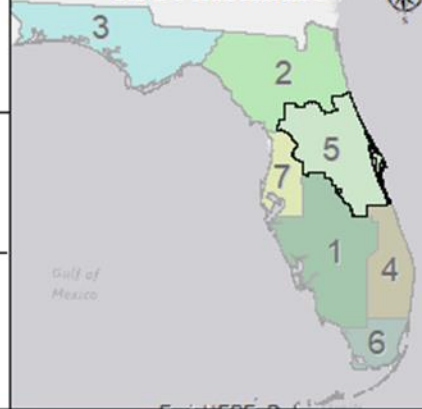




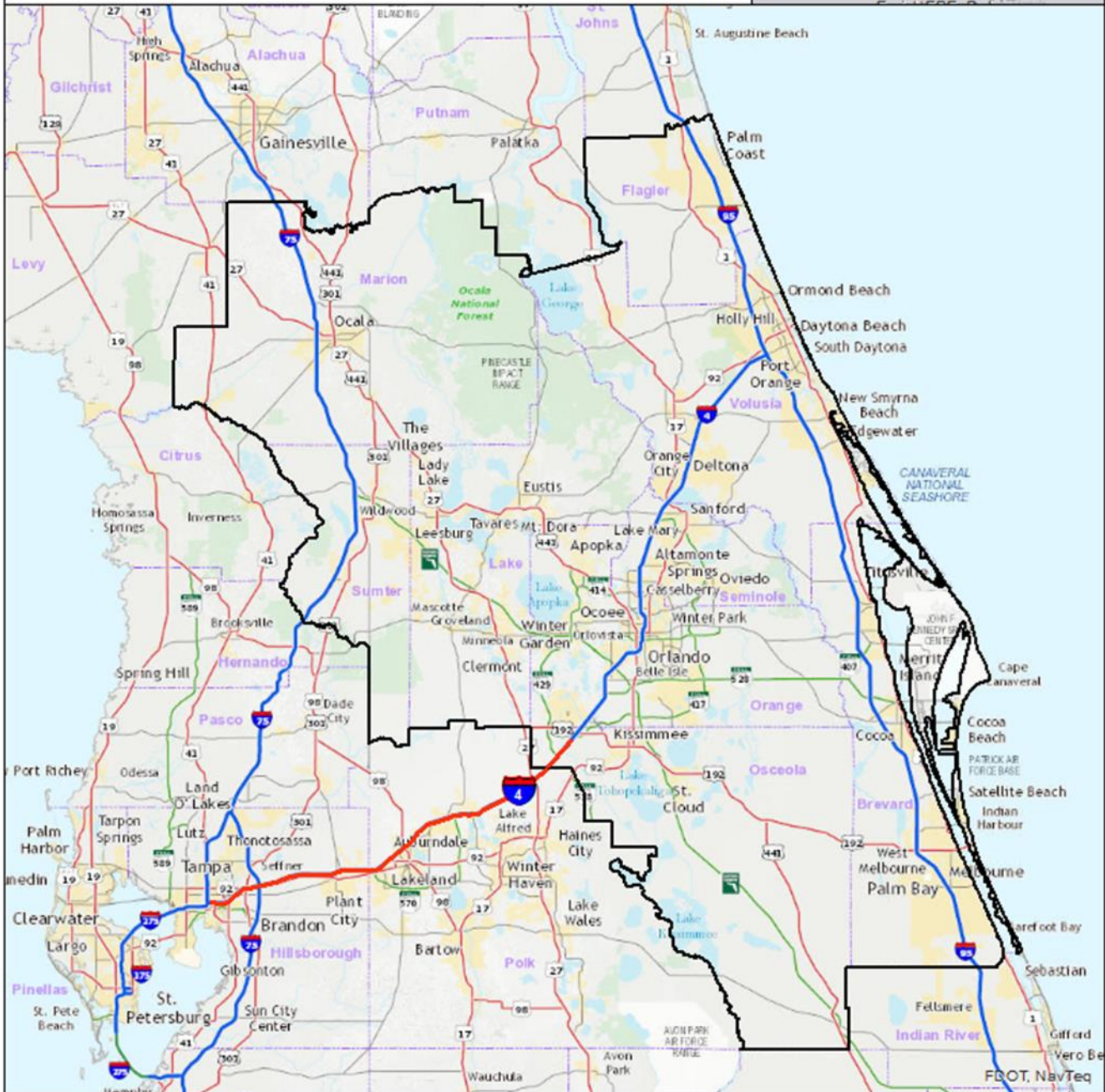
FDOT DISTRICTS



4/20/23 Emergency Shoulder Use Standard Operating Procedure

I-4 Eastbound from Polk / Osceola County Line to before SR 417
MM 57.6 to MM 63.4

1 inch = 25 miles



Contents

DISTRICT FIVE I-4 CORRIDOR: OSCEOLA COUNTY	2
ORGANIZATION STRUCTURE AND COMMUNICATION.....	2
EMERGENCY SHOULDER USE – OPERATIONAL FLOW CHART	3
CONTACT LIST.....	4
EQUIPMENT LIST	5
ANNUAL PREPAREDNESS OPERATIONS UNDER BLUE SKIES	6
PRE-IMPLEMENTATION OPERATIONS UNDER PENDING GRAY SKIES	7
IMPLEMENTATION OPERATIONS	10
SET-UP.....	11
DURATION.....	12
POST IMPLEMENTATION OPERATIONS.....	13
POST EVENT OPERATIONS	14
ATTACHMENT A: LIST OF ACRONYMS	16
ATTACHMENT B: SIGN TABLE	18
ATTACHMENT C: SIGN AND LEO LOCATION EXAMPLES	19
ATTACHMENT D: PRECAUTIONS FOR SAFETY SERVICE PATROLS.....	21

