



**Date: June 24, 2020**

*This is being sent to all employees, please share with those who do not have easy access to email.*

As the state begins to open back up, we wish to ensure that DOT employees remain safe both at work and at home. The Governor has discussed moving from mitigation and containment approaches to recovery. A key question is how we live with and manage this health concern on a daily basis.

This week we offered presentations to managers and supervisors to provide guidance on behavior and learning to live with COVID-19. A key component of this training is that your actions matter, whether you are on the job, or navigating your personal life. While we've done a lot of work as an agency to protect your safety, ultimately, you are the best defense against this virus. It takes personal responsibility and a diligent effort to keep yourself, your loved ones, and those you work with safe.

To mimic the words of the Governor, I'm counting on each and every one of you to do the right things to keep the number of positive cases among DOT employees from greatly increasing. While the steps below may seem simple and have been repeated often, they are essential in our fight against this virus.

1. Wash hands frequently with soap and water. Use hand sanitizer if soap and water are not available.
2. Maintain social distancing of 6 feet or greater.
3. Wear a face mask whenever social distancing is not possible.
4. Assure that you are regularly cleaning and disinfecting work areas, common areas, and equipment.

No matter how diligent we are, positive cases in the agency are going to happen. On June 5, Administrative Services Division Director, Lee Wilkinson sent out our process for how we handle a positive case within a DOT facility. This process includes identifying and notifying any DOT employee, guest, or customer the positive employee has come in contact with, as soon as possible, and asking them to self-isolate. In addition, we clean and disinfect areas that employee was in contact with, closing the area to others as necessary, based on guidance. We have also begun notifying division directors or district engineers that a positive case has occurred so that they can share that information with you. This extra communication is to assure you that we are aware of the situation and are following protocols. For information on how we are dealing with positive cases please refer to pages 19-21 of the ["Living with COVID-19" Guide](#).

As much as safety is a priority, so is the privacy of our individual employees. Therefore, we will not release the names of employees who have tested positive. This process has been vetted with the Iowa Department of Public Health and we feel we are doing what's right to balance the safety and privacy of all employees.

Privacy is another area where I'm appealing to you to consider the impact of your actions as we learn live with COVID-19. I understand that in uncertain times, word can spread quickly among casual communication networks. While I encourage you to continue to connect with your co-workers and ask questions of your supervisors, please be careful of the information that is shared. While it's okay to talk about positive cases and how that might impact our areas, we never want to share information that could put the privacy of a fellow team member at risk. Everyone deals with situations differently and you never know how that person may feel about their health status being shared with others.

We recognize that additional information helps put situations in perspective, relieves feelings of uneasiness, and lessens the rumor mill. If there are areas where you feel you are not getting enough information, or you have ideas on how we can continue to keep each other safe and informed, please share those. We are all learning through this pandemic and as an agency we will continue to make tweaks to navigate the situation together. As new or changing information is made available we hope you will use it along with continued conversations with your manager or supervisor to get the guidance you need to help keep you safe.

Thank you to everyone for your continued patience, flexibility, and perseverance as we navigate this crisis together.

Stay safe!

A handwritten signature in black ink, appearing to read "Satt", is located at the bottom left of the page. Below the signature is a solid blue horizontal bar that spans the width of the page.