



# KEEPING YOU SAFE & INFORMED

## DIRECTOR'S UPDATE TO EMPLOYEES - 3-15-2020

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

We wanted to share the latest news on COVID-19 and the next steps at the DOT. This weekend, the Department of Public Health (DPH) reported 5 new cases of COVID-19 in Iowa, bringing the total to 22 cases. The DPH announced there is evidence of community spread of COVID-19, meaning the source of the infection cannot be specifically identified. This takes us to the next level of response.

The DOT remains open for business and will continue to provide services to our customers across the state. As we do this, we remain focused on the safety of you, our employees, and the safety of the customers we serve. With these priorities in mind, we are taking the following immediate steps throughout the Department:

#### ***Social Distancing***

- Effective immediately, I am directing that face-to-face meetings be held virtually whenever possible.
- If virtual meetings are not possible or practical, aggressively utilize personal hygiene practices prior, during, and after a meeting.
- Consider canceling participation at non-essential in-state conferences and gatherings.
- Effective immediately, broadly utilize telework capabilities for those employees who are currently telework capable.

#### ***Facilities***

- I have directed an immediate increase in the frequency of cleaning and sanitation services at all DOT facilities statewide.
- The Motor Vehicle Division is developing contingency plans for drivers license service centers in areas with known positive cases of COVID-19.
- The District Maintenance Managers are developing contingency plans for field facilities in areas with known positive cases of COVID-19.
- Motor Vehicle Enforcement is developing contingency plans for interactions with customers at scales and along the side of the road.

Additional details will be provided in the coming days.

#### ***Agency Activities***

- The agency's Continuity of Operations (COOP) and Pandemic Response plans have been fully activated. The COOP team meets daily at 8:30 am to coordinate response activities across the agency and share updated information.
- The agency is coordinating response activities with other state agencies via the Governor's leadership at the Statewide Emergency Operations Center.

- The current focus is on areas within the state with known positive cases of COVID-19, while continuing to prepare everywhere for the possibility of additional cases.
- Strategic Communications will be providing daily updates with current information.

This is a very fluid, rapidly evolving situation, and we must all do our part to know the facts, remain calm, and help mitigate the spread of the virus. We understand there are many questions and concerns; please feel free to forward any questions or concerns you may have to your supervisor/chain of command or directly to the Employee Services individuals listed below. The health and safety of our employees and customers are our top priorities.

Stay safe,  
Scott