This document (Revision 10a, 4/20/23) is based on previous District 5 & District 7 I-4 ESU SOP

Confidential and Exempt Pursuant to F.S. 119.071.
Do not copy, distribute, or release without written permission of District Five Maintenance Engineer

Emergency Shoulder Use Standard Operating Procedure

DISTRICT FIVE I-4 CORRIDOR: OSCEOLA COUNTY

This Standard Operating Procedure (SOP) establishes the operations required to be prepared for and to implement Emergency Shoulder Use (ESU) as shown in the ESU Concept Plans for I-4 in Osceola County between MM 57.6 and MM 63.4, totaling 5.8 miles. The implementation of ESU requires the coordinated effort of the Florida Department of Transportation (FDOT), Florida Highway Patrol (FHP) and other law enforcement agency partners and contracting partners. This SOP establishes what operations must be performed and by whom, when the operations will be performed, where the operations will be performed, and how the operations will be performed. This SOP may be revised. The ability to adapt to actual conditions is a necessity during any emergency event.

The purpose of the ESU plan is to serve as a tool to help evacuate a region due to or in advance of a natural or man-made disaster. It is designed to temporarily increase the roadway capacity and **is intended to be a 24-hour operation**. The current ESU Concept Plans show the typical location for traffic control channelizing devices, Law Enforcement Officers (LEO), narrow shoulder locations and emergency crossover locations. It is possible that the plan may be implemented in conjunction with neighboring Districts One and Seven. In those cases, close coordination will be required at the District and Troop level.

ORGANIZATION STRUCTURE AND COMMUNICATION

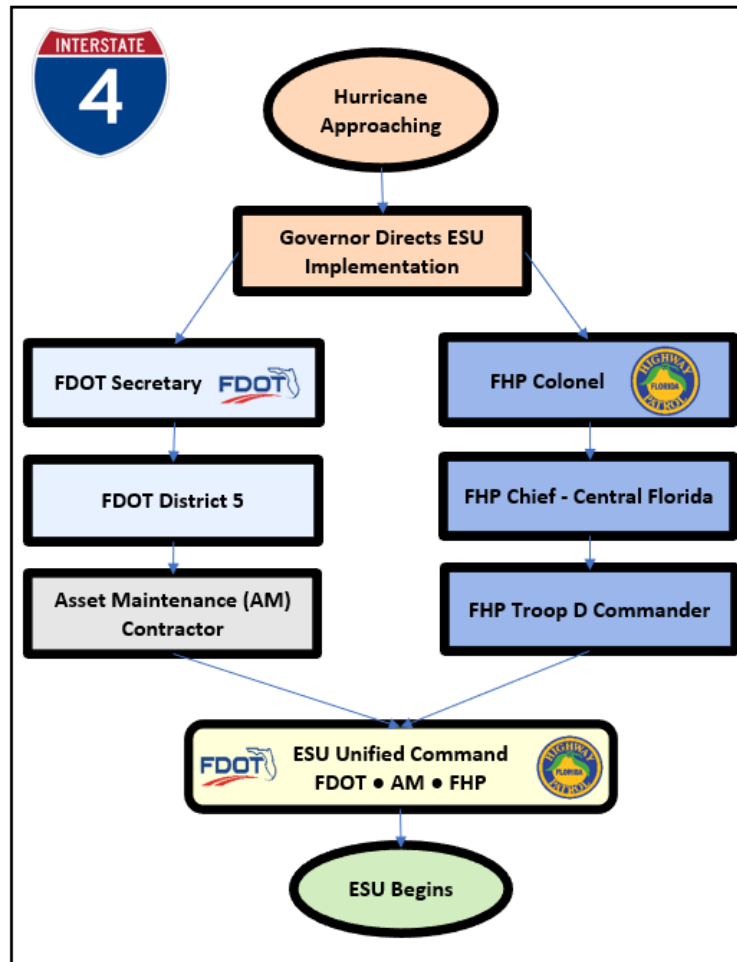
An Area Command is the appropriate Incident Command System (ICS) organizational structure for this SOP. Terms and concepts from the National Incident Management System (NIMS) and ICS standardized systems are used in this SOP without elaboration. Please refer to an appropriate NIMS or ICS document for further explanation of any unfamiliar terms and/or conditions. See Attachment A for a list of acronyms for this SOP.

The FDOT and FHP will implement ESU following direction from the Governor or State Coordinating Officer. The FDOT will provide the direction to implement ESU from the State Emergency Operations Center (SEOC) to the District EOC. FHP will provide the direction using a similar process. At that point, coordination and implementation of ESU will be at the District and Troop level.

The Area Commander (AC) is responsible for providing overall direction on pre-event preparation, ensuring that all parties perform assignments and report status as required. There are three (3) Districts along this corridor – District One, Five, and Seven. The District Maintenance Engineer will serve as the Incident Commanders (IC) for District Five. The Emergency Coordinating Officer will serve as the IC for District One. The District Seven Maintenance Engineer shall be designated as the AC. The District Five Operations Section Chief shall be responsible for the implementation of ESU along this corridor. The individuals assigned to the Operations Section Chief position are identified in the District Five EOC Organization Chart.

Notifications and orders to implement will be given to the Asset Maintenance Contractors and all other personnel and Contractors deemed necessary by the District Maintenance Engineer or designee. Notification to appropriate personnel will be made via telephone, e-mail, fax, radio, etc.

EMERGENCY SHOULDER USE – OPERATIONAL FLOW CHART



PRIMARY NOTIFICATION

- Florida Highway Patrol (FHP) District Offices – Troop D
- Florida Department of Transportation – District Five (D5)
- Asset Maintenance Contractors (AMC) – TPC
- Department of Emergency Management – Emergency Medical and Fire Services
- County Emergency Management Office – Osceola
- Communications Office – News Media

EQUIPMENT LIST

All signs are permanent flip down signs and will be installed and maintained by the AMC except at barrier wall locations where portable signs will be used or where conditions may warrant a shift in the existing locations. Should a shift in the existing locations occur, portable signs will be used. Flip down signs will be maintained in the “up” position. A review of existing conditions will be required to confirm the begin and end of construction projects and the potential for shoulder closures in these areas. No ramp closures are planned at this time.

