

Handbook For Reopening The Herbert C. Hoover Building (HCHB)

NOTE: This is a living and evolving document. DOC reserves the right to update this document as guidelines evolve and information becomes available.

Office of Facilities and Environmental Quality (OFEQ)

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Objective

This document is informed by state/local determinations and provides best practices and known guidelines for reopening the Herbert C. Hoover Building (HCHB), which can be used as a template for other Commerce facilities. Information is based on a variety of sources including the CDC, OSHA, DHS, National Institute of Building Sciences, USDA, Department of Interior, Virginia Department of Health and the private sector.

This report is broken into two sections: 1) details about what is offered in each phase, and 2) information on provisions, management and responsibilities. An appendix illustrates sample posters that will be displayed in facilities.

The guidance herein is individual-driven. The health, safety and well-being of individuals are top priorities for the Department. The goal of each phase is to safely occupy the HCHB and all Commerce facilities following all CDC and OSHA guidelines, in order to minimize the transmission of the COVID-19 virus and to maximize individual safety.

Occupancy by Phase

Employee Driven/Geographically Focused/Bureau Specific

Occupancy by Phase

Social Distancing All Phases

Social Distancing (in all phases)

1. Follow CDC guidelines. Wash hands frequently, use sanitizer when needed and wipe down phone and other high-touch surfaces in personal space.
2. Adhere to self-certification signage and do not come into the building if you have any listed symptoms.
3. Follow social distancing practices.
 - a. Limit occupancy within open office areas.
 - b. Walk slowly and do not immediately follow another person – walk to the side.
 - c. Maintain 6' distance when possible.
 - d. In conference rooms, limit occupancy and make sure that there are at least 3 chairs between you and another individual.
 - e. Consider separate elevators and stairwells to avoid crowds.
 - f. Eat at your desk.

Occupancy by Phase

Gating Period

Gating Period

1. Mandatory telework in effect; mission critical individuals are able to access facilities with supervisory approval.
2. Cloth face coverings/masks in accordance with CDC guidance that cover the nose and mouth are required.
3. Limited mass transit options; temporary measures will be considered (e.g. temporary on-site parking tags where available, other parking accommodations).
4. Restrictions in place for visitors and deliveries. Allowed only with approval by senior bureau officials.
5. Cafeterias, pantries and fitness centers remain closed. Child Development Centers are closed.
6. Notify facilities POCs of all confirmed COVID cases. If within 7 day window of individual last in the office, follow cleaning and disinfection procedures.
7. Continue with daily disinfection of high-touch areas (communal spaces, lobbies, restrooms, elevators).
8. Individuals minimize travel paths in facilities and journal travel paths each day (which restroom, stairwell, elevator, conference room, pantry, etc.)

Occupancy by Phase

Phase 1

Phase 1: “Agencies should lift mandatory telework”

1. Up to 25% occupancy rate.
2. Mission Critical functions are allowed to continue in facilities with supervisory approval; telework flexibilities still in place.
3. Limited mass transit options; temporary measures will be considered (e.g. temporary on-site parking tags where available, other parking accommodations).
4. Restrictions in place for visitors. Allowed only with approval by senior bureau officials.
5. Individuals, contractors and visitors will provide and wear their own cloth face coverings/masks in accordance with CDC guidance that cover the nose and mouth.
6. Cafeterias, pantries and fitness centers remain closed. Child Development Centers may open.
7. Mail deliveries begin to resume.
8. Notify facilities POCs of all confirmed COVID cases. If within 7 day window of individual last in the office, follow cleaning and disinfection procedures.
9. Continue with daily disinfection of high-touch areas (communal spaces, lobbies, restrooms, elevators).
10. Individuals minimize travel paths in facilities and journal travel paths each day (which restroom, stairwell, elevator, conference room, pantry, etc.)
11. Consider opening building entrances not typically used to reduce bottlenecks.

