social distancing/wear facial coverings if cannot
- Public Outreach/Workshops
 - Virtual workshops are preferred; if in-person must cannot exceed 60% of facility, with social distancing/wear facial coverings if cannot; in-person will still require a virtual component

Interviews and Hiring New Employees

- Interviews can still be conducted via phone interview or in-person.
 - If in-person, social distancing must be adhered to.

Training

- Training should be done online where possible
- Non-essential travel will be determined on a case by case basis

DelDOT Operations by Division

Finance

- Continue to accept bids electronically
- Continue to record bid opens

Human Resources

- NEO required training with social distance/wear facial coverings if cannot
- Retirement sessions held in-person, with social distance/wear facial coverings if cannot
- Radio advertisements for recruitment in lieu of job fairs
- Disciplinary hearings continue via Skype

Technology & Innovation

- Continue to provide technical support, licensing platforms and equipment needs
- Provide guidance and training to staff on using virtual platforms
- Provide technical support and recommendations on virtual workshops
- Tracking VPN usage and activity reports

Community Relations

- Virtual press events are preferred; if in-person need a gatekeeper at the door to maintain less than 50 at a time with social distancing/wear facial coverings if cannot; in-person will still require a virtual component
- Incorporate video messages on projects, programs, events, etc.
- Increase social media components for major projects
- PSAs on television screens at facilities

Planning

- Electronic submission, reviews and approvals of plans continues

Transportation Solutions (DOTS)

- Field crew vehicles are limited to 2 occupants (no more than 2 people in a vehicle)
- Take home vehicles – continued approval
- Construction crews need to maintain social distance/wear facial coverings if cannot

Maintenance & Operations

- Field crew vehicles are limited to 2 occupants (no more than 2 people in a vehicle)
- Split shifts of maintenance crews will continue
- Crews need to maintain social distance/wear facial coverings if cannot
- CDL Testing/Training
 - Supervisors can oversee training

Division of Motor Vehicles (DMV)

DMV Facilities

- Screening all staff and customers entering facilities
- Customers and employee wear facial coverings
- Plexiglass to be installed at counters
- 60% capacity permitted in DMV lobbies.
- Appointments scheduled via online – with expanded services
- Wednesday operations at DMV remain 8:00am to 4:30pm, with no evening hours

Inspection Lanes

- Inspection lanes will remain open and the drive through windows at each location will have additional staff working to process DMV-related transactions
- All emissions testing continues to be suspended. Safety and brake inspections will still be completed in the inspection lanes.

Drivers Services

- Extend temporary driver license expiration dates for online renewals from 15 to 60 days
- Continue waiving late fees for vehicle registration and driver license renewals
- Class D road test continue to be suspended
- All motorcycle safety courses conducted at DMV will resume
- Resume motorcycle skills exam
- All Administrative License Revocation (ALR) hearings, fraud hearings, and medical hearings will resume

Uninsured Motorists

- There will be no in-person Uninsured Motorist or Driver Improvement transactions that will take place.

Auto Dealers

- Auto dealers will still be dropping off folders for processing and leaving the building.

CDL

- CDL testing continues
- Continue to stop all CDL downgrades of individuals with a medical certification expired
- Allow CDL holders to renew online, regardless if their medical certification is expired.
- Allow CDL holders to renew at the kiosks, regardless if their medical certification is expired.

Auto Theft

- All Auto Theft Unit transactions continue to be cancelled

Delaware Transit Corporation (DTC)

Fixed Route

- Front boarding; passenger limits continue
- Fare collection (encourage use of DART Pass for discount)
- Customers and operators to wear facial coverings
- Plexiglass to be installed on buses
- Beach Bus Service resumes
- Nightly cleaning of buses

Paratransit

- Customers pay by DART Pass or are billed for trip
- Customers and operators wear face coverings
- Allow up to 3 customers per bus if needed
- Resume in-person eligibility interviews
- Limit operators going inside facilities/agencies
- Nightly cleaning of buses

SEPTA

- Continue to restore services as demand and resources allow

Phase III

DeIDOT

- Return to previous operations
- Accommodations for vulnerable population
- Maintain social distancing
- Facial coverings to be worn when working with the public or when social distancing isn't feasible
- Facilities and equipment continue to be cleaned

DMV

- Customer and employees to wear face coverings

As of June 8, 2020 – Subject to Change

- Facilities and equipment continue to be cleaned
- All services resume
- Wednesday evening hours resume

DTC

- Public Carrier to resume services
- Customer and employees to wear face coverings
- Facilities and vehicles continue to be cleaned
- Lift capacity restrictions on fixed route
- Allow cash and tickets on paratransit
- Eliminate discounts on App for fixed route