Summary of Sign Quantities	
NO TRUCKS BUSES OR TRAILERS	2
LEFT SHOULDER OPEN FOR USE	2
PORTABLE CHANGEABLE MESSAGE SIGN (PCMS)	1
LAW ENFORCEMENT OFFICERS (LEO)	1
EMERGENCY ASSISTANCE VEHICLE (EAV)	1
END SHOULDER USE ½ MILE	1
END SHOULDER USE 1 MILE	1
END SHOULDER USE	1
SHOULDER CLOSED TO TRAFFIC	2
Total Devices	13

See Attachment B for the table of sign locations. Some adjustments can be made to fit field conditions as needed provided the required distance between the signs is maintained as shown in the plans. Also see Attachment C for Sign and LEO location examples.

ANNUAL PREPAREDNESS OPERATIONS UNDER BLUE SKIES

The Preparedness Operations phase considers what tasks need to occur prior to Hurricane Season each year. All Maintenance Contractor activities will be performed to MRP standards per their contracts. The status of all tasks will be discussed at the monthly progress meetings and included in the contractor's monthly activity report.

Pre-Implementation Operation Activity (Blue Skies)	Responsible Party	Timeline	Quality Control
Verify that all ITS are	RTMC	June 1	Traffic Operations
Inspect/Install Permanent Signs	AM Contractor	June 1	FDOT AM Contract Manager & Inspector
Ensure temporary signs and PCMS Equipment are available and ready	AM Contractor	June 1	FDOT AM Contract Manager & Inspector
Check shoulder conditions to ensure that drop off standards are meeting MRP	AM Contractor	June 1 st & August 15 th	FDOT AM Contract Manager & Inspector
Check for potholes and repair to meet MRP requirements	AM Contractor	As needed prior to June 1 st & August	FDOT AM Contract Manager & Inspector
Remove Vegetation to meet MRP requirements	AM Contractor	Quarterly and June 1 st & August 15 th	FDOT AM Contract Manager & Inspector
Remove Litter to meet MRP criteria along the entire corridor. (Include excess debris under overdrift)	AM Contractor	June 1 st & Aug 15 th	AM Contractor, FDOT AM Contract Manager & FDOT Inspector
Remove Encroachments to meet MRP requirements	AM Contractor	Quarterly and June 1 st & August 15 th	FDOT AM Contract Manager & Inspector
Sweep the Shoulders to remove all loose materials and small debris	AM Contractor	Monthly during hurricane season. Immediately prior to implementation	FDOT AM Contract Manager & Inspector
Ensure Guardrail meets MRP criteria along the entire corridor	AM Contractor	June 1 st & Aug 15 th	AM Contractor, FDOT AM Contract Manager & FDOT Inspector
Ride the Corridor	AM Contractor & FDOT Staff	June 1 st & Aug 15 th	FDOT AM Contract Manager & Inspector
Coordinate with FHP	AM Contractor & FDOT Staff	Prior to June 1	DME

Coordinate with Local Agency Partners	AM Contractor & FDOT Staff	Prior to June 1	DME
Coordinate with Social Media, Local News Partners	Communications Office	Prior to June 1 and immediately prior to implementation of ESU	DME
Schedule and hold exercises for coordination efforts with adjacent Districts, FHP and Asset Maintenance	AM Contractor, FDOT and FHP	Exercise as needed.	DME
Monitor upcoming and on-going construction work.	AM Contractor & FDOT Staff	Prior to and throughout Hurricane season	FDOT AM Contract Manager and Inspector
Coordinate with Decision Makers	DME	On-Going	DME

PRE-IMPLEMENTATION OPERATIONS UNDER PENDING GRAY SKIES

Pre-Implementation Operation Activity (Pending Gray Skies)	Responsible Party	Location	Timeline (When)	Timeline (How Long)	Quality Control
Verify that all ITS are functioning	RTMC	Along the corridor	7 to 5 days out		Traffic Operations
Pre-Storm Meeting with AM Contractor	FDOT		7 to 5 days out		FDOT
Remove Vegetation to meet MRP criteria adjacent to ESU (including vegetation under guardrail)	AM Contractor	Entire Corridor Length	7 to 5 days out	2 days	FDOT AM Contract Manager & Inspector
Remove Litter to meet MRP criteria along the entire corridor. (Include excess debris under guardrail)	AM Contractor	Entire Corridor Length	7 to 5 days out	2 days	FDOT AM Contract Manager & Inspector
Ensure Guardrail meets MRP criteria along the entire corridor	AM Contractor	Entire Corridor Length	7 to 5 days out	3 days	FDOT AM Contract Manager & Inspector
Remove Encroachments to meet MRP requirements	AM Contractor	Entire Corridor Length	7 to 5 days out	3 days	FDOT AM Contract Manager & Inspector