Occupancy by Phase

Phase 2

Phase 2: “Agencies should lift maximum telework”

1. Up to 50% occupancy rate. Support maximum flexibilities for individuals, including those in high risk groups, considering needs such as mass transit, schools and childcare.
2. Visitors allowed with visitor rates monitored.
3. Individuals, contractors and visitors will provide and wear their own cloth face coverings/masks in accordance with CDC guidance that cover the nose and mouth.
4. Cafeterias will reopen but will follow grab-and-go policies and/or delivery. Pantries may reopen. Fitness Centers will practice social distancing. Child Development Centers are open.
5. Normal operations resume for accepting and delivering mail, express mail and packages.
6. Notify facilities POCs of all confirmed COVID cases. If within 7 day window of individual last in the office, follow cleaning and disinfection procedures.
7. Continue with daily disinfection of high-touch areas (communal spaces, lobbies, restrooms, elevators).
8. Individuals journal travel paths daily (which restroom, stairwell, elevator, conference room, pantry, etc.)
9. Consider opening building entrances not typically used to reduce bottlenecks.

Occupancy by Phase

Phase 3

Phase 3: “Operational Optimization”

1. Up to 100% occupancy rate. Continue to support maximum flexibilities for individuals, including those in high risk groups, considering needs such as mass transit, schools and childcare.
2. Face covering or mask and screening requirements phased out.
3. Resume normal visitor routines.
4. Cafeterias, fitness centers and Child Development Centers resume normal operations.
5. Notify facilities POCs of all confirmed COVID cases. If within 7 day window of individual last in the office, follow cleaning and disinfection procedures.
6. Phase out daily disinfection of high-touch areas and return to normal cleaning protocols, unless a confirmed case has been detected.
7. Lessen need for journaling travel paths but maintain working knowledge of areas visited.
8. Consider leaving open building entrances not typically used to reduce bottlenecks.



Provisions, Management and Responsibilities

Employee Driven/Geographically Focused/Bureau Specific

Provisions, Management and Responsibilities

Building Management

HCHB OFEQ will provide and manage:

Signage

- Signage will be placed at entrances and throughout HCHB to remind individuals and visitors of accepted social distancing and good hygiene practices, elevator and facility travel protocols and individual responsibilities such as self-certification to enter facilities.
 - See Appendix for general representation of signage.
- Signage will be posted on a DOC internal website for reference, allowing bureaus to download for their use in preparation for reopening.
- Recommend broadcast to all DOC individuals and contractors referencing the website, the value of social distancing, and individual responsibilities.

Cleaning

- Continue enhanced cleaning and disinfection in common use/high-touch spaces, such as lobbies, pantries, restrooms, business centers, elevators, stairwells and conference rooms and suite door handles.
- For HCHB, the cleaning contractor is obtaining an electrostatic infection cleaning system that can clean 50,000 SF per hour.

Provisions, Management and Responsibilities

Building Management

HCHB OFEQ will provide and manage:

HCHB Ventilation

- In the renovated portion of the building (Corridors 1-3), continue with use of UV light within the air handling units which has proven to inactivate viruses, mycoplasma, bacteria, and fungi. The renovated section meets industry standards with filters and recommended exchange of outdoor air.
- In the unrenovated side, consider adding Ultraviolet Germicidal Irradiation within 29 air handlers. Cost and timing to be determined.
- Increase air exchanges of HVAC system by increasing flushing sequence by fifty percent.
- Replace all air filters regularly and throughout the building.

Protection

- Consider installing plexiglass protector on all guard's desks.
- Provide tissues and trash cans near main entrances.
- During limited occupancy, to reduce "number of touches" suite occupants will utilize corridor trash bins for all trash and empty suite trash at the end of the day. Additional corridor trash bins may be needed.
- Place hand sanitizer dispensers in building entrances and in common areas, for example, in the cafeteria, in breakrooms, in stairwells and in business centers.
- OFEQ will supply cleaning materials, such as disinfectant and wipes for the building, including office suites. Individuals will be encouraged to wipe high-touch areas within their work areas – such as chair arms, keyboard tray, desktop spaces, phone, and copiers/printers in shared areas.

Provisions, Management and Responsibilities

Individual Responsibilities

Individual Responsibilities:

Entering Building

- By entering a building, individuals are self-certifying their wellness to be in a facility.
- Individuals must hold up and show both sides of the PIV card to the guards.

