

Return to Office Guidance

The following guidance is to assist Idaho Transportation Department employees as you transition back to the office after Governor Little's 'stay-home' order. You should be speaking with your immediate supervisor in the next couple of days regarding your return to office timeframe. ITD will be aligned with the Governor's Reopen Idaho plan, (<https://rebound.idaho.gov/>) and phasing employees in when Idaho is in Stage 3 of that plan (tentatively scheduled for May 30th). We hope these Frequently Asked Questions help you with the transition back to the office in the safest way possible, while providing you some peace of mind. This past few months has been like nothing we have ever experienced before. Thank you to all ITD employees with being flexible and doing an incredible job of maintaining our critical services for the citizens of Idaho.

We ask you to read the frequently asked questions (FAQs) below and follow this guidance during these trying times. We need to find the right balance between doing your jobs and most importantly keeping all of us safe, along with the loved ones around you. How we treat each other as we return to offices is another extension of our Respectful Workplace practices. Following this guidance will require a little more time and attention to detail. We are asking people to be respectful of social distancing and to maintain space between others, along with taking extra time to regularly sanitize your work area(s), vehicles and meeting rooms. Ultimately, it's for your safety, to help protect all those around you, and to flatten the curve and slow the spread of COVID-19.

If you still have questions or concerns after reading this information, please contact your Division Administrator, District Engineer and/or immediate supervisor. Speaking directly to them will eliminate rumors and create a safe resolution to concerns that will benefit you, your coworkers and everyone around them.

Frequently Asked Questions

What do I do when I get back to my desk?

First off, take deep breath. Do not feel rushed. Please take time to clean your area and set up your equipment. Each employee has been provided with an individual bottle of hand sanitizer and every work group has cleaning supplies to sanitize your offices, work areas and high traffic areas (kitchen spaces, community counter spaces, breakrooms, etc.).

Here are some [tips and suggestions](#) for cleaning your space that can also be found on the [ITD COVID-19 website \(itd.idaho.gov/employee\)](https://itd.idaho.gov/employee). The employee safety tab is full of resources on proper sanitation for work areas, vehicles, use of face coverings and more.

What health guidelines is ITD following?

ITD will utilize the Governor's [Stages of Reopening](#) on safely opening Idaho's economy by utilizing a phased approach to transition employees back to the office. This direction from the Governor follows CDC and Presidential guidance. This includes covering coughs and not touching your mouth, eyes and nose.

ITD will practice social distancing. Please respect your coworker's workspaces by standing outside of offices and cubicles. Do not borrow office supplies and do not loiter in common areas such as conference rooms, hallways, and breakrooms.

We continue to ask you to stay home if you are feeling ill, practice good hygiene and assist in sanitizing work surfaces.

Are we required to wear mask/face coverings and/or gloves upon returning to our work areas?

ITD is asking all employees to wear a face covering (you may wear your own, see [CDC website](#) for guidance on cloth face coverings) when you cannot practice social distancing as explained above. Examples of when to wear a mask/face covering include, but are not limited to, working in close proximity to coworkers, meetings in smaller rooms, walking in the hallway, using the restroom and while traveling in a State vehicle with others. See the [ITD Employee Information page](#) under the [Employee Safety tab](#) for more information.

ITD is not asking for employees to wear gloves or supplying these as part of the return to office practices; however, you can if you choose to. We again are encouraging everyone to take an active role in washing your hands and sanitizing both your work space and the common areas.

Will ITD check employees' temperature upon entering a work facility?

No, however we continue to ask that employees stay home if they are feeling ill. We recommend taking your own temperature regularly as a way to self-monitor.

What will happen if an employee in my work area tests positive for the COVID-19?

If it is determined by public health officials that the individual who tested positive may have exposed others, public health officials will contact those individuals directly and require them to self-isolate/monitor. If you are asked to do so by a healthcare provider, please request documentation that states such and provide to your local HR Representative to explore programs you may be eligible for.

Additionally, once ITD is notified of the positive test of an employee, a notice will be sent out to the employees within the affected district/division and steps will be taken to insure the affected work area is properly cleaned and sanitized.

Will lobby and entryway areas be open directly to the public?

The Department will limit and control access to lobby and public areas at our facilities. All services will be available to the public. (For example, the lobby area at all Port of Entry buildings is not open to the public in an effort to keep employees safe and to maintain social distancing guidelines. Port employees are still doing truck inspections and working with truckers as they come through facilities.)

Access levels to ITD buildings and facilities will be determined by management and employees. Rather than visiting lobby areas, the public will be encouraged to speak with ITD staff through the phone, email and digital meeting platforms, along with using our online resources and drop boxes for completing transactions.

What is the guidance on team meetings and using conference rooms?

Unless the need for a closed door, face-to-face meeting is absolutely essential, please continue to use digital meeting platforms, like WebEx and Microsoft Teams. If you use a conference room, please wipe down and sanitize all hard surfaces (table, chairs, computer/TV equipment) with the provided cleaning supplies before and after every meeting.

Travel? What you should travel for and when?

ITD is minimizing non-essential travel at this time. All work related travel outside of your district requires approval from your SLT member to determine if essential. We will continue to assess and update throughout the coming weeks.

What will be the procedure for using department vehicles?

If you drive a company pool vehicle, please wipe down and sanitize all hard surfaces (handles inside and outside, steering wheel, shifter, radio, etc.) with the provided cleaning supplies before and after each trip. Here's a [link](#) to a list with all the items that can be disinfected in a vehicle.

We recommend employees travel in separate vehicles as much as is practical. If you have to travel with more than one employee in a vehicle, please make sure all passengers are wearing a mask.

How should we conduct interviews?

Because ITD is observing social distancing at this time, we strongly encourage the use of technology to conduct virtual interviews instead of conducting in-person interviews. There are several options available to include phone and WebEx or Microsoft Teams for video interviews. ITD has resources available to assist you in coordinating those or learning to utilize the technology.

If conducting in-person interview is absolutely necessary, practicing social distancing and following all safety and sanitization procedures is required.

What if I have concerns about returning to the office or my status changes?

ITD recognizes that there are many different situations that employees are faced with at this time. If you have concerns about returning to ITD at this time please speak with your supervisor or SLT member so that they can better understand your concerns and explore options available to you.

If you or your family member(s) are under a healthcare provider's directive to quarantine or you are experiencing school or daycare closures related to COVID-19 please speak with your HR Representative about program eligibility requirements under the Family First Coronavirus Response Act.

Will ITD continue with the hiring process?

ITD continues to recruit and onboard new employees. While there are challenges with bringing new employees in to this environment, it is possible. ITD can coordinate equipment receipt to work from home where HR can perform the New Hire Orientation virtually through Microsoft Teams or WebEx. Supervisors are encouraged to work with the team to create a virtual training schedule and foster collaboration amongst the team.

Those employees not in the office environment are also being on-boarded and receiving necessary training either virtually where possible or in-person situations where social distancing is being practiced or measures are put in place to insure the safety of all employees while trying to conduct necessary training.

Will ITD continue to allow telecommuting or establish a telecommuting policy going forward?

ITD is actively looking at telecommuting as an option going forward. We have put together a team to gather information and start developing guidelines regarding telecommuting.