Number of EAV's and staging locations will be shown in the AM Contractor Emergency Plan	AM Contractor	As defined along corridor	2 days out for notification to AM contractor for EAV support		DME
Deploy Portable Changeable Message Signs	AM Contractor	Per Plans & SOP Equipment List	Implementation of ESU is anticipated	6 hours	FDOT AM Contract Manager & Inspector
Sweep the Shoulders to remove all loose materials and small debris adjacent to ESU and accompanying paved shoulder used for emergency response vehicles	AM Contractor	Entire Corridor Length	7 to 5 days out 3 to 1 day(s) out	3 days	FDOT AM Contract Manager & Inspector
Notify FHP for removal of abandoned vehicles	AM Contractor / FHP	Entire Corridor Length	Implementation of ESU is anticipated	8 – 12 hours	FDOT AM Contract Manager & Inspector
Ride the Corridor & correct any last-minute items found	AM Contractor & FDOT Staff	Entire Corridor Length	Implementation of ESU is anticipated	4 hours	FDOT AM Contract Manager & Inspector
Coordinate with FHP and D-1 & D7 staff	AM Contractor & FDOT Staff	Entire Corridor Length	Implementation of ESU is anticipated	On-Going	DME
Coordinate with Local Agency Partners	AM Contractor & FDOT Staff	Entire Corridor Length	Implementation of ESU is anticipated	On-Going	DME
Coordinate with Social Media, Local News Partners	Communications Office	Entire Corridor Length	Implementation of ESU is anticipated	On-Going	DME
Coordinate with Decision Makers	DME	Entire Corridor Length	Implementation of ESU is anticipated	On-Going	DME

PUBLIC INFORMATION: FHP and FDOT Communications Offices will constantly provide updated information to radio, TV, news media, and local authorities, prior to, during, and after the operation. This will be accomplished by the preparation of news releases and dissemination to appropriate news media on a timely basis. The Regional Transportation Management Center (RTMC) will post messages on the Dynamic Message Signs (DMS) signs and 511.

LOGISTICS: The implementation of ESU requires a coordinated effort between the FDOT, Florida Highway Patrol, and county and local officials. The RTMC will keep the District EOC informed of traffic conditions and assist with coordination of Road Ranger response efforts.

DEPLOY THE PORTABLE CHANGEABLE MESSAGE SIGNS (PCMS): AMC will transport the PCMSs to the designated locations and set up according to standards. The PCMS panels shall display the message “Drive Safely” and the operation of the unit including the appropriate message will be re-checked.

REFUELING SITES FOR STATE VEHICLES: Fuel for state vehicles will be obtained at commercial gas stations or at local FDOT facilities. Additionally, there may be fuel tankers positioned at strategic locations along the route if determined necessary.

EQUIPMENT STAGING SITES: Equipment and supplies will be maintained and provided by the Asset Maintenance Contractor. Once information is received that ESU procedures are to be implemented, the equipment will be transported by the AMC to the traffic post, etc. to await deployment.

DISABLED VEHICLES AND MOTORISTS OF DISABLED VEHICLES: Emergency Assistance Vehicles (EAV) shall patrol the roadway and will be used to remove and restore disabled vehicles to remove and transport motorists of disabled vehicles to the nearest commercial facility to ensure the free flow of traffic as much as possible. Motorists should be advised by news media to have a full tank of fuel prior to entering the interstate.

EMERGENCY MEDICAL SERVICES: Emergency Medical Services (EMS) will be advised upon the implementation of ESU operations. Due to the shoulders for evacuation, there may be a need to pre-stage emergency equipment.

ARTERIAL ROADWAY SUPPORT: The District 5 Integrated Corridor Management (ICM) teams have an extensive network of enhanced traffic signal plans to improve efficiency of arterial roadways that run parallel, or near parallel, to major interstates throughout the District. These arterial roadways can provide additional relief of heavily congested interstate corridors during Emergency Shoulder Use (ESU). The D5 ICM teams will monitor traffic conditions during ESU operations and coordinate with relevant personnel from District 5, Florida’s Turnpike, their contractors, FHP, and/or local stakeholders for any necessary adjustments to traffic control or traffic signal timing plans to improve the safety and efficiency of evacuation efforts.

COMMUNICATIONS: District Five EOC will serve as the central point of coordination Communication will be maintained throughout pre-implementation operations under pending gray skies with the following:

- Florida Highway Patrol
- FDOT Central Office
- Asset Maintenance Contractor / Roadside Assistance Services Contractor
- FDOT Communications Office
- FDOT District 1
- FDOT District 7

IMPLEMENTATION OPERATIONS

Upon notification to implement ESU with confirmation through the District Secretary, the AC will begin notifications and direct the Operations Section Chief to begin implementation. Working from **east to west**, the asset maintenance contractor shall implement ESU within 4 hours after order has been given and will coordinate their placements and timing of PCMSs with District 1 and 7 staff as directed.

The AMC will closely coordinate their efforts to ensure that the shoulders are not opened to traffic prior to the shoulders being cleared by both contractors. Once the AMC has flipped all their signs, they will program the appropriate message on the PCMS and open the shoulder to traffic.

Implementation Operations	Responsible Party	Location	Timeline (When)	Timeline (How Long)	Quality Control
Flip down permanent signs *east to west	AMC	Per Plans and SOP Equipment List	Implementation of ESU	1-hour prior	FDOT AM Contract Manager & Inspector
Set and display messages on Portable Changeable Message Signs & DMS	AMC	Per Plans & SOP Equipment List	Implementation of ESU	1-hour prior	FDOT AM Contract Manager & Inspector
Ride the Corridor	AMC & FDOT	Entire Corridor Length	Implementation of ESU	4 hours prior	FDOT AM Contract Manager & Inspector
Coordinate with law enforcement agencies	AMC & FDOT	Entire Corridor Length	Implementation of ESU	On-Going during Implementation of ESU	DME
Monitor ITS for any adjustments needed	FDOT	Entire Corridor Length	Prior to and during Implementation of ESU	On-Going during Implementation of ESU	DME
Positioning of LEO and EAV	LEO & AMC / Pre-Event Coordinator	Entire Corridor Length	Implementation of ESU	On-Going during Implementation of ESU	DME and Contract Manager
Deployment of Roadside Assistance	AMC	Entire Corridor Length	Implementation of ESU	On-Going during Implementation of ESU	DME and Contract Manager
Coordinate with Local Agency Partners	District EOC	Entire Corridor Length	Implementation of ESU	On-Going during Implementation of ESU	DME

