



Traffic Systems Services Unit

Purpose:

The purpose of this document is to clearly identify TSSU's critical agency functions and outline a basic framework of how these will be maintained throughout the COVID-19 event. The plan is not exhaustive of every detail needed to manage our collective response. The plan is fluid and scalable due to the nature of the event.

This document incorporates the following assumptions:

- That immediate adjustments to staffing arrangements are required to minimize contact between employees, and school and day care closures will cause staffing issues or schedule changes.
- That a COVID-19 Emergency exists in all locations.
- That many locations are/may be shut down due to COVID-19 outbreak.

Current objectives:

- Maintain a high level of safety for employees
- Maintain a high level of COVID-19 containment to prevent spread to employees, their families, and the public
- Assure critical highway infrastructure is repaired and maintained such that emergency personnel can get where they need to go
- Continue to provide as many TSSU services as possible

TSSU Web Page (click here):

- Schedule Traffic Signal Equipment Drop Off for Environmental Testing
- Environmental Testing Status (***SOON –Under construction***)
- Schedule Traffic Signal Equipment Pick Up (by contractor)

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Traffic Systems Services Unit

TSSU Support Services

TSSU provides several crucial support services.

- 1) We provide direct, remote, and on the phone repair support of traffic signals and ITS systems
- 2) We provide direct, remote, and on the phone support of STIP Construction Projects for traffic signals and ITS systems
 - Environmental testing of traffic signal hardware to be installed by STIP construction projects
 - Anticipated Item inventory management for equipment to be installed by STIP construction projects
 - The [TSSU web site](#) can be used to schedule pickup of Traffic Signal Equipment and status of environmental testing
 - Construction PM staff support as questions come up
 - QA review of plans, work, and final installation
- 3) Maintenance
 - We perform required annual traffic signal inspections, annual inventory, and preventative maintenance
 - We perform required annual inventory and preventative maintenance for ITS devices
- 4) Formal training services (to others)
 - We provide multiple formalized training courses on traffic signals for internal crews and externals, usually partner agencies.

Regional Offices and Field Technicians

TSSU, and each regional ITS office will remain open as long as there is staff available, they are willing to work, and it seems prudent to do so. Administrative functions may be reduced, and there will be delays due to internal and external factors, but technician positions will remain staffed. If it becomes necessary due to unforeseen conditions, TSSU will prioritize critical work on a statewide basis to assure the highest priority work is managed as best we can.

Potential Triggers Causing A Reduction In Services (take us away from “business as usual”)

- The bulk of employees request leave and become unavailable.
- ODOT curtails activities to include ONLY core agency functions, and employees are sent home.
- Governor orders “shelter-in-place” type order that includes us.



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Potential Reduction In Services scenarios:

Repair Services

- Customers Impacted: Electrical crews, STIP project offices, and Region, District, and Section offices
- *There is currently a travel restriction which severely limits our ability to provide regional cross coverage.* TSSU will continue to provide on-site repair services, within the scope of the currently imposed travel restriction. If the number of technicians shrinks, we will begin statewide prioritization and request exception to travel restrictions. Phone support should remain available to ODOT electrical crews and construction offices unless a very large percentage of our techs are unavailable.

Maintenance

- Customers impacted: Program / Internal / None
- TSSU is currently performing signal inspections and PM's within the limitations of the travel restrictions
- PM services that are limited by travel will be delayed
- Non-urgent PM services will be curtailed if necessary

Construction Support

- Customers impacted: STIP construction offices, Region Traffic, Central Traffic, Private Contractors, Vendors, Manufacturers
- TSSU is currently operating 'business as usual' with regards to cabinet testing and STIP project equipment deliveries and administration. EXCEPT that we are managing person to person contact by requiring scheduled deliveries and pickups. We have been working towards this anyway, so there has already been some expectations set in this area. **We have updated our [Internet web](#) site to facilitate *schedule management*.**
- We are currently operating 'business as usual' with respect to construction office support. This will be handled similarly to repair services should the work force reduce.
- Letter to vendors and distributors

Training Services

- Until further notice we have curtailed training services to avoid groups, and to focus on higher priorities.