



# KEEPING YOU SAFE & INFORMED

## COVID-19 RESPONSE 6-16-2020

Your safety and well-being continue to be paramount, and we developed this guide to help all of us proactively do our best to keep each other safe. As the state of Iowa continues to open back up and the Governor's emergency proclamation is set to expire, we wanted to provide you with guidance on safety protocols you will need to follow while you are within DOT facilities. The attached guide lays out those protocols as well as provide information on how employees who have been teleworking due to COVID-19 will begin reoccupying our facilities. It is important to remember while the State begins to open up, we must continue to be careful as we come to work.

For those who have been working in our facilities during the pandemic, much of the guidance provided should be in-line with what you are likely already following. However, we have provided additional information and details for your reference. In addition, many of the safety expectations that have been previously communicated will now be required beginning July 26<sup>th</sup>, which follows the expiration of the Governor's emergency proclamation.

This [guide](#) is being sent as an attachment, but is also available online under the "DOT Guidelines and Response Plans" header on the [COVID-19 resources page](#) for your reference. I would ask Managers and Supervisors to please make sure that you print and make the guide available to those without easy access to email. Employees are encouraged to continue to discuss questions with their direct supervisors. However, contact information for Employee Services Bureau experts regarding COVID-19 guidance are also available on the back cover of the guide if there is a unique situation that might require additional guidance.

As a reminder, **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.

**June 26** – "A Guide as we live with COVID-19" guidebook goes into effect.

**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.

Please continue to stay safe in all you do. We look forward to having more people back in the facilities beginning in July.

Lee