Coordinate with Social Media, Local News Partners	FDOT Communications Office	Entire Corridor Length	Implementation of ESU	On-Going during Implementation of ESU	DME
Coordinate with Decision Makers	DME	Entire Corridor Length	Implementation of ESU	On-Going during Implementation of ESU	DME

SET-UP

The District Five EOC will serve as the central point of coordination for implementation of internal resources. Coordination beyond our own assets will take place at the County Emergency Operations Centers via the FDOT Representative. Communication will be maintained throughout the ESU with the following:

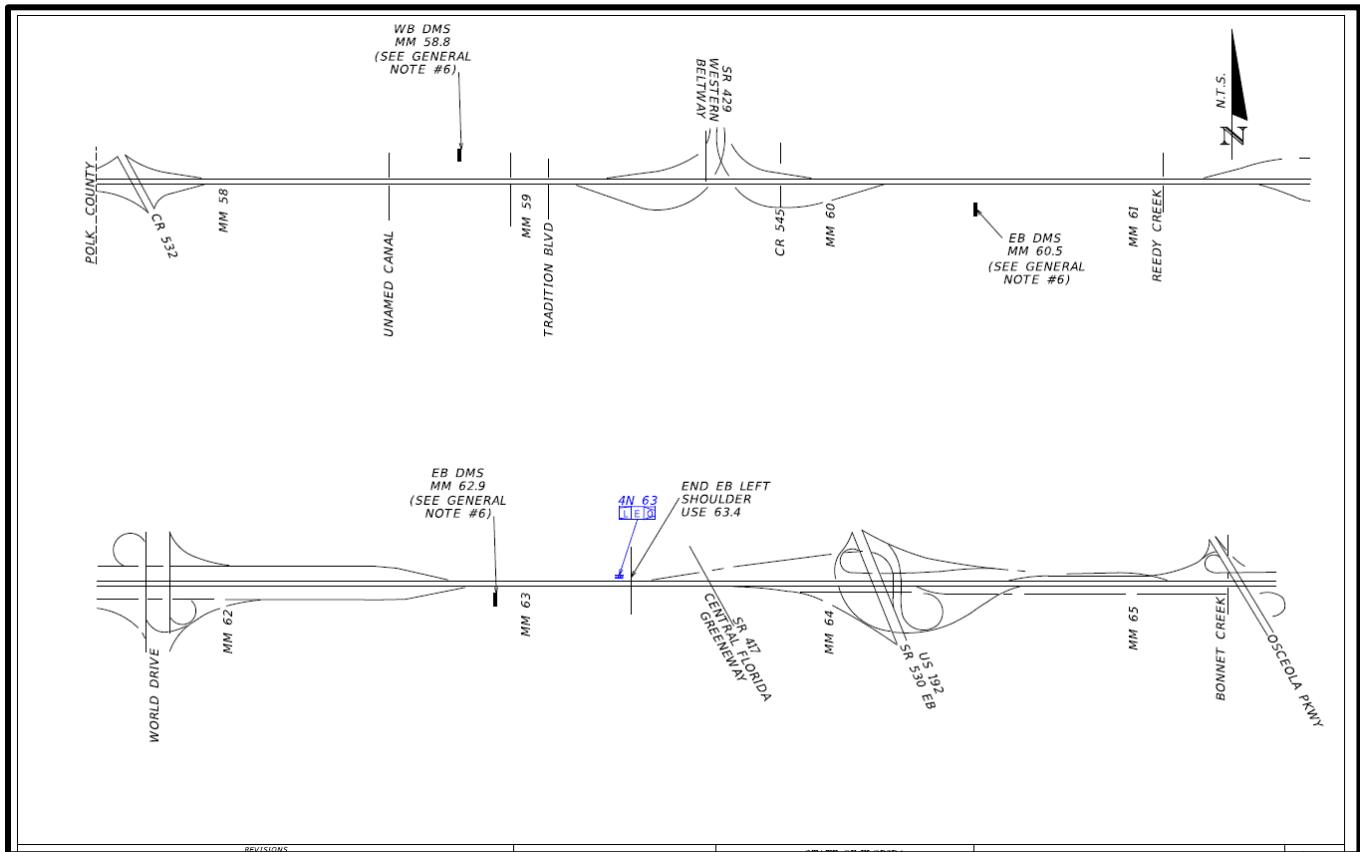
- Florida Highway Patrol
- FDOT Central Office
- Asset Maintenance Contractor / Roadside Assistance Services Contractor
- FDOT Communications Office
- FDOT District 1
- FDOT District 7

DEPLOY RESOURCES: The order to deploy personnel and equipment resources will be given by the AC. When the order to deploy is given, the FDOT will task the AMC to deploy resources. The AMC will deploy resources to their designated locations immediately upon notification. Set-up time is estimated at 4 hours.

VERIFY DEPLOYMENT: Contractors and FHP will notify the District Five EOC when verification is complete.

COMMERCIAL AND OTHER LARGE VEHICLE RESTRICTIONS: Due to the shoulder widths, large commercial trucks and other large vehicles will be required to stay on the mainline.

The positioning of FHP or other Law Enforcement and the EAV are identified in the typical layout plan sheet as shown below. One LEO will be staged at the end of shoulder use. No ramp closures are planned. At FHP's discretion, a second officer may be staged at this location. EAV staging and quantities will be implemented as determined by the contractor per the Emergency Roadside Assistance Services Contractor (ERAS) scope of services.



DURATION

MONITORING OPERATIONS: During this operation, air and ground FHP and other law enforcement units and the District EOC will continually monitor the traffic flow. Any bottlenecks or traffic difficulties will be promptly and appropriately dealt with. Interchange areas will be monitored, and ramps will be closed by FHP and/or other law enforcement agencies when deemed necessary.

