



## KEEPING YOU SAFE & INFORMED

### DIRECTOR'S UPDATE TO EMPLOYEES - 6-5-2020

As we have navigated our way through the COVID-19 pandemic we have made decisions with caution and keeping the health and safety of our employees and customers our top priority. As the state of Iowa is beginning to open back up, it is time to start thinking about how we begin the process of reoccupying our facilities for those employees who have been working remotely.

We are planning to approach the reoccupation of our facilities in a phased approach with managers and supervisors returning first. This will allow managers and supervisors the time they need to make any necessary accommodations to your work areas and to determine a plan for returning that works best for your team's needs.

As we begin this process, we understand that not all employees will be comfortable with returning to DOT facilities at this time. In the coming weeks, your manager or supervisor will be given more direction and will be working with you to gauge your comfort level in returning. This will help them create a plan that balances your comfort level and the needs of your work unit. In addition, we in the process of changing our teleworking policy to make it possible for more employees who would like to work remotely on a more regular, or permanent basis to do so. If this is something that you are interested in, you are encouraged to work with your manager/supervisor to determine your options.

Over the coming weeks you will be receiving additional emails and communication explaining how we plan to approach the reoccupation process as well as guidance on social distancing, PPE, and cleaning that everyone will be expected to follow while in DOT facilities.

Please keep in mind that during a pandemic we must remain fluid to adjust for changing situations. However, **for your planning purposes here are some key dates we are working toward right now:**

**Week of June 22** – Microsoft Teams meetings with managers and supervisors to review the reoccupation plan.

**Week of July 6** – Managers and supervisors begin reoccupying facilities.

**Week of July 13** – Employees begin reoccupying facilities in phases and all employees and visitors will be expected to follow new safety protocols. It's expected to take approximately a month for those employees who plan to return immediately, to be back in our facilities. This time frame may be shorter depending on the work location.

I want to thank you for your flexibility, ingenuity, and patience during this time. I look forward to our being together again soon.

Scott