



COVID-19 GUIDELINES AT STATE FACILITIES

(August 1, 2022, Version #9)

This document is developed by Department of Administrative Services in conjunction with Department of Public Health and subject to change as new information becomes available.

This document provides guidelines that will assist state agencies at state facilities in dealing with COVID-19.

State Employees are encouraged to keep [up to date with their COVID-19 vaccine doses](#). In addition to a primary vaccine series (usually the first two doses), most state employees are also eligible for at least one, if not two booster doses of COVID-19 vaccine. Staying up-to-date with COVID-19 vaccines means getting a booster shot when recommended by CDC, which will provide employees with the maximum level of protection against severe COVID-19 complications for themselves, their families, their coworkers, and the communities they serve.

For information on COVID-19 vaccination and how to make an appointment, please visit the CT COVID-19 Vaccine Portal at <https://portal.ct.gov/Vaccine-Portal>.

PLEASE NOTE: Occupants of DAS-operated buildings must continue to comply with all these directives **regardless of COVID-19 vaccination status**. Currently, there is no convenient or reliable way to determine who is or is not fully vaccinated and therefore compliance by all occupants with these rules, whether vaccinated or not, remains mandatory.

DIVISION OF RESPONSIBILITIES:

Each individual agency will be required to provide all materials and services specific to its operations and within its assigned office space(s) and floors.

In state-owned buildings under the care and control of DAS, DAS will provide the material and services noted below for the common areas.

In leased spaces, the landlord will be responsible for providing the materials and services noted below for any common areas. Agencies should work with their DAS Leasing Representative to ensure that landlords are notified of any requirements and are compliant with such requirements.

BUILDING ACCESS:

Although mask wearing can still be an effective prevention strategy against the spread of COVID-19 and other respiratory diseases, persons entering a State Facility, regardless of vaccination status, are not required to wear a mask as a condition of entry. However, for facilities located in counties with 'high' levels of COVID-19 as indicated by the [CDC COVID-19 Community Levels](#) map, anyone entering a State Facility, including staff, visitors, and those receiving services should be strongly encouraged to wear a well-fitting mask that completely covers the nose and mouth. Facility operators in counties with 'high' COVID-19 Community Levels should ensure that signage is posted to encourage mask wearing by anyone entering the facility. State Agencies should support the use of a face covering mask by employees, visitors, or other individuals who prefer to continue doing so, even in areas of the state with 'medium' or 'low' COVID-19 Community Levels.

SOCIAL DISTANCING/INFECTION CONTROL: Physical Requirements

COMMON AREAS/AMENITIES

- Hand sanitizer shall be placed at main entrances and entry-level elevator lobbies. DAS will provide such hand sanitizer for all DAS-managed state-owned buildings. Landlords are expected to provide such hand sanitizer in leased properties for common areas.
- Agencies are expected to provide hand sanitizer within their demised premise

WORKSPACES AND FURNITURE

Where necessary, workspaces shall be re-assigned and/or modified to provide appropriate distancing at the tenant agency's expense.

- Agencies shall provide hand sanitizers at appropriate locations throughout their assigned office areas/floors.

RESPONSIBILITIES OF BUILDING MAINTENANCE/OPERATIONS and/or THE LANDLORD (Depending upon the ownership of the building and the terms of the lease)

- Provide hand sanitizer stations at main entrances and common areas in the building.
- Maintain daily cleaning schedules for all occupied office and common areas and targeted disinfection of common touchpoints and heavily utilized spaces (e.g. bathrooms, etc.) in compliance with CDC Guidelines.
- Property Managers maintain a log for cleaning/disinfection schedules and completions.
- Custodial Contractors 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 implement enhanced air-filtration using highest filtration level possible for each individual HVAC system.
- Increase fresh air exchange rates to the extent achievable within the constraints of the existing HVAC system and dependent on outside weather conditions and thermal comfort of occupants
- Change HVAC filters as recommended by the manufacturer to ensure air flow is as efficient as possible.
- Ensure that building HVAC systems are operating consistent with all relevant ASHRAE guidelines for fresh air delivery and filtration based on building occupancy and person-density inside occupied spaces.