



North Central Texas Council of Governments

DATE: March 17, 2020

SUBJECT: NCTCOG Transportation Department Response to COVID-19

Regional Transportation Partners,

As all communities work together to stop the spread of COVID-19, the North Central Texas Council of Governments has taken steps that will first and foremost protect the health of our community. This response is in line with guidance across levels of government to practice social distancing. Rest assured, NCTCOG staff, including in the Transportation Department, are continuing important regional planning, programming and project efforts. Our actions are outlined below and are in effect until further notice.

- All employees are encouraged to telecommute, if job functions allow it.
- There will be no travel or in-person meetings of any size.
- A limited number of employees will be working in the office and able to answer phones and provide assistance.
- Our building management has implemented additional cleaning multiple times daily for frequently-touched items like doorknobs, tables, and restroom surfaces.
- Decisions are still being made regarding how to conduct monthly meetings such as the Executive Board, Regional Transportation Council, and Surface Transportation Technical Committee and will be communicated once the decisions are made.
- Employees who are sick are encouraged to stay home using leave time and seek medical attention as appropriate.

During this period, the best way to reach a member of the NCTCOG Transportation Department is to call the main department line at (817) 695-9240. This phone line will be answered and your message will be relayed via email to the appropriate staff member. Some employees may be working a modified schedule due to local school closures; please be patient as we respond and note if your request is urgent when leaving a message. Media inquiries: Amanda Wilson, (817) 228-7093, awilson@nctcog.org.

If changes need to be made to the arrangements laid out in this notice, we will issue further communications. We wish all of our partners good health as we navigate this ongoing situation.