Face Coverings/Masks

- Individuals , contractors and visitors will provide and wear their own cloth face coverings/masks in accordance with CDC guidance that cover the nose and mouth. If they forget their facemask or have a face covering/mask malfunction, they are to call a representative from their bureau who will provide a suitable mask. Individuals and visitors without face coverings/masks will be denied building access and remain in a designated isolated area during this waiting period.
- Face coverings/masks may be removed only when eating or drinking, and when alone in a closed setting, such as a personal or enclosed office.
- Individuals may be asked to lower the face covering so security guards can verify identity.
- Individuals should report to their supervisors if they see someone not wearing a face covering/mask or not wearing a face covering/mask appropriately.

Provisions, Management and Responsibilities

Individual Responsibilities

Individual Responsibilities:

Awareness and Social Distancing

- Individuals will review and be aware of latest CDC guidelines (posted on the DOC website) and DOC policies.
- Individuals will practice social distancing and stay at least 6 feet from any other person. Do not shake hands, fist bump or hug anyone.
- Individuals should avoid using joint use space areas, such as conference rooms and pantries. If necessary to use these areas, practice social distancing, wipe down surfaces and wash hands, stagger breaks, don't share food or utensils, and eat at your desk.
- Minimize movements and journal travel paths daily (which restroom, stairwell, elevator, conference room, pantry, etc.)
- In specialized spaces such as a SCIF, limit usage and practice social distancing, limiting meeting size if practical.

Keep yourself and colleagues healthy

- In shared office spaces, individuals should wipe their own phones and keyboards, doorknobs, etc. upon arrival and not share headsets or other items that are near mouth or nose.
- Individuals should regularly wash hands and stay home if ill, self-quarantining for at least a 2-week period after exposure to someone else infected with COVID-19.
- Individuals should avoid touching the face, particularly the nose, mouth, or eyes.

Provisions, Management and Responsibilities

Manager Responsibilities

Manager Responsibilities:

Scheduling Changes

- Consider having individuals work in cohorts up to 50% capacity of office space.
- Schedule individuals in shared or close spaces such that occupancy meets social distancing practices where practical.
- Consider options for separating individuals into teams to reduce the risk of transmission to an entire individual group.
- Consider practices such as using only one space and leaving several others empty (e.g. cubicles).
- Consider staggering the arrival and departure times of individuals.
- Switch to alternate workspaces if someone in the office becomes ill to avoid potential contamination.

Management Policies

- Send individuals home if they become ill or show signs of illness.
- Work closely with facilities management and the COVID Task Force to communicate when/if individuals test positive, request cleaning as needed, follow up on positive cases to identify travel paths and to address other concerns/questions.
- Work with facility managers, building liaisons and others as needed to be fully informed on building/office status and conditions.
- Be informed and understand status of current state and local guidance.

Appendix

Employee Driven/Geographically Focused/Bureau Specific

Self Certification

Posting: Outside or in vestibule of all HCHB entrances; large posters



Warning: Upon entering the Department of Commerce you are self-certifying that your answer to each of these questions is NO

If you answer 'yes' to any of the screening questions, you should not enter the building.

Since last reporting to this building, should you be under self-quarantine due to known recent exposure, and/or do you have?

- A new fever (100.4°F or higher) or a sense of having a fever?
- A new cough that cannot be attributed to another health condition?
- New shortness of breath that cannot be attributed to another health condition?
- New chills that cannot be attributed to another health condition?
- A new sore throat that cannot be attributed to another health condition?
- New muscle aches (myalgia) that cannot be attributed to another health condition or specific activity (such as physical exercise)?
- A new loss of taste and smell?

Social Distancing

Posting: 18" diameter stickers on floors at main entrances, elevator lobbies, and at intersections of corridors.



Business Centers

Posting: 8.5x11 laminated posters for all business centers



Conference Rooms

Posting: 8.5x11 laminated posters on signage for all conference rooms.



Elevator Protocol

Postings: 8.5 x 11 Posters laminated and posted on walls outside every elevator

Elevator Considerations

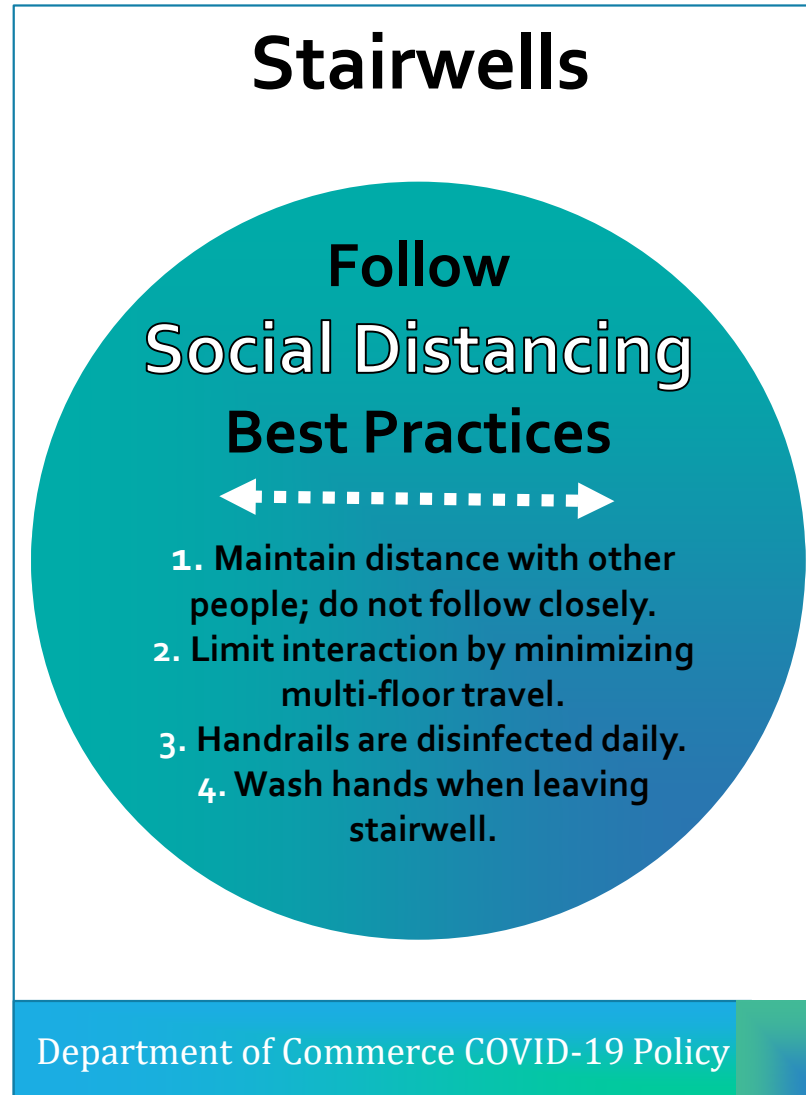
- Maintain **6** feet from each person while waiting for elevator.
- Limit passenger count to **4** people.
- Use your knuckle or an accessory to press floor buttons.
- Stand as far away from others as practicable.



- Wash hands after departing elevator.

Stairwells

Posting: 8.5x11 laminated posters on all stairwell doors.



Pantries

Posting: 8.5x11 laminated posters for all business centers

Pantries / Break Areas

Follow Social Distancing Best Practices



1. Pantry areas including the refrigerator, microwaves and sinks are disinfected daily.
2. Do not congregate in the breakroom or share food or utensils.
3. Wipe down common surfaces and wash hands.
4. Eat at your desk.

Department of Commerce COVID-19 Policy

Individual Responsibilities

Postings: Large posters displayed at each entrance to HCHB;
also available on website for advance preview

Individual Responsibilities

1. Individuals must self-certify that they are healthy to enter the building.
2. If an individual feels ill, they are encouraged to notify their supervisor and go (or stay) home.
3. Face coverings/masks may be removed only when eating or drinking, and when alone in a closed setting, such as a personal or enclosed office.
4. If an individual forgets a face covering/mask, they should contact their bureau POC.
5. Follow guidelines below.

