



# LIVING WITH COVID-19

**SAFETY PROTOCOLS &  
RETURNING TO OUR FACILITIES**





## A message from Scott

- Focus on safety and remain flexible
- You are all essential
- Telework is just one tool in the toolbox
- Leadership is the heart of success
- Emergencies aren't easy



## A message from Scott

### We've heard you

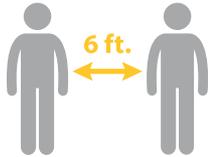
- Notification of positive cases
- Enforcement of safety protocols
- Supervisors – do we have to come back?

## What we've done to ensure a safe work environment

- Teleworking employees will return in a phased approach
- All offices, common areas, conference rooms, and restrooms have been cleaned and disinfected
- Facility air filters have been or will be replaced
- Work areas have been arranged to avoid face-to-face layouts and keep work stations 6 ft. apart.
  - Screens have been installed where this is not possible

# SAFETY PROTOCOL

- 1 Social distancing
- 2 Masks
- 3 Hygiene
- 4 Cleaning
- 5 Self-assessment and personal responsibility
- 6 Visitors
- 7 Positive cases



## Social distancing

- **Minimize close face-to-face contact**
  - Encourage use of email, phones, electronic messaging, and virtual meetings
  - Social gathering such as parties, food and treat days, and shared coffee pots are prohibited
  - One person per vehicle
    - Masks are required if this is not possible
  - Masks are required when social distancing is not possible



## Masks

- **Masks will be required whenever social distance is not able to be maintained.**
  - Hallways
  - Elevators and stairs
  - Common areas
  - Vehicles with two or more people
  - Jobsites
  - Meetings



- Wash your hands regularly
- Do not shake hands or engage in physical contact
- Avoid touching face, eyes, mouth, and nose



# Cleaning

## WHAT THE DOT IS DOING

- **Support Services, contracted custodian, and/or area employees will be responsible for cleaning and disinfecting all public and common areas.**
  - Entrances and hallways
  - Disinfect touch points in common areas
  - Restrooms



# Cleaning

## EMPLOYEE'S RESPONSIBILITY

- **Employees are expected to clean their individual work areas at least daily**
  - Office or cubicle
  - Personal electronics
  - Work rooms
  - Office break spaces
  - Shared equipment
- **Cleaning materials are available from the warehouse**
  - Follow safety data sheet on proper usage



## Self-assessment & personal responsibility

- Encourage employees to answer the self-assessment questions (p. 5 of guide) and take their temperature each day before coming to work
  - Experiencing symptoms
  - Within 6 ft of suspected COVID-19 infected person
- Employees should stay home or go home if they don't feel well
- Employees who experience any COVID-19 symptoms need to contact their supervisor and health care provider immediately



## Visitors

- **You are responsible for your visitors or business partners**
  - Ask them the screening questions posted on our website
  - They will need to follow DOT procedures including:
    - Good hygiene
    - Masks
    - Social distance
- **Consider finding an alternative to in-person meetings if possible**



## Positive cases

1. Employee is sent home to begin self-isolation (if they aren't home already)
2. Employee Services will conduct contact tracing
3. Team members will be notified of the positive case
4. Employees who had exposure will be asked to self-isolate
5. Affected areas will be cleaned and disinfected

# RETURNING TO OUR FACILITIES

1 Phased approach

2 Equipment



## Phased approach

- Determine which of your teleworking employees are comfortable returning to our facilities
- You will be provided with a window of time and the number of employees you may have return during that period.
  - Supervisors July 6
  - Employees beginning July 13
- Communicate pandemic protocol with each phase of employees
- Continue to check-in with staff who continue to telework
- Opportunities for regular, on-going telework arrangement



# Equipment

- Employees in Ames & Ankeny will be provided with a number to call when they arrive. Support Services will provide a move-in crew, if needed, to help bring in their equipment.
- IT will notify employees when to return loaner equipment
- Employees should clean any equipment that leaves and returns to our facilities.



Questions?



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