

WEST VIRGINIA STRONG

The Comeback

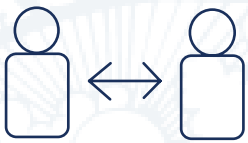


Guidance for Government Office Buildings

Issued on June 11, 2020

Guidance for Government Office Buildings

Under Gov. Justice's reopening plan, **West Virginia Strong — The Comeback**, government office buildings, to the extent they have been limited, may resume, continue, or expand operations, and/or begin the process of reintroducing further individuals to the workplace. To do so, Gov. Justice has issued the following guidance to mitigate the exposure and spread of COVID-19 among employees and the general public. These guidelines, in addition to any and all relevant guidelines established by the Centers for Disease Control (CDC) and the West Virginia Department of Health and Human Resources (WVDHHR), will help state employees return to work and allow the citizens of West Virginia to safely obtain the services provided by such facilities. Individual office buildings and agencies are allowed and encouraged to implement more stringent protocols as they see fit.



As cabinet secretaries, agency heads, and other officials and managers review and implement these new measures, we encourage you to share and discuss them with your employees and the general public that may visit your offices. Throughout this pandemic, many public employees continued to physically come into the workplace, and others were able to contribute remotely, to maintain essential government functions. As agencies begin the process of returning additional employees to the workplace, cabinet secretaries, agency heads, and other managers need the flexibility to bring employees back in a way that makes sense for their agency, and the West Virginia National Guard will continue to be available for training and other help to ensure our government office settings have proper cleaning and sanitization procedures in place.

Note: Cabinet secretaries, agency heads, and other officials and managers should likewise consult local, state, and federal guidance, including *Guidance for Malls and Similar Facilities*, *A Guide to Safely Reopening Larger Retail Stores*, and *A Guide to Safely Opening Restaurants and Bars*, as applicable, to determine additional best practices.

GUIDANCE FOR GOVERNMENT OFFICE BUILDINGS

OPERATIONAL RESTRICTIONS/REQUIREMENTS

- **Plan:** Develop and implement appropriate policies, in accordance with federal, state, and local regulations and guidance, and informed by industry best practices:
 - Prepare the building for reopening;
 - Develop a plan to control or monitor access points and update visitation policies;
 - Consider traffic flow and occupancy limitations:
 - Should walking patterns be changed to be one way?
 - Does the number of entrances need to be limited to control occupancy?
 - Do the entrances and exits need to be staffed to manage occupancy?
 - Prepare your employees for their return to work;
 - Create a social distancing plan to manage and reduce excessive employee interaction;
 - Create a plan for personal protective equipment (PPE) and physical barriers, with special consideration for employees who come in contact with the general public, and those who are at-risk (e.g., elderly or immunocompromised);
 - Reduce touch points to the maximum extent possible;
 - Increase cleaning frequency and the availability of hand sanitizer, disinfectant wipes, and other DIY cleaning products;
 - Establish an open line of communication with employees regarding safety;
- **Screening:** Screen employees reporting to work daily and all those who enter the building for COVID-19 symptoms with the following questions:
 - Temperature checks?
 - Have you been in close contact with a confirmed case of COVID-19?
 - Are you experiencing a cough, shortness of breath, or sore throat?
 - Have you had a fever in the last 48 hours?
 - Have you had new loss of taste or smell?
 - Have you had vomiting or diarrhea in the last 24 hours?
- **Sick employees:** Direct any employee or visitor who exhibits COVID-19 symptoms (i.e., answers yes to any of the screening questions or who is running a fever above 100.4 degrees) to leave the premises immediately and seek medical care and/or COVID-19 testing, per CDC guidelines. Employers should maintain the confidentiality of any and all health information.
- **Training:** Train all employees on the importance and expectation of increased frequency of handwashing, the use of hand sanitizers with at least 60% alcohol, and provide clear instruction to avoid touching hands to face.
- **Cleaning:** Implement workplace cleaning and disinfection practices, according to CDC guidelines, with regular sanitization of common surfaces. Ensure that staffing and supplies available for such facilities is sufficient to enable enhanced sanitization and cleaning measures in accordance with appropriate CDC guidelines.
- **Monitor:** Monitor your employees for indicative symptoms and keep an open line of communication. Encourage workers to report any safety and health concerns to the employer.
- **Hygiene:** Provide a place to wash hands or alcohol-based hand rubs containing at least 60% alcohol.
- **PPE:** Encourage employees to wear PPE to the greatest extent possible and where appropriate, with special considerations for those employees that come into contact with the general public.
- **Tracing:** Develop and implement policies and procedures for employee contact tracing following employee with a positive COVID-19 test and inform the local health department of such positive test and tracing.

GUIDANCE FOR GOVERNMENT OFFICE BUILDINGS

- **Phase in:** If possible, return employees to work in phases and spread out shifts to reduce excessive or unnecessary interaction.
 - Cabinet secretaries and agency heads are encouraged to review their workforce needs to phase in employees as operations warrant as physical offices and facilities resume more normal operations.
- **Telework:** Develop policies to allow for telework.
 - Review, analyze, and consider technology needs and constraints related to your agency's capacity for telework.
 - Consider making special accommodations for employees that are members of a vulnerable population, for example those that are over 65 or those with infants at home, including encouraging teleworking to the maximum extent possible among other measures.
- **Touch points:** Contact with doorknobs, switches, buttons, and any point of sale equipment should be limited to the maximum extent possible and frequently cleaned and sanitized. The number of touch points in the building should be reduced and limited to the maximum extent possible. The entrance/exit doors should be sanitized routinely.
- **Visitors:** To the greatest extent possible, visitors and the general public should be encouraged to make appointments. Visitation by individuals for reasons other than to conduct business should be limited to the greatest extent possible. Visitors should be directed to enter through a designated entry point and, to the greatest extent possible, screened prior to entry. Appropriate PPE, including face coverings, should be encouraged.
- **Traffic:** Install physical barriers and/or visual cues (for example, tape floors, sidewalks) and signs to ensure that employees, staff, and visitors, if any, maintain appropriate social distancing.
- **Cooperation:** Plan for potential COVID-19 cases and work with local health department officials when needed (i.e., monitor and trace COVID-19 cases, deep-clean facilities).
- **Signage:** Post extensive signage on health policies, including the following documents in the workplace to help educate all on COVID-19 best practices:
 - [CDC: Stop the Spread of Germs](#)
 - [CDC: COVID-19 Symptoms](#)

Where employees must come into contact with the general public and/or customers, consider additional precautionary measures to protect the safety of employees, visitors, and the citizens of the State of West Virginia.

- Consider further limitations on existing occupancy limits;
- Enforce reasonable and appropriate social distancing requirements in all areas, including waiting areas;
- As appropriate, establish an appointment schedule to reduce excessive or unnecessary interaction;
- Institute measures to limit close physical interaction between employees and visitors; and
- Encourage PPE, including appropriate face coverings, for all employees who will interact with a customer.