EMERGENCY RESPONSE: Emergency response vehicles will utilize the outside paved shoulders and crossovers to respond to emergency situations. Crossovers are listed on sheets three (3) & four (4) of the concept plan. If necessary, air-evacuations may be utilized for injuries and medical emergencies.

CRASH CLEARANCE: Crashes will be cleared off the roadway as expeditiously as possible. If the vehicle can be driven or able to be pushed, it will be moved off the roadway as far as possible. Wreckers will be called from the

FHP wrecker rotation list or ERAS Contractor and will use the available shoulders and median strip to respond to the crash scene and remove damaged vehicles.

RAMP/LANE CLOSURES: If an incident occurs requiring ramp or lane closures, law enforcement will request FDOT resources for Maintenance of Traffic (MOT) support via the RTMC. A Road Ranger will provide initial support until the AMC can respond. Per the Road Ranger contract, they should not be on scene for more than an hour. The AMC will respond as soon as possible with the appropriate MOT to meet the needs of the incident as defined in their established contractual requirements.

WEIGH STATION CLOSURES: Following the issuance of the Governor's Executive Order and upon issuance of the Secretary's Emergency Order, the Weigh Stations will suspend normal operations to support the ESU. The facility will remain staffed to ensure access to the facilities, if needed, for emergency responders and evacuees.

POST IMPLEMENTATION OPERATIONS

The following will take place upon the determination to end ESU Operations. Time required to remove the ESU devices from the time the decision is made to cease ESU = 4 hours.

Post Implementation Operations	Responsible Party	Location	Timeline (How Long)	Quality Control
Demobilization of Motorist Assistance Contractors	Road Rangers and/or ERAS Contractor	Entire Corridor Length	On-Going during Post-Implementation of ESU	FDOT Road Ranger Contract Manager
Monitor ITS for Any Changes	FDOT	Entire Corridor Length	On-Going during Post-Implementation of ESU	DME
Coordinate with Local Agency Partners	AMC & FDOT	Entire Corridor Length	On-Going during Post-Implementation of ESU	DME
Coordinate with Social Media, Local News Partners	FDOT Communications Office	Entire Corridor Length	On-Going during Post-Implementation of ESU	DME
Coordinate with Decision Makers	FDOT	Entire Corridor Length	On-Going during Post-Implementation of ESU	DME

THE OPERATION WILL TERMINATE PRIOR TO TROPICAL STORM FORCE WINDS TO ALLOW FOR TRAFFIC ON THE ROADWAY TO CLEAR AND FOR PERSONNEL TO SEEK SHELTER.

WHEN TO TERMINATE OPERATION: The traffic volume and speeds will determine the duration of the ESU Operations. When it is apparent that traffic in the eastbound lanes is flowing smoothly and the volume is not as great as to create bottlenecks, the FDOT in coordination with the SEOC, Central Office, D1, D7, FHP and County EOCs will assess the information and make a determination to terminate ESU operations

The FHP Troop D Commanders will be notified via their chain of command that we're ready to cease operation of the I-4 ESU.

PUBLIC INFORMATION: Prior to the termination of the ESU, the SEOC, Communications Office will notify the media that the operation is going to be terminated and give them the time of termination.

POST EVENT OPERATIONS

Post Event Operations	Responsible Party	Location	Timeline (How Long)	Quality Control
Reset Flip Panels	AMC	Per Plans and SOP Equipment List	4 hours	FDOT AM Contract Manager & Inspector
Remove Portable Changeable Message Signs	AMC	Per Plans & SOP Equipment List	2 - 3 hours	FDOT AM Contract Manager & Inspector
Ride the Corridor	AMC & FDOT	Entire Corridor Length	4 hours	FDOT AM Contract Manager & Inspector

RECOVER AND STORE EQUIPMENT: All deployed resources will be recovered or restored by the appropriate agency and stored.

ATTACHMENT A: LIST OF ACRONYMS

AC – Area Command

AMC – Asset Management Contractor

DME – District Manager Engineer

DMS – Dynamic Message Signs

EAV – Emergency Assistance Vehicle

EOC – Emergency Operations Center

ERAS – Emergency Roadside Assistance Service

ESU – Emergency Shoulder Use

FDOT – Florida Department of Transportation

FHP – Florida Highway Patrol

ICM - Integrated Corridor Management

ICS – Incident Command System

ITS – Intelligent Traffic System

LEO – Law Enforcement Officer

MOT – Maintenance of Traffic

MRP – Maintenance Rating Program

NIMS – National Incident Management System

PCMS – Portable Changeable Message Signs

RISC – Rapid Incident Scene Clearance

RRSP – Road Ranger Service Patrol

RTMC – Regional Transportation Management Center

SLERS – Statewide Law Enforcement Radio System (Florida)

