



## KEEPING YOU SAFE & INFORMED

### DIRECTOR'S UPDATE TO EMPLOYEES - 3-19-2020

*This is being sent to distribution list DOT-AG-ALL STAFF-GL. Please post for those without access to email.*

Yesterday, I had the opportunity to tour several areas of the DOT in Ames, Ankeny, and Waukee. As I spoke with employees from bureaus and driver service centers, I admit missing the more 'normal' interactions of the recent past. We are in a new socially-distanced reality, and I want to take the opportunity to discuss a few nuts and bolts of our new reality.

The Governor has indicated that she does not seek to prevent access to State government and the services provided to Iowa citizens, but rather to continue to provide those services in alternate forms that keep employees and customers safe while combating the spread of COVID-19. For many citizens, the services we provide are a lifeline and essential to their daily lives. We also have a responsibility to ensure our employees are safe while providing those services. Considering our facilities are open for business, please review the following guidelines:

1. If you are sick, stay home, period. And notify your supervisor.
2. Effective immediately, all guests (meaning anyone who isn't an employee of Iowa DOT) must be screened prior to entering DOT facilities.
3. For employees working in DOT facilities, wash your hands when arriving/leaving work, conduct virtual meetings, limit gatherings to 10 or fewer people, liberally utilize phone/email/on-line options, and maintain a healthy social distance.

We are actively working to create a more flexible work place. I continue to encourage the liberal use of teleworking, especially for those workers who have individual risk factors (e.g., older age; presence of chronic medical conditions, immunocompromised conditions). I also encourage the use of flexible work hours and staggered shifts (with supervisor approval) as another social distancing strategy. If you are an employee working in essential services, such as law enforcement, follow the Department of Public Health's guidelines to ensure your safety (attached).

For supervisors, please be gracious, flexible, and accommodating during this disaster. Stay calm and positive, focus on what can be achieved, help employees with priorities, and check in daily with your teams. Work to help your employees find solutions to their concerns.

Finally, I encourage everyone to take time for selfcare... as I have said, our employees are our most valuable resource. Find those moments to rejuvenate heart, mind, body, and spirit. Remember that no one is alone, and we are standing together in this fight against COVID-19.

Scott