Memorandum

To: All Commissioners
Department of Transportation, Division of Facilities Services
Please distribute to all landlords and tenants of State of Alaska buildings

From: Commissioner Adam Crum, Department of Health and Social Services

CC: Commissioner Kelly Tshibaka, Department of Administration
Commissioner Jason Brune, Department of Environmental Conservation

Date: March 24, 2020

Subject: Guidance for All Buildings Leased or Owned by State of Alaska

The Alaska Department of Health and Social Services (DHSS) is issuing the following guidance regarding the operating status of government offices and the protocols for cleaning buildings to those who own or occupy buildings in which State of Alaska (SOA) employees work.

Specifically, building managers are seeking clarification on a number of issues.

- Agencies are encountering challenges in buildings shared with other government agencies—when one agency closes to the public or begins telecommuting, it is locking the exterior door it shares with the other agency, which is precluding access to the other agency (either for the public or for the government employees).
- Landlords are being asked to decontaminate areas from COVID-19, but are concerned about what they are expected to do with respect to disinfection of their workspaces. Additionally, they have identified that decontamination is not covered under their leases with the State of Alaska.

Facility Closure Protocols
Landlords will continue to keep buildings open and allow public access for the departments and agencies that need to remain open in order to provide government services during this public health emergency.

In determining whether to close an office or facility, departments and agencies will follow the Facility Closure Policy: [http://doa.alaska.gov/dop/fileadmin/DirectorsOffice/COVID19messages/COVID_19_Facility_Closure_Policy.pdf](http://doa.alaska.gov/dop/fileadmin/DirectorsOffice/COVID19messages/COVID_19_Facility_Closure_Policy.pdf). If the office space is shared with another State of Alaska department or agency, the departments or agencies will coordinate with each other regarding their respective operating needs to ensure continuity of operations.
Facility Cleaning, Disinfection and Decontamination Protocols
These protocols are based on the Centers for Disease Control and Prevention (CDC) guidance and are focused on community, non-health care facilities (e.g., offices, facilities, community centers).

Cleaning and Disinfecting Products and Procedures
- Disinfectant products used must:
  - Meet EPA’s criteria for use against SARS-CoV-2, the cause of COVID-19:
    - [www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)
  - Be appropriate for use on the surface being disinfected
- Anyone using disinfectant products must follow the manufacturer instructions shown on the product label, including application method, concentration, use of appropriate personal protective equipment if specified on the label, and contact time.
- If a surface is visibly soiled, it must be cleaned with soap/detergent and water before disinfecting.

Disinfection Frequency
- Every common area, surface (e.g., door handles, elevator buttons), and bathroom must be cleaned and disinfected at least daily.
- Areas that serve the public (e.g., kiosks, desks, counters) should be disinfected after every customer.
- State of Alaska employees should routinely clean all frequently-touched surfaces in their respective work areas, such as workstations, cubicles, offices, keyboards, telephones, office doorknobs, conference room tables and doors.

Decontamination
If a work environment has been exposed to an individual who is positive with coronavirus, these CDC recommendations will be followed: [www.cdc.gov/coronavirus/2019-ncov/prepare/disinfecting-building-facility.html](http://www.cdc.gov/coronavirus/2019-ncov/prepare/disinfecting-building-facility.html)

Further information on cleaning and disinfection can be found on these websites: