

A GUIDE AS WE LIVE WITH COVID-19

SAFETY PROTOCOLS & RETURNING TO OUR FACILITIES

EFFECTIVE JUNE 26, 2020



A MESSAGE FROM OUR DIRECTOR

The COVID-19 pandemic has challenged us all and pushed us beyond the limits of what we once thought possible. In a matter of days, we went from most of our workforce performing their job functions within DOT facilities, to nearly one-third of our employees providing service from their homes. Whether you have continued to report to our facilities or have been working remotely, we have found new ways to communicate both internally and with our stakeholders and found ways to continue to be productive, even when we are apart.

As with any historical event, this pandemic has changed the fabric of who we are both personally and professionally. I have no doubt many of those changes will remain with us well into the future. As we turn the page on this experience, I encourage you to take a moment to review the information in this guide to navigating our jobs as we learn to live with COVID-19. You will find information about our plan to phase workers who were working remotely due to the virus back to DOT facilities; safety protocols you will be expected to follow while at work, and how we plan to communicate throughout this process. You will also find detailed instructions on how to clean and disinfect areas you will be responsible for.

If you have any questions or concerns, I strongly encourage you to talk with your supervisor and make your voice heard. We have also provided a link to the DOT's COVID-19 website and contacts for those within the Employee Services Bureau who can assist you on the back cover of this guide. We want everyone to stay safe and healthy during this transition back to the office.

While the fight is not over, the following guide is a big step in the right direction on our path to living with COVID-19.

I want to thank you for all your efforts and making this agency one we can all be proud of.



Scott Marler

FOR OUR EMPLOYEES: A GUIDE FOR LIVING WITH COVID-19

Your health, well-being, and safety is our priority. Over the last few months, nothing has been more important than protecting our employees and customers. That continues to be our focus as we prepare to have those teleworking due to COVID-19 return to their workplaces. We are developing safety guidelines and protocols based on direction from state and federal health experts. This sheet summarizes the main points of what we are doing and how you should be operating to protect the health, well-being, and safety of yourself, your co-workers, and our customers.

WHAT WE'VE DONE TO ENSURE A SAFE WORK ENVIRONMENT

- Employees who have been teleworking due to the virus will return to our facilities in a phased approach over a three- to four-week time period.
- All offices, common areas, conference rooms, and restrooms have been cleaned and disinfected.
- All facility air filters were replaced in Ames and Ankeny in March and will be replaced again prior to teleworking employees return in July. We will work with field staff to do the same in other facilities.
- Teleworking employees who wish to return right away will be provided a designated date, time, and area to enter, by their supervisor. All employees will be provided a mask and information.
- Work areas have been rearranged to avoid face-to-face layouts and keep work stations 6 ft. apart and screens have been installed when this is not possible.



COMMUNICATION IS KEY

- Read and follow directions given in communications.
- If there's something you don't understand ask your manager or supervisor.



YOUR MENTAL HEALTH

Changing our routines again may be a stressful time. Remember our Employee Assistance Program is here for you.

Find available resources at: www.EAPhelpink.com
Company code: **IOWA**

800-833-3031

You may also check out helpful COVID-19 resources on budgeting, coping with stress, teleworking tips, taking to children about Coronavirus, and more at:
www.das.iowa.gov/human-resources

FOR OUR EMPLOYEES: A GUIDE FOR LIVING WITH COVID-19

WHAT YOU CAN DO

GOOD HYGIENE

- Wash your hands when you come to work, frequently during work, and before you leave.
- Do not shake hands or engage in any physical contact with others.
- Avoid touching your face - eyes, nose, and mouth.



MASKS

- A cloth or procedure mask is **required** when you are not able to maintain social distance, including when walking in hallways, using the elevator, or taking the stairs. All employees will be provided a CDC-compliant cloth mask. You are welcome to wear your own mask if you prefer.



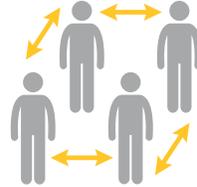
WORKSTATION & OFFICE CLEANING

- Employees are expected to clean their personal work area at least daily. Directions and supplies for wiping down conference rooms will be provided in each room.



