



STATE HIGHWAY  
ADMINISTRATION

Larry Hogan  
Governor  
Boyd K. Rutherford  
Lt. Governor  
Gregory Slater  
Secretary  
Tim Smith, P.E.  
Acting Administrator

March 17, 2020

Dear MDOT SHA Consultant/Contracting Community:

We wanted to reach out to you on MDOT SHA's status of continuing operations while navigating and keeping our employees and consultant teams safe during the evolving COVID-19 crisis. With Governor Hogan's Executive Order, which was issued late Thursday afternoon, MDOT SHA's goal is to continue to deliver on our core mission as a highway agency. That means delivery of our construction and maintenance operations by using technology to remotely perform as much work as possible with teleworking and practicing social distancing. It will not be a perfect situation, but we will perform the bulk of our core functions with essential employees on-site and most non-essential employees working remotely. On-site consultants who work in an office setting are asked to work instead from their field offices or from home, in coordination with their MDOT SHA Contract Managers and according to the terms of their contract. This may mean modifying existing task orders at a later date. We appreciate your support and flexibility during this evolving situation.

Although you can expect supervisors to be modifying certain operations to ensure the health and well-being of our staff, consultants, contractors and the public, planning, design, construction and maintenance activity will continue until further notice. Supervisors will advise on interim telework options and rotating shifts to minimize the number of workers at a particular work site at a given time.

MDOT SHA recognizes some construction, maintenance and operations functions are not suitable for telework, however, Contract Managers and Supervisors will address those functions on a case by case basis and will work with consultant and contracting teams to make reasonable accommodations, while working to retain as much of the daily operations as possible.

If any employee becomes ill or has known contact with a person exposed to COVID-19, the employee must be sent home and we ask that you contact your MDOT SHA Contract Manager immediately. If an employee feels ill prior to coming to work, they should remain home. If you, or a member of your team, have traveled outside of the country or a "hot spot" within the United States, you are required to be quarantined for a 14-day period. If any employee tests positive for COVID-19, please immediately report this to the MDOT SHA Contract Manager.

MDOT SHA appreciates your cooperation as we work to continue keeping Marylanders safe on our roadways. We will continue to keep you updated on the latest information regarding the coronavirus (COVID-19) pandemic and its effect on MDOT SHA operations.

We have established an email address and phone number for employee, consultant and contractor questions related to MDOT SHA operations as it relates to the COVID-19 crisis. Please do not hesitate to reach out to us at [covidemployeequestions@mdot.maryland.gov](mailto:covidemployeequestions@mdot.maryland.gov) or 410-545-2815.

Thank you for your continued patience and cooperation.

Tim Smith, P.E.  
Acting Administrator