

Employees of CTRMA,

This memorandum sets forth operational directives for the Mobility Authority to manage the continually and rapidly changing COVID-19 situation across the country and in central Texas. It is an effort to ensure continuity of operations while at the same time making every precaution to protect the health of employees and the public. The guiding principles behind these directives is to promote hygiene and social distancing to minimize the spread of the virus. Our building management, University Park, did report that an employee's significant other recently returned from a level 3 country. They are taking extra steps and precautions to enhance sanitizing activities including increasing outside airflow into the building. It is important to note that the spread of the virus can occur unknowingly through people who are asymptomatic. It is also an opportune time to remind employees that some time ago I instructed Laura to sign the disinfectant wipes in the kitchen to encourage employees to help wipe down door knobs, coffee maker handles, keyboards, copy machine controls, etc. I'm sure many of you took me up on this, and I thank you for helping. If you get Sirius radio, channel 121 now has non-stop updates on the virus.

I am sure I am leaving out a number of special issues or cases. If you have any questions, your Deputy Director can answer and give permitted direction. They have the authority to make on the spot decisions.

Having said all this, and more below, the upcoming Board meeting is still scheduled and must go on, so get your backup materials into the Deputies and Geoff as soon as possible.

1. Hygiene

Take every precaution to ensure a clean-hygienic work environment for you, your co-worker and the public. Some of the practices include:

- a. Wash your hands often with soap and water for at least 20 seconds. If soap and water are unavailable, use an alcohol-based hand sanitizer.
- b. Avoid touching your eyes, nose, and mouth with unwashed hands.
- c. Cough or sneeze into your elbow or use a tissue to cover it, then throw the tissue in the trash.
- d. Clean and disinfect frequently touched objects and surfaces.
- e. After using the restroom, I usually go to kitchen for a second washing with hot water – I recommend the same for each of you.
- f. For the past month or so, (actually its been my go to practice for some time) I have been carrying a paper towel in my pocket each day. I use it to open doors on way from garage, and any doors between the hallway and my office. Don't forget the elevator buttons.
- g. Pump gas with your hand wrapped in a plastic bag or a towel from the filling station dispenser.

2. Social Distancing

- a. Internal meetings with co-workers and outside stakeholders should be halted.

- b. Minimize localized interactions and keep safe distance. Whenever possible, use Skype, remote desktop, and other technological conferencing meeting resources.
- c. Use direct line calls to co-workers, consultants, partners, and the public whenever possible.
- d. Stay home if you are ill or have been in contact with a person who is ill. Contact your primary care provider for additional guidance.

3. Teleworking

- a. Mobility Authority offices will continue to work under the approved telework program. It is now be expanded to include any employee that may have needs to work from home, such as children that no longer have a school to attend due to closures. I am leaving the employee “work from home” decisions up to the directors in consultation with their line deputy directors. I prefer some representation of each department at this time.
- b. Department Directors have the discretion to authorize additional telework accommodations to address specific situations. The evolving school closures or other underlying health concerns may justify additional telework accommodations.
- c. Direct phone lines can forward or “twinned” to a designated alternate phone number such as your mobile phone.
- d. The overall goal is to ensure that each department is represented in the office unless and until a complete closer may become necessary. TBD by Central Texas cases.
- e. Additionally, let me say this is not additional vacation time – if you work from home you are expected to be available and productive – the agency, being small, clearly has the need for full work products from all our employees.
- f. Should the worst happen, someone in the building contracts Covid-19, then in all likelihood we will officially close the offices while providing phone reception services.
- g. Jeff will be working with in house ITS (Greg) to ensure all IT efforts are made to smoothly provide skype and tele meeting services.

4. Board Meetings

- a. Only those who are necessary to support in the presentation of a Board items should be in attendance.
- b. The public, stakeholders, consultants, contractors, and frequent attendees are encouraged to view the meeting by live stream.
- c. Arrangements will be made to provide for members of the public who do attend, seating in the Board room will be limited to 30-50% of the current capacity. Others may wish to watch the meeting streamed in the Wilco conference room.
- d. The RMA has for years the legislative authority to teleconference the regular Board meetings. We may consider this depending upon Central Texas cases, or building situation. If so, we will set up meetings as we have in the past (either Board room streaming, or Wilco for the public for those that want to come to the meeting in person. Why someone would I don't know, unless it's a contract issue. For now see above and expect spare attendance. Also, we will post relevant meeting information

on our website, as well as engage our social media outlets. Josephina will utilize the Board meeting log in sheets to communicate with our regular attendees.

5. Employee Travel

- a. All out of Central Texas business travel is suspended until otherwise approved the Executive or Deputy Directors. If you have a meeting with an agency partner, or a contractor, we expect you will take all precautions, including considering tele meetings. We also ask that external visitors be reconsidered – again, one can get much done on the phone. I realize there are a lot of important meetings and agendas in our business world – please consider whether the risk is worth it. One person can bring in the virus from someone infected weeks ago.
- b. We cannot dictate your personal travel behavior, just be advised that personal travel, say to a wedding in Milan, may not be advisable and injurious to your fellow citizens.

6. Self-Quarantine

- a. Stay home and avoid coming to work if you are feeling sick or have been in contact with someone who is sick, unless that person has been diagnosed with common ailments like the flu, cold, allergies. Be smart, don't take chances.

7. Readiness

- a. If working from home, employees should take home any necessary laptops and equipment to enable telework should circumstances dictate the need for telework activities at the time the directive is given.
- b. With your supervisor, determine a plan of action for possible teleworking or working on a special project outside of the workplace should that be needed or required.

8. Additional information about COVID-19

- [Center for Disease Control](#)
- [Austin Public Health](#)
- [Travis County](#)
- [Williamson County & Cities Health District](#)