BREAKS & SOCIAL GATHERINGS

- Follow social distancing guidelines including maintaining 6 ft. between others and do not gather in groups where social distance cannot be maintained. If 6 ft. of distance is not possible, even in the course of your job, you must wear a mask.
- You're encouraged to get outside for physical activity; hall walking is not allowed.
- Celebrations, parties, food and treat days, shared coffee pots, and social gatherings are prohibited in state buildings until further notice.



IN-PERSON MEETINGS

- Managers should encourage use of email, phones, electronic messaging, and virtual meetings to minimize face-to-face contact.
- Face to face meetings/ collaboration sessions are OK if necessary.
- Plan conference room reservation to accommodate the number of people in your group so proper 6 ft. social distance is maintained.



TRAVEL

- Employees will no longer be required to self-isolate after returning home from personal travel outside of Iowa as long as they remain well and are not displaying any symptoms and have not been in contact with someone who is ill. If you travel outside of the U.S., you will still need to self-isolate for 14 days upon returning to Iowa.
- If traveling for work, it is recommended to have one person per vehicle. If this is not possible employees are required to wear a mask.



WHAT ELSE YOU CAN DO

- We encourage employees to ask themselves the self-assessment questions on page 5 and take their temperature each day before coming to work. If you can answer yes to any of the questions, you should not come into DOT facilities and consult with your doctor on recommendations before returning.
- Employees should remain in their designated work area as much as possible. Visits to other parts of our facilities should be limited to essential business.



WHAT TO DO IF YOU EXPERIENCE SYMPTOMS

- If you don't feel well stay home, or go home if you start feeling ill during the work day.
- If you experience COVID-19 symptoms – including fever, cough, sore throat, body aches, or sudden loss of taste or smell – you need to contact your health care provider and notify your supervisor immediately.



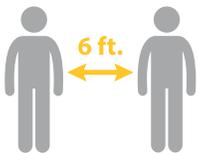
SELF-ASSESSMENT QUESTIONS

You are encouraged to ask yourself the following questions each day before coming to work. If you can answer yes to any of the questions, you should not come into DOT facilities and consult with your doctor on recommendations before returning.



Are you experiencing any of the following symptoms?

- Fever/high temperature (> than 100.4°F)
- Shortness of breath
- Cough
- Runny nose
- Stuffy nose
- Sore throat
- Body aches/malaise
- Fatigue



Have you been within 6 ft. of any suspected COVID-19 infected person?

- Yes
- No



If you answered yes above, was the last day of contact within the last 14 days?

- Yes
- No

RETURNING TO FACILITIES – PHASED APPROACH

The process to bring back employees who have been working remotely due to COVID-19 will be accomplished in phases following the steps laid out below. We fully understand that not all employees who have been working off-site will be comfortable with returning to DOT facilities at this time. Managers and supervisors, should be working with their employees to determine a time to return that works for each team member that balances the well-being of their employees, as well as meets the needs of the work unit.

STEP 1

We will bring back managers and supervisors first to ensure the office areas are ready for staff to return to their work location.

STEP 2

We will begin to allow staff to return in each bureau, district office, or field office in a phased approach.

STEP 3

Managers and supervisors will cover pandemic protocol still in place with each phase of employees as they come back to the office and check on how staff are doing.

STEP 4

Managers and supervisors will continue to check-in with staff who continue to work remotely during this time.

RETURN TO FACILITIES PROCEDURES

MANAGERS AND SUPERVISORS WILL:

- 1 Receive an email to gauge each of their COVID-19 teleworking staff's comfort level with returning to work right now.
 - Employees will not be required to return to the office immediately if they are uncomfortable doing so.
- 2 Be provided a point of contact for your division to funnel your employee's requests to Administrative Services Division.
- 3 Receive a schedule with the number of employees they may allow to return during each time period.
- 4 Decide a priority for what order they have their staff return to the office, based on the schedule that manager/supervisor receives.

RETURN TO FACILITIES AMES & ANKENY



RETURNING TO OUR FACILITIES

Teleworking employees who choose to return immediately will return in a phased approach over a three to four week period.

Managers and supervisors will be provided with a window of time and the number of employees they may have return during that time period.

- This process will continue until all staff who are immediately returning are back in their office.



CLEANING

Support Services, contracted custodians, and/or area employees will be responsible for the cleaning and disinfecting of all public and common areas.

All employees are expected to clean their individual work areas at least daily.

Directions and supplies for wiping down conference rooms after use will be provided.



