

C. Workplace Activity

- Responsible Parties must take measures to reduce interpersonal contact and congregation, through methods such as:
 - Limiting in-person presence to only those staff who are necessary to be on site;
 - adjusting workplace hours;
 - reducing on-site workforce to accommodate social distancing guidelines;
 - shifting design (e.g. A/B teams, staggered arrival/departure times);
 - prioritizing tasks that allow for social distancing over those that do not; and/or
 - avoiding multiple crews and/or teams working in one area by staggering scheduled tasks and using signs to indicate occupied areas.

D. Movement and Commerce

- Responsible Parties must establish designated areas for pickups and deliveries, limiting contact to the extent possible.
- Responsible Parties should limit interactions (e.g. designate an egress for individuals leaving their shifts and a separate ingress for individuals starting their shifts) and movements (e.g. their employees should remain near their workstations as often as possible) of persons in the common space(s) of the building.
- Responsible Parties should limit the numbers of entrances in order to (1) manage the flow of visitors into the building and (2) facilitate health screenings, as described below in Section III "Processes," Subsection A "Screening and Testing," while remaining in compliance with fire safety and other regulations.
 - Develop a plan for people to maintain six feet of social distance while queuing inside or outside of the building for screening, as applicable.

II. PLACES

A. Building Systems

- Before occupants return to a building that has been entirely closed, Responsible Parties must complete pre-return checks, tasks, and assessments to ensure a healthy and safe environment. These systems include, but are not limited to, mechanical systems, water systems, elevators, and HVAC systems.
 - Depending on the length of time equipment has been inactive, Responsible Parties should run systems with careful observation to ensure machinery (e.g. valves and switches) are operating correctly.
 - Specific system actions may be required to restart systems after prolonged shutdown. Responsible Parties may determine necessity for each of these items based on length of shutdown and condition as inspected.
 - As appropriate and applicable, Responsible Parties should flush building with fresh air based on the design of the makeup/outside air system for a minimum of 24 hours.

- Responsible Parties must ensure air filters are replaced as needed (e.g. after flushing the building).
- Responsible Parties must ensure maintenance and monitoring of cooling towers have been conducted in accordance with state regulations and that chemical and microbial levels are within defined ranges for any closed water systems and/or water features, and drain any devices that may contain stagnant water.
- Responsible Parties must flush cold- and hot-water systems in accordance with the building's water management plan or in concurrence with the building engineer.
- Responsible parties must ensure any water filters are replaced as needed after flushing the building's water systems.
- For buildings that were entirely closed, Responsible Parties must receive verifications from building engineers that operation of all mechanical equipment and systems has been restored prior to reopening the building.
- Before occupants can return to a building that has remained opened, Responsible Parties must receive verification of suitability for occupancy from building engineers.

B. Protective Equipment

- In addition to the necessary PPE as required for certain workplace activities, Responsible Parties must procure, fashion, or otherwise obtain acceptable face coverings, and provide such coverings to their employees while at work at no cost to the employee. Responsible Parties should have an adequate supply of face coverings, masks and other required PPE on hand should an employee need a replacement, or should a visitor of the building management be in need. Acceptable face coverings include, but are not limited to, cloth (e.g. homemade sewn, quick cut, bandana), surgical masks, and face shields.
 - Responsible Parties must work with any entities with which they have contracted to agree upon who will provide PPE to contractors physically present in the building.
 - As mentioned in the State's "Interim COVID-19 Guidance for Professional Services," tenant entities are responsible for providing PPE to their own employees and contractors.
- Face coverings must be cleaned or replaced after use and may not be shared. Please consult the [CDC guidance](#) for additional information on cloth face coverings and other types of PPE well as instructions on use and cleaning.
 - Note that cloth face coverings or disposable masks shall not be considered acceptable face coverings for workplace activities that require a higher degree of protection for face covering requirements. For example, if N95 respirators are traditionally required for specific activities, a cloth or homemade mask would not suffice. Responsible Parties must adhere to OSHA standards for such safety equipment.
- Responsible Parties must allow employees to use their own acceptable face coverings but cannot require employees to supply their own face coverings. Further, this guidance shall not prevent employees from wearing their personally owned additional protective coverings (e.g. surgical masks, N95 respirators, or face shields), or if the Responsible Parties otherwise requires employees to wear more protective PPE due to the nature of their work. Employers should comply with all applicable OSHA standards.