



KEEPING YOU SAFE & INFORMED

COVID-19 RESPONSE 6-5-2020

As we begin the process of transitioning remote employees back to the workplace, it's important to understand that we may have employees who test positive for COVID-19. As an agency, we have been working on plans to deal with positive cases among employees and want to make you aware of the steps we are taking when this situation arises.

1. Upon notification, that employee will not be allowed to enter a DOT facility and will be asked to work with their health care provider for treatment and guidance on when they may return to our facilities. However, employees may work remotely if their job duties, health, and arrangements with their supervisor allow them to.
2. The Employee Services Bureau will immediately begin working with that employee's supervisor to begin communications to let other team members know that there was a positive case in that area and overview next steps. The employee who tested positive will not be identified by the DOT.
3. Employee Services will also work with the supervisor and the employee to determine who they may have had contact with during the course of their job. This can be a very complicated process and may take a little bit of time. ESB will work as quickly as possible through this process.
4. Those who may have had exposure to the positive employee will be notified and asked to self-isolate for 14 days. Employee Services will review leave and remote work options available to employees.
5. Facilities that have been occupied by the positive employee will be cleaned and sanitized. Areas may be closed to other employees or the public, if necessary, during the cleaning process.

To date, DOT management has been made aware of four positive cases of COVID-19 among employees. The first three cases had limited exposure to other employees and customers. Yesterday, we were made aware of our first case of an employee within central complex who had a bit more exposure to others. As we move forward in dealing with the pandemic together, we will continue to learn and grow. Our processes may shift slightly, but we will continue to work with supervisors to help them navigate processes with their teams and will continue to communicate with all of you.

As a reminder, if you think you have been exposed to or suspect that you have COVID-19, you need to contact your supervisor immediately. The quicker we can take action, the better the chance we have of reducing exposure to other DOT team members and customers.

Thank you to everyone for your continued patience, flexibility, and calm as we travel through this crisis together.

Stay safe!

Lee