EQUIPMENT

Returning employees will be provided with a number to call when they arrive, and Support Services will provide a move-in crew to help employees bring in their equipment if needed.

- Employees should be reminded to bring all cables and chargers with them when they return.

IT will notify returning employees via email of a location, date, and time to return loaner equipment (laptops, printers, Mi-Fi's, Wi-Fi adapters).

Employees may hold on to the loaner laptop for 30 days after they return to work in the office.

RETURN TO FACILITIES DISTRICT & FIELD OFFICES



RETURNING TO OUR FACILITIES

Teleworking employees who choose to return immediately will return in a phased approach over a three to four week period.

District engineers will be provided with a window of time and the number of employees they may have return during that time period.

- This process will continue until all staff who are immediately returning are back in their office.



CLEANING

Contracted custodians and/or area employees will be responsible for the cleaning and disinfecting of all public and common areas.

All employees are expected to clean their individual work areas at least daily.

Directions and supplies for wiping down conference rooms after use will be provided.



EQUIPMENT

Returning employees should be reminded to bring all cables and chargers with them when they return.

All loaner laptops will be collected at the district office to be cleaned and returned to Ames.

Employees may hold on to the loaner laptop for 30 days after they return to work in the office.

MANDATORY MANAGER & SUPERVISOR MICROSOFT TEAMS MEETINGS

PRE-RETURN MEETINGS

Meetings via Microsoft Teams will be scheduled with **all managers and supervisors** prior to returning to DOT facilities. Even managers and supervisors who's teams have remained on-site are asked to attend. We will discuss the following:

- 1 Review safety protocol and mask requirements
- 2 Coordination of necessary PPE and disinfectant supplies for staff
- 3 Opportunities for a regular, on-going teleworking arrangement
- 4 Review of work areas for any mitigation strategies needed in relation to safety protocol
- 5 How to hold meetings with each returning employee to review work area and discuss safety protocol.

MEETINGS WILL BE SET UP AS FOLLOWS:

- Ames complex managers and supervisor
- Ankeny complex managers and supervisors
- District office managers and supervisors, including field offices within their respective districts

PPE, CLEANING & DISINFECTING SUPPLIES

The Support Services Bureau is working to ensure adequate supplies of the following are available at statewide locations. Please note that due to supply and demand not all materials will be readily available. However, we will always make sure you have alternatives available to you.

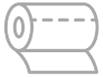


DISINFECTANT WIPES

Due to demand, disinfectant wipes have been difficult to keep fully stocked. If wipes are not available employees may use disinfectant and paper towels in their place.



DISINFECTANT



PAPER TOWELS



SOAP



HAND SANITIZER



MASKS

CDC-compliant no-sew masks will be provided to every employee when they return to the office.



GLOVES USED FOR CLEANING AND DISINFECTING



SAFETY SCREENS

Acrylic screens will be added to desk and counters when social distancing is difficult or impossible to maintain based on work activities

FACILITIES



COMMON AREAS

Employees should remain in their designated work area as much as possible. Visits to other parts of our facilities should be limited to essential business

- BREAK ROOMS/CAFÉ – Ames Café and Ankeny break rooms have had the tables and chairs moved to encourage social distancing. All other Ames and field break rooms will need to be rearranged to meet social distancing guidelines.
- RESTROOMS – Facilities Design is investigating alternate door pulls to avoid the need to touch door handles. In the interim, use a paper towel from hand drying to open the door and dispose of properly in the trash can.
- ELEVATORS – There should be no more than two people in an elevator at a time. When in the elevator you should make an attempt to stand as far apart as feasible or use the stairs if possible.
- HALL WALKING – Employees should be encouraged to get outside for physical activity to help maintain social distance. Hall walking is prohibited at this time.



WORK AREAS

Support Services will reach out to managers and supervisors to determine which employees will be returning to office areas, which areas need to be modified, and when teleworking employees will be returning to be able to prioritize when the modifications need to be completed. The Facilities Design staff can discuss options with managers and supervisors to determine best short- and long-term solutions for each office/work area, including:

- Installing acrylic screens at service counters and other staff areas to minimize contact and exposure when social distancing is not possible
- Avoiding face-to-face workstation layouts
- Keeping workstations 6 ft. apart



HAND SANITIZER LOCATIONS

- Wall-mounted hand sanitizer dispensers have been placed throughout Ames, Ankeny, driver's service centers, and scale facilities where soap and water are not convenient
 - District staff should identify locations where hand sanitizer dispensers would be helpful. Please email DOT.facilities@iowadot.us to request hand sanitizer dispensers to be installed.

CLEANING & DISINFECTING YOUR WORK AREA

All cleaning and disinfecting procedures should follow CDC, IDPH, OSHA and other applicable guidelines.
www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

WHAT

No matter the work location, all employees are responsible for cleaning and disinfecting:

- their individual work area (office, cubicle)
- chairs
- phones
- office work rooms
- office break spaces
- office fridges, microwaves, etc.
- any other shared equipment (avoid sharing equipment if possible)



ELECTRONICS

If you are teleworking intermittently, we ask that you clean the laptop before bringing it back into the office. Cleaning wipes will be available in each work area to clean the laptop.

1. Turn off laptop and unplug the power
2. Take the cleaning wipe out of the package and wring out any excess moisture
3. Gently wipe down the laptop
4. Use a clean dry cloth to dry the laptop
5. Make sure the laptop is completely dry before powering it on
6. Do not use alcohol wipes on screens
7. Clean cell phones and tablets routinely

WHEN



DAILY

Employees should clean and disinfect the areas listed above on at least a daily basis.

By nature, some work areas have more contact with the public and other employees and will need more frequent cleaning and disinfecting.

HOW



Practice routine/daily cleaning of frequently touched surfaces.

- More frequent cleaning and disinfection may be required based on level of use. High touch surfaces should be cleaned regularly including tables, doorknobs, light switches, counter tops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.



If possible, clean surfaces first using soap and water, then use disinfectant. Cleaning with soap and water reduces the number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.



Use disinfectant products available through the warehouse – TruShot sprayers, End Bac II, Lysol, alcohol spray, diluted bleach solution, etc. to disinfect work areas daily.

- Follow the instructions on the label to ensure safe and effective use and storage of the product.
- **Many products recommend:**
 - Keeping surface wet for a period of time (see product label).
 - Precautions such as wearing gloves and making sure you have good ventilation during use of the product.



Wear disposable gloves to clean and disinfect. Follow all manufactures safety and use information and refer to product Safety Data Sheets (SDS).



Please only flush toilet paper down toilets. All other cleaning products/wipes need to be disposed of in trash as they will cause clogs in the toilets that are time consuming and expensive to clear.

CLEANING & DISINFECTING

HOW WE'RE CLEANING PUBLIC & COMMON AREAS

All cleaning and disinfecting procedures should follow CDC, IDPH, OSHA and other applicable guidelines.
www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

Support Services, contracted custodians, and/or designated area employees will be responsible for the cleaning and disinfecting of all public and common areas. This applies to all DOT facilities.



ONCE A DAY

- Empty large trash and recycle bins
- Clean and disinfect drinking fountains
- Vacuum mats at entrances
- Vacuum open areas and hallways
- Mop or sweep floors at entrances and hallways
- Disinfect touch points in the common areas as well as in agency spaces, such as door handles, light switches, push plates on doors, elevator buttons, ADA buttons, tables in conference rooms, Ames and Ankeny cafe areas, vending machines, handrails, and windowsills in lobbies and public areas.

RESTROOMS

- Sweep and wet mop floors
- Clean and disinfect countertops
- Clean and disinfect urinals and stools
- Clean mirrors and shelves
- Clean, disinfect and fill all dispensers
- Clean walls and partitions soiled by daily use
- Empty all trash bins
- Clean and disinfect all touch points



WEEKLY

- Vacuum all carpeted work areas
- Sweep, damp mop, or vacuum stairwells
- Pour water in bathroom drains to prevent dry trap

CLEANING & DISINFECTING OUTDOOR AREAS & VEHICLES



OUTDOOR AREAS

Outdoor work areas like material storage areas, fuel tanks, brine pumps, picnic tables, benches, equipment, etc. generally require normal routine cleaning, but do not require disinfection. Managers and supervisors will designate employees to be responsible for cleaning outdoor areas.

- Do not spray disinfectant on outdoor areas - it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public.
- High-touch surfaces made of plastic or metal, such as fuel nozzles, hand tools, grab bars, and railings should be cleaned routinely.
- Cleaning and disinfection of wooden surfaces (benches, tables) or ground-covers (mulch, sand, salt) is not recommended.

