Department of Transportation & Public Facilities

 Insert Building or Section Name here before printing

This worksite has controlled access due to COVID-19

This worksite is **locked during business hours** until further notice.

To meet with a section employee, please **call** the section’s point of contact:

|  |  |
| --- | --- |
| Civil Rights Office | **(907) 269-0848** |
| Division of Facilities Services | **(907) 269-0819** |
| Finance | **(907) 269-0835** |
| Highway Data  | **(907) 269-0876** |
| Human Resources  | **(907) 269-0893** |
| Internal Review  | **(907) 269-0719** |
| State Equipment Fleet | **(907) 269-0787** |
| Supply  | **(907) 269-0873** |
| Deliveries/Pick-ups | **(907) 269-0819** |

By recommendation of State Health Alerts, Workplace Policy, and DOT&PF COVID-19 Operating Plan, all Alaskans are advised to promote public health and fight COVID-19 by following public health guidance.

**ALL VISITORS MUST SIGN-IN/OUT AT FRONT DESK**

**All building staff and visitors are required to**

* **Not** **enter** if you have
	+ COVID-19 symptoms
	+ had contact with anyone you know has been diagnosed with COVID-19
	+ had a positive-COVID test for active virus in the past 10 days
* **Wear a cloth face covering** if unable to keep 6 feet from others, while in halls, common areas and offices. Observe required distancing by following floor markings and placards throughout building.
* Use **noncontact** methods of greeting
* **Cover** coughs and sneeze into sleeve or elbow--not hand
* Use provided **hand sanitizer** or **wash hands** with soap & water for 20 seconds

State Health Alerts at coronavirus.alaska.gov

DOT&PF COVID-19 Operating Plan at [web.dot.state.ak.us/comm/covid-office-operating-plan.shtml](https://web.dot.state.ak.us/comm/covid-office-operating-plan.shtml)