SOP – Standard Operating Procedure

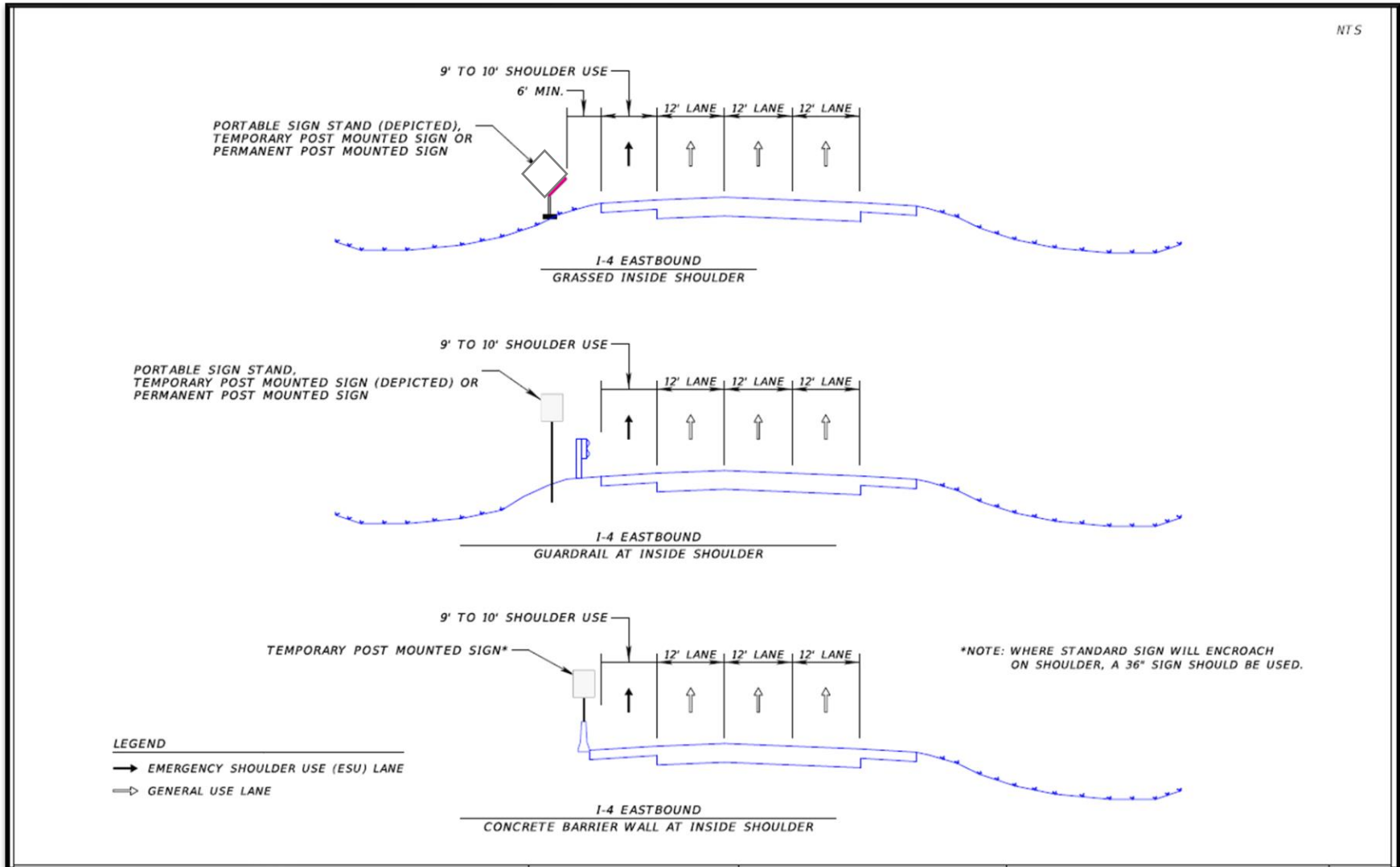
TBD – To Be Determined

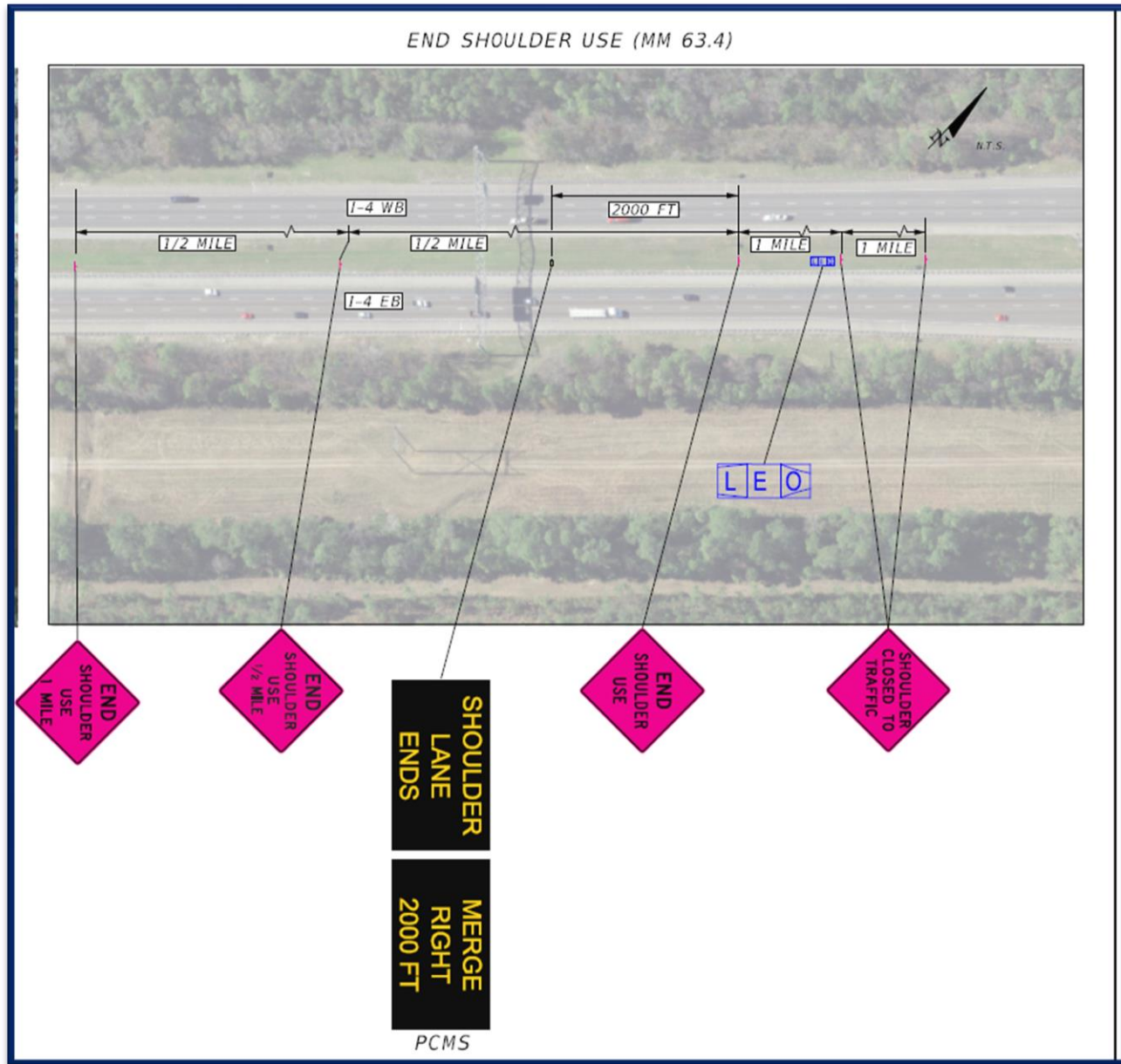
TIM – Traffic Incident Management

ATTACHMENT B: SIGN TABLE

Road	County	Section	Mile Post	Mile Marker	Message	Placement (distance +/-)
I-4, EB	Osceola	92130000	2.80	60.4	LEFT SHOULDER OPEN FOR USE	East of Interchange; North side; 1000' after merge
I-4, EB	Osceola	92130000	3.09	60.6	NO TRUCKS OR BUSES ON SHOULDER	.25 miles after above
I-4, EB	Osceola	92130000	3.41	61	LEFT SHOULDER OPEN FOR USE	East of Interchange; North side; 1000' after merge
I-4, EB	Osceola	92130000	3.80	61.5	NO TRUCKS OR BUSES ON SHOULDER	.25 miles after above
I-4, EB	Osceola	92130000	4.75	62.4	END SHOULDER USE 1 MILE	1 mile from end
I-4, EB	Osceola	92130000	5.25	62.9	END SHOULDER USE 1/2 MILE	½ mile from end
I-4, EB	Osceola	92130000	5.75	63.4	END SHOULDER USE	At end
I-4, EB	Osceola	92130000	6.75	64.4	SHOULDER CLOSED TO TRAFFIC	1 mile after above
I-4, EB	Osceola	92130000	7.75	65.4	SHOULDER CLOSED TO TRAFFIC	1 mile after above

ATTACHMENT C: SIGN AND LEO LOCATION EXAMPLES





ATTACHMENT D: PRECAUTIONS FOR SAFETY SERVICE PATROLS (during Pandemic)

General Guidance

- Practice proper hand hygiene by promptly washing your hands or using hand sanitizer after physically interacting with others.
- If washing your hands, please do so for at least 20 seconds with soap and warm water.
- Avoid touching your face (eyes, nose, and mouth).
- Cover your mouth and nose with your bent elbow or tissue when you cough or sneeze. Make sure to dispose of the tissue immediately.
- Avoid close physical contact with others, including shaking hands and hugging.
- Maintain at least six (6) feet distance between yourself and anyone who is coughing or sneezing, when possible.
- Promptly disinfect your gear after physical contact with any individual.
- Keep an adequate supply of disinfectant wipes and hand sanitizer in an easily accessible place while on-duty.
- Wear a mask when assisting motorists and properly dispose after use.
- Educate yourself and participate in training on the use of Personal Protective Equipment (PPE) for respiratory protection, if available.
- Ensure only trained personnel wearing appropriate PPE have contact with individuals who have or may have COVID-19.
- Seek medical care if you have a fever, cough or difficulty breathing.

Interaction with Motorists

