

## FACT SHEET: Modifications to County Worksites

Many County services have continued to function throughout the COVID-19 emergency. Worksite modifications have already been made, as needed, for these ongoing functions. To reconstitute County worksites that had not been fully functioning, worksites have been evaluated and modifications have been made, as follows:

- **Ensuring physical distancing**, through such steps as:
  - Reconfiguration of furniture and markings to maintain 6 feet between people and maximum occupancy standards in place at the time, including signage and markings in common areas (e.g., elevators, lobbies, break rooms, hallways) for physical distancing
  - Reuse of conference and meeting rooms to help employees in shared offices spread out
  - Closing off alternating cubicles for use if furniture cannot be easily reconfigured (this may be done through employee scheduling vs. a physical barrier)
  - Removing some furniture in common spaces such as lobbies and kitchens
  - For “public spaces,” installing physical barriers (i.e., plexiglass barriers), as needed and practical for customer/citizen interaction, and hand-sanitizer stanchions/dispensers in public areas of buildings (lobbies, waiting rooms, counters, etc.)
  
- **Ensuring adequate and appropriate supplies** are available:
  - Evaluating what Personal Protective Equipment (PPE) is needed based on job requirements and ensuring an adequate supply of PPE is available
  - Cleaning and disinfecting supplies (no-touch trash receptacles; bag liners for trash receptacles; hand soap; alcohol-based hand sanitizer containing at least 60% alcohol; disinfectants; disposable towels). In most County buildings, touchless soap dispensers will not be able to be provided. Regardless of how soap is dispensed, proper hand washing after soap is dispensed is the important protocol to follow.
  - DGS has been coordinating with individual departments to ensure necessary supplies – including items (mask, hand sanitizer, and disinfecting supplies) for a Return-to-Work kit with necessary PPE and disinfecting supplies for employees and offices – are made available to departments
  
- **Improving building air quality** where possible. Facilities like the Animal Services and Adoption Center and the Dennis Avenue Health Clinic were designed and built to a high standard of frequent air exchange capabilities due to the nature of the building’s use. However, in other facilities, it is not currently feasible to increase the frequency of air exchanges, because of limitations in the air-handling systems in the building. DGS has upgraded to MERV 11 and, where possible, MERV 13 filters in ventilation systems. DGS has also conducted additional preventative maintenance and minor repairs for all HVAC systems to better ensure functionality throughout the summer season, which is critical to proper air flow and comfort.
  
- **Rental buildings.** DGS has been in contact with landlords, who have agreed to meet the County standards for cleaning and air quality.

If additional modifications are required, departments directors are being asked to work with the Department of General Services (DGS).