Sidewalks and roads should not be disinfected. Spread of COVID-19 from these surfaces is very low and disinfection is not effective.



VEHICLES

Motorpool staff will clean Motorpool vehicles after every use. Managers and supervisors will designate employees responsible for cleaning vehicles that are assigned to a work unit. Vehicles should be cleaned and disinfected regularly using materials appropriate for the surfaces and electronic components. Do not use a bleach solution on the fabric seats, carpet, or headliner. Generally, it is best to apply liquids to towels first, and then use the towel to wipe surfaces. Clean and disinfect all high-touch areas daily or between each user if the vehicle is shared with other employees. When cleaning a vehicle, please wipe down the following:

- Keys – including everything on the key chain
- Door handles – outside and inside, back and front
- Back tailgate/hatch/trunk handles – outside and inside
- Arm rests – including all control buttons like windows, mirrors, and locks
- Steering wheel – including all controls
- Center console – including cup holders and gear shift handles
- Dashboard – including radio knobs, temperature control knobs, and all buttons to direct air flow
- Vents
- Rear view mirror
- Seat belts – including both sides of the clasp
- Gas Card – including the card and the card holder
- Seats (spray disinfectant)

DISINFECTING TWO-WAY RADIO

- Devices may be disinfected by wiping them down with over-the-counter isopropyl alcohol (rubbing alcohol) with at least 70% alcohol concentration.
- When cleaning with isopropyl alcohol, the alcohol should never be applied directly to the device. It should be applied to a cloth, which is then used to wipe down the device. Do not use bleach, solvents or cleaning sprays to cleanse or disinfect your device.
- The effects of certain chemicals and their vapors can have detrimental effects on plastics and the metal platings

COMMUNICATION

PRE-OCCUPYING COMMUNICATION

- All managers and supervisors will receive a series of emails explaining expectations as well as an invitation to attend a Microsoft Teams meeting which will overview safety protocols for all employees and the re-occupation process for those who have been teleworking due to COVID-19.
- Employees will receive emails with the basics of the re-occupation plan.
- Managers and supervisors will work with each employee to discuss individual thoughts on coming back to the workplace.
- Managers and supervisors will work with a divisional representative to submit thoughts on re-occupation for their team.
- Managers and supervisors will receive basic guidance on the number of team members to bring back and when and be asked to develop a specific plan for their team and communicate that with team members.
- Employees will receive an email notifying them of what they should do their first-day back on campus.
- Resources and information for reoccupation will be provided on the DOT's COVID-19 websites.

POST-OCCUPYING COMMUNICATION

- All employees will receive a kit with basic guidance on how to live with COVID-19 moving forward and a letter from management. Employees who are returning to the worksite will receive this packet their first day back to the worksite.
- Updates to changes will continue to be provided via email.
- Resources and information will continue to be added to the DOT's COVID-19 websites.

SIGNAGE

We will have a standard signage template for all guidance related to COVID-19.

Look for signs that look like this. →



IOWA DOT

FOR THE HEALTH AND SAFETY OF ALL

**PLEASE WASH YOUR HANDS AFTER
ARRIVING TO WORK AND BEFORE YOU LEAVE**

HAND WASHING

HOW TO WASH YOUR HANDS



WASH YOUR HANDS OFTEN WITH SOAP AND WATER FOR 20 SECONDS.



HAND SANITIZER

If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.



KEY TIMES TO WASH OR SANITIZE YOUR HANDS INCLUDE:

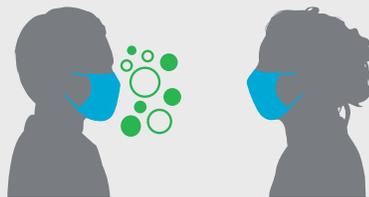
- 1** When you come to work, frequently during work, and before you leave.
- 2** Immediately after removing gloves and after contact with a person who is sick.
- 3** After blowing one's nose, coughing, or sneezing.
- 4** After using the restroom.
- 5** Before eating or preparing food.

THE BENEFITS OF WEARING A MASK

Together we can all help stop the spread of COVID-19 by wearing a face covering, practicing social distancing and limiting our speaking time when we go out in public.