 Centers for Disease Control and Prevention
CDC 24/7: Saving Lives, Protecting People™

Important reminders:



Clean your hands often

Cover your mouth and nose around others


Avoid close contact

Cover coughs and sneezes

Department of Commerce COVID-19 Policy

COVID-19 Facts

Postings: Large posters already displayed at 14th and 15th
Street entrances (Basement level and 1st floor)



Share Facts About COVID-19

Know the facts about coronavirus disease 2019 (COVID-19) and help stop the spread of rumors.

FACT 1 Diseases can make anyone sick regardless of their race or ethnicity.

People of Asian descent, including Chinese Americans, are not more likely to get COVID-19 than any other American. Help stop fear by letting people know that being of Asian descent does not increase the chance of getting or spreading COVID-19.

FACT 2 Some people are at increased risk of getting COVID-19.

People who have been in close contact with a person known to have COVID-19 or people who live in or have recently been in an area with ongoing spread are at an increased risk of exposure.

FACT 3 Someone who has completed quarantine or has been released from isolation does not pose a risk of infection to other people.

For up-to-date information, visit CDC's coronavirus disease 2019 web page.

FACT 4 You can help stop COVID-19 by knowing the signs and symptoms:

- Fever
- Cough
- Shortness of breath

Seek medical advice if you


- Develop symptoms

AND

- Have been in close contact with a person known to have COVID-19 or if you live in or have recently been in an area with ongoing spread of COVID-19.

FACT 5 There are simple things you can do to help keep yourself and others healthy.

- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



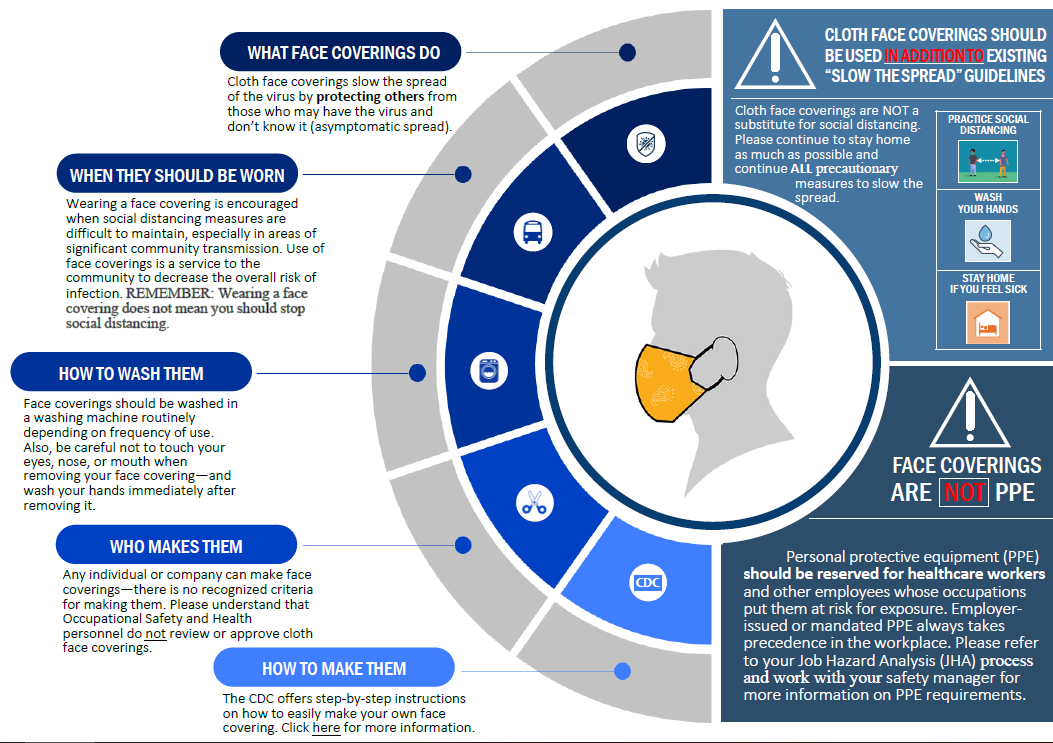
For more information: www.cdc.gov/COVID19

Facemask Information

Suggest that this be posted on website and shared with a link via a broadcast

FACT SHEET: CLOTH FACE COVERINGS

Department of Commerce



