

# POLICY FOR DOL FACILITY OCCUPANCY

## GENERAL PRINCIPLE

**Only those who are essential and unable to remote-work effectively and/or have specific permission from DOL leadership will be permitted to enter Agency facilities.**

Essential employees are those employees whose job duties require them to be in an agency facility either full-time or intermittently and have been designated as such. Employees who are currently teleworking 100% of their time should not enter an agency facility unless they have received specific prior permission from their supervisor/manager to do so. If you are unsure of your ability to enter an agency facility (based on your current designation) you should contact your supervisor/manager before doing so.

## OCCUPANCY STANDARDS:

Occupancy within DOL facilities will be limited to only those employees who have specific documented permission from their division leadership. Documentation shall remain on file with division.

Until further notice, in all cases the maximum occupancy of individual buildings, workspaces, suites, floors, etc. will be limited to **50% of normal capacity**.

Division Directors are accountable for implementing these rules.

## HOURS OF OPERATION:

DOL buildings will be available for use from 7:00 am through 6:00 pm, Monday through Friday.

Special requests for alternate availability should be coordinated with Facilities Management.

Start/stop and break times will be shifted to minimize contact across employees.

## BUILDING ACCESS:

Building access will be limited to identified entrances only. All other access points will be secured.

All persons entering the building must wear masks or face coverings and must practice social distancing.

## DOL, Workforce Board and Partner Staff

Staff will be required to sign into the building each time they enter.

- The method for signing in will utilize the attached template and be maintained by each division.
- As part of the sign-in process, each staff member will be required to attest that they are not experiencing any of the following COVID-19 symptoms:
  - Fever greater than 100o
  - Cough
  - Sore throat
  - Fatigue
  - Muscle or Body Aches
  - New Loss of Taste or Smell
  - Nausea or Vomiting
  - Diarrhea
  - Respiratory Illness
  - Difficulty Breathing
  - Congestion (unrelated to allergies)
  - Runny Nose (unrelated to allergies)
  - Headache (unrelated to allergies)
- Staff experiencing any symptoms shall not to report to work.
- In the event of a positive COVID-19 case, staff shall inform the agency and follow state testing and contact tracing protocols.

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## Visitors and Contractors

**Unless physical attendance by the public is critical to the nature of the agency's mission, visitors and contractors will not be permitted to enter the building.**

Divisions shall take all reasonable measures to reduce or eliminate the number of visitors who arrive on-site. These should include utilizing technology for remote meeting/communication, scheduling appointments and using other tools to govern the frequency and number of visitors arriving at the building at any given time.

Divisions requiring regular attendance of visitors in their workspace, shall coordinate and develop a specific plan with DOL Facilities Operations to meet this need, prior to allowing visitors.

## Mail/Deliveries

Packages and other deliveries will be permitted to established receiving areas at building entrances only.

- Delivery personnel shall be prohibited from entering the general work area, if possible.

## **SOCIAL DISTANCING/INFECTION CONTROL – Behavioral Requirements**

**It is incumbent upon each individual to utilize best practices and common sense to maintain social distancing at all times.**

- All individuals entering a DOL facility will be required to wear a face mask or other cloth face covering that completely covers the nose and mouth, unless doing so would be contrary to his or her health or safety due to medical conditions.
- Staff unable to wear compliant face coverings shall work with DOL Human Resources to address their needs.
- In workplace settings where individuals are alone or in segregated spaces (e.g. cubicles with at least a 6' radius of other occupied cubicles, private offices, etc.), they may remove their masks.
- **Regardless of the number of other individuals in the vicinity, all persons shall wear a mask or face covering from the time they enter the building until the time they arrive at their work station, and at any time they leave their work station and move around common areas (e.g., in hallways and stairwells, going to the restroom or lounge, etc.).**
- **Staff will keep all station surfaces clean and clear of materials for nightly disinfecting.**

## **SOCIAL DISTANCING/INFECTION CONTROL – Physical Requirements**

### Common Area/Amenities

- Floors in public areas may be marked where needed to assist in maintaining proper spacing (6' separation), especially at queuing locations (e.g. entries/elevators).
- Hand sanitizer shall be placed at main entrances.
  - DOL will provide hand sanitizer for all DOL-managed offices.
  - Landlords are expected to provide such hand sanitizer in common areas of leased properties.
- Where allowed, doors will be mechanically held open to reduce common touchpoints.
- Property managers and landlords are expected to assess and implement reasonable methods for maximizing social distancing/infection control within elevators.
- Use of conference rooms is strongly discouraged and will be limited to 33% of "normal" capacity.
  - Regardless of the size of the conference room, the number of individuals who are permitted to gather shall be consistent with the effective Executive Order regarding the permissible size of public gatherings.
- Staff Lounge
  - Seating areas will be modified to allow for social distancing.
  - Signage shall be posted and cleaning materials provided to enable those using the appliances to wipe them down after each use. E.g. microwaves, coffee machines, refrigerators, etc.

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## **Workspaces and Furniture**

Each work area shall be limited to **50% occupancy**. Sample color coded floor plans can be found on the DOL Intranet Facilities page under: Floor Plans - 50% Occupancy Guidance.

Workspaces shall be re-assigned and/or modified to provide appropriate distancing.

- Occupied work stations should be spaced a minimum of 6' apart and should be staggered to maximize distance and eliminate face-to-face or adjacent contact.
- Where a 6' separation is not possible, divisions will work with DOL Facilities to determine a solution prior to any occupancy.

Divisions shall establish discrete work zones to segment the workspace in order to prevent movement between zones/suites/floors, etc.

DOL shall provide disinfectant wipes adjacent to shared equipment to enable employees to wipe down touch points before and after operation.

**Responsibilities of Building Maintenance/Janitorial Contractor &/or Landlord** (Depending upon the terms of the lease)

- Maintain enhanced cleaning and disinfecting of common touchpoints and heavily utilized spaces no less than four times a day.
  - Door handles
  - Elevator buttons
  - Guard station/reception desks
  - Restrooms
- Building maintenance/janitorial contractor &/or the Landlord will:
  - Maintain a log cleaning/disinfection schedules/completions.
  - Train (and provide regular refreshers to) cleaning staff for current guidelines for cleaning/disinfection protocols.
  - Maintain advanced ordering of cleaning/disinfection supplies.
  - Review operation of HVAC systems and investigate enhanced air-filtration, higher quality filters and additional fresh-air intake.
  - Distribute additional waste collection for wipes, as needed.

## **Signage**

DOL shall post signage where appropriate to identify:

- Social distancing protocols
- Cleaning and disinfection protocols
- Personal protection protocols (face masks, gloves)
- Employees shall stay home if sick/experiencing symptoms
- Current Visitor Policy
- Changes to normal use policy at:
  - Stairs
  - Elevators
  - Lounge
  - Cafeteria
  - Conference Rooms

(In leased buildings, landlords are required to provide the signage for the common areas. The agency is responsible for providing the signage within their assigned office space/floors.)