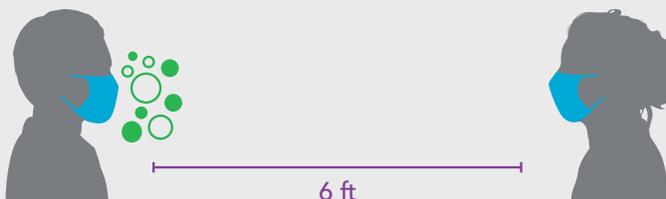
GOOD

Two people wearing masks



BETTER

Two people 6 feet apart, both wearing masks



BEST

Two people, both wearing masks, standing beyond 6 feet apart and speaking to each other less than 10 minutes



For More Information on how best to prevent COVID transmission at your work place, contact St. Luke's Work Well at 319-369-7173

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UnityPoint Health

WHAT IF THERE'S A POSITIVE CASE IN OUR FACILITIES?

1 POSITIVE CASE

Upon notification of a positive test, the 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, the employee may work remotely if their job duties, health, and arrangements with their supervisor allow them to.

2 CONTACT TRACE

Employee Services Bureau (ESB) will 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.

3 NOTIFY TEAM MEMBERS

ESB will work with the 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.

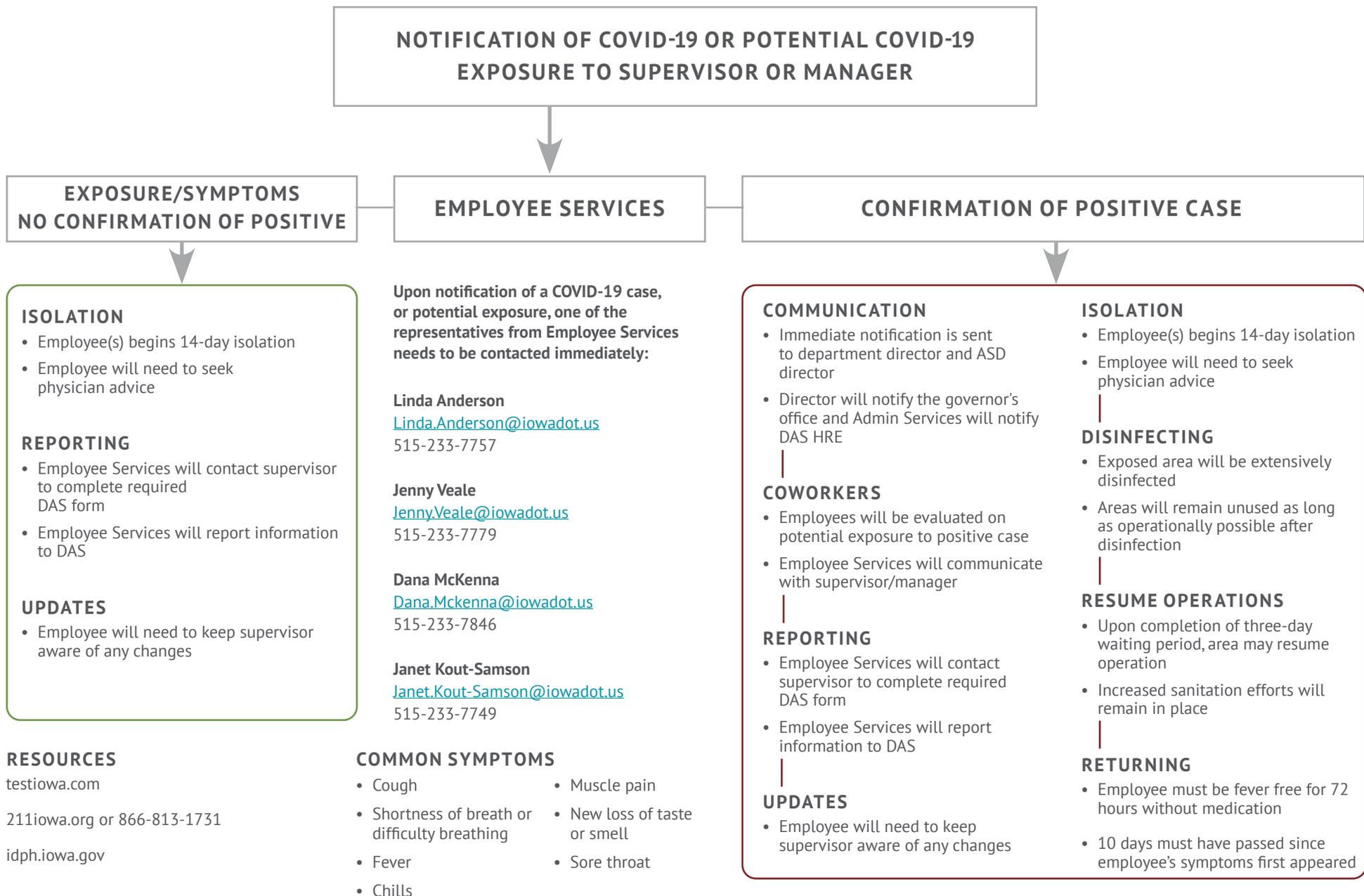
4 SELF-ISOLATE

Those who may have had exposure to the positive employee will be notified and asked to self-isolate for 14 days. If remote work is not available, ESB will review leave options available to employees.

5 CLEAN AND DISINFECT

Facilities that have been occupied by the positive employee will be cleaned and disinfected. Areas may be closed to other employees or the public, if necessary, during the cleaning process.

WHAT TO DO IF AN EMPLOYEE IS SHOWING COVID-19 SYMPTOMS



CLEANING & DISINFECTING

CLEANING PROTOCOL FOR A POSITIVE COVID-19 CASE

CLEANING AND DISINFECTING YOUR BUILDING OR FACILITY IF SOMEONE IS SICK

Cleaning and disinfecting buildings and facilities after someone is sick will follow the latest CDC guidelines and be coordinated with the work area supervisor, Support Services, Contract Custodians, and possibly a specialized cleaning contractor. Each incident will be handled individually and the response will be customized to the work unit, the facility, and the areas affected by the sick person.



Close off areas used by the person who is sick.

- You do not necessarily need to close operations, if you can close off affected areas.



Open outside doors and windows to increase air circulation in the area.



Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.

- Waiting 24 hours allows time for the virus to die naturally and lessens the exposure and risk to others during the cleaning and disinfecting process or after re-occupancy.



Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.



VIRUSES LIVE ON MOST SURFACES FOR LESS THAN 72 HOURS.



Vacuum the space if needed. Use vacuum equipped with high-efficiency particulate air (HEPA) filter, if available.

- Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night for common spaces, or during the day for private rooms.
- Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.



Once area has been appropriately disinfected, it can be opened for use.

- Workers without close contact with the person who is sick can return to work immediately after disinfection.



If more than seven days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.

- Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.
- As warranted, Support Services will coordinate deep cleaning with current staff and/or outside contracted staff.

VISITORS & BUSINESS PARTNERS

You are responsible for assuring any visitors or business partners you are inviting into the facility are following proper health and safety protocol.



All visitors must be asked the "When you visit the DOT facilities" list of questions available under the DOT Guidelines section of the DOT's COVID-19 at [iowadot.gov/covid-19/Resources](https://www.iowadot.gov/covid-19/Resources)



DOT staff are responsible for notifying their visitors that they will need to follow access procedures as well of be made aware of social distance, PPE, and hygiene requirements including:



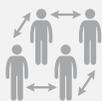
GOOD HYGIENE

- Wash your hands when you come to work, frequently during work, and before you leave.
- Do not shake hands or engage in any physical contact with others.
- Avoid touching your face - eyes, nose, and mouth.



MASKS

- A cloth or procedure mask is required when you are not able to maintain social distance, including when walking in hallways, using the elevator, or taking the stairs.



SOCIAL DISTANCE

- Follow social distancing guidelines including maintaining 6 ft. between others and do not gather in groups where social distance cannot be maintained.



IN-PERSON MEETINGS

- Participants in meetings should maintain 6 ft. of social distance.



Consultants and contractors who have DOT ID cards and have access to the facilities will need to be made aware of, and follow the same access and social distance, PPE, and hygiene requirements as all other DOT employees and guests.



Please consider if in-person meetings are necessary or if other means of communication are possible.

If you have questions or concerns regarding the information in this guide, please reach out to your manager or supervisor. Supervisors should contact the appropriate units for guidance as needed.

Be sure to frequently check the DOT COVID-19 resource website for updated. New information will be added as it becomes available.

iowadot.gov/covid-19

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