- Wear masks as recommended by Centers for Disease Control (CDC) guidance, during all interactions during a shift to limit the amount of exposure with motorists.
- Approach motorists only from the passenger side window, unless a non-traffic side approach is warranted.
- Insist motorists stay in their vehicles.
- Instead of allowing a motorist to use the cell phone, make the call for them or allow the motorist to speak via speaker phone while maintaining a safe distance of at least 6 feet.

Transporting Motorists

- Call EMS/EMTs if the motorist has any medical emergency. Symptomatic and Asymptomatic COVID-19 is in itself not a medical emergency.
- Do not transport motorists except in emergency cases.
- Should you need to provide transport, wear a mask at all times and do not use recirculating (max) air conditioning until the passenger has exited the vehicle and a full wipe-down has been completed.
- Where the motorist vehicle is in a safe position, have drivers and passengers wait in vehicles for rides, particularly in inclement weather.
- Provide a protective block and traffic control while motorists wait for a ride.

Equipment/Cleaning

- Always use Personal Protective Equipment (PPE), if available.
- Conduct intensive vehicle cleanings before, during and after every shift.
- Wear masks as recommended by CDC guidance and ensure proper training for wearing masks.
- Clean SLERS communications equipment in accordance with Technical Services Memorandum(s) 42-05B & 42-07A.

- Each Road Ranger should have cleaning materials and hand sanitizer with them at all times.
- Sanitize any equipment that's frequently touched.
- Crack windows during downtime to air vehicles.
- Use fresh air circulation instead of recirculating A/C setting.
- Use FDOT procedures on how best to clean/disinfect SLERS radios.

Shift Practices

- Some patrol shifts have decreased or modified due to staffing or traffic demands.
- Some dispatch employees may work remotely.
- Patrol drivers may hold meetings over the phone or radio rather than in person.
- The requirement to disseminate brochures, Move It cards, etc. have been suspended until further notice.

Work-Home Practices

- Change out of uniform at the end of a shift immediately after returning home prior to interacting with family members.
- Practice good hygiene upon entering the home to include washing hands, changing clothes, etc.
- Keep field uniform and shoes away at an isolated space before entering in the main living space.