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Subject: Coronavirus: An Update from the Department of General Services on Cleaning & Disinfecting State Buildings
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To: DOHR Communications DOHR.Communications@tn.gov

DC



Coronavirus: An Update on Cleaning & Disinfecting State Buildings

Dear State Employees,

The Tennessee Department of Health (TDH), Department of Human Resources (DOHR), and Department of General Services (DGS) are partnering to address coronavirus and limit the possibility of exposure in state buildings.

In response to questions that the Department of General Services has received around the cleaning and disinfecting of state buildings, please be aware of the following information:

- The standard cleaning regimen for state-owned buildings already includes cleaning floors and high-touch surfaces (including elevator keypads) with disinfectant. However, cleaning staff do not clean workstations because of concern for disrupting or otherwise affecting people's work. Employees are responsible for cleaning their desktops and other equipment such as keyboards and phones.
- The departments will continue to work closely to determine if cases of coronavirus exposure make it advisable to add cleaning resources to any state buildings. DGS is working to acquire additional cleaning resources and supplies to be prepared upon activation by TDH or DOHR to upgrade cleaning protocols.
- Please use the Corrigo work order system for routine janitorial requests in buildings managed by DGS. Please do not ask onsite janitorial staff in your building to complete additional duties outside their assigned scope of work.
- Disinfectant wipes have been supplied in the Tennessee Tower conference center and, per available resources and supplies, DGS is working to provide hand sanitizing supplies in other DGS-managed conference centers and office building lobbies.
- If you free-address, please sanitize the desk, table, or workstation before and after you use it.
- Cleaning and disinfectant supplies are available on statewide purchasing contracts for state agencies wishing to acquire additional supplies for their areas. Your purchasing agent can make these acquisitions.
- DGS is working with its vendors to arrange a protocol for cleaning and disinfecting state shuttle buses and rental vehicles.

- The Centers for Disease Control and Prevention (CDC) has provided recommendations on cleaning and disinfection:
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>
- Employees should review the CDC important steps to prevent illness:
<https://www.cdc.gov/coronavirus/2019-ncov/about/prevention.html>
- Additional information about coronavirus is available on the TDH website:
<https://www.tn.gov/health/cedep/ncov.html>

This is a rapidly changing situation and plans for addressing various possibilities continue to be refined by the appropriate state agencies. Plans related to the cleanliness of state buildings will be coordinated with TDH to ensure that best practices for maintaining the health and safety of state employees and the public are followed.

Sincerely,



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