



KEEPING YOU SAFE & INFORMED

DIRECTOR'S UPDATE TO EMPLOYEES - 3-12-2020

This is being sent to distribution list DOT-AG-ALL STAFF-GL

I want to reach out to provide a brief update. You've likely heard about the expanding global outbreak of a respiratory illness caused by a novel (new) coronavirus, or COVID-19. For the general public the immediate health risk from COVID-19 is low. However, multiple cases have now been reported in Iowa.

We are participating in the State Emergency Operations Center and closely monitoring the situation. The safety of those we serve, and of our team members, is of utmost importance. We are working collaboratively with our agency partners to discuss our preparedness and to ensure we are doing everything we can to protect you and those we serve.

Staff with Potential Exposure

- If you believe you have potentially been exposed to COVID-19 or you might be experiencing symptoms, immediately contact your healthcare provider and alert your supervisor.
- Supervisors will ensure leadership is made aware.
- We will be providing additional information for supervisors in the supervisor's toolbox on DOTnet.
- Great communication between staff and supervisors is critical in making this effort work.

Travel

- We are ceasing all non-essential business travel until further notice.
- If you believe your travel is essential, please work with your supervisor, who will assist you in presenting the request through the chain of command.
- Staff are strongly encouraged to defer non-essential personal travel at this time.
- If you have personal travel scheduled, please ensure your supervisor knows your destination(s), including potential layovers.
- Those staff who travel to affected areas on personal leave will be asked to [self-isolate](#) for 14 days.
- The CDC has issued several travel alerts for areas affected by COVID-19. Visit the CDC's [Information for Travel](#) page for the most up-to-date alerts.

Leave

- If you feel sick (malaise, fever, cough, flu-like symptoms), please stay home and use sick leave in accordance with applicable State and Department policies.
- Staff who report potential exposure will be asked to [self-isolate](#) and contact their health care provider.

- Staff who travel to areas affected by COVID-19 on personal leave will be asked to [self-isolate](#) for 14 days prior to returning to work. Visit the CDC's [Information for Travel](#) page for the most up-to-date alerts.

Out-of-State Guests

I encourage you to look closely at meetings scheduled with guests who will be traveling from out-of-state and consider if the meeting can be held virtually. If a virtual meeting is not a possibility, please cancel the meeting.

If you have questions on any of these changes, please email or call one of the following individuals in the Employee Services Bureau:

Dana McKenna
Dana.McKenna@iowadot.us
515-233-7846

Janet Kout-Samson
Janet.Kout-Samson@iowadot.us
515-233-7749

Jenny Veale
Jenny.Veale@iowadot.us
515-233-7779

Though the situation is changing rapidly, we already know how to prevent respiratory illnesses like COVID-19. We encourage all staff to:

- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay home when you are sick.
- Cover your mouth with your upper arm or tissue when coughing or sneezing.
- Clean and disinfect frequently touched objects and surfaces.

Please use these measures at work, and at home with your family. These measures are simple, but they work.

We are working closely with our public health and regulatory partners and will update you if the situation changes. In the meantime, visit the [IDPH COVID-19](#) for the most up-to-date information and additional resources. Please also visit <https://das.iowa.gov/human-resources> for the DAS-HRE Frequently Asked Questions document related to COVID-19.

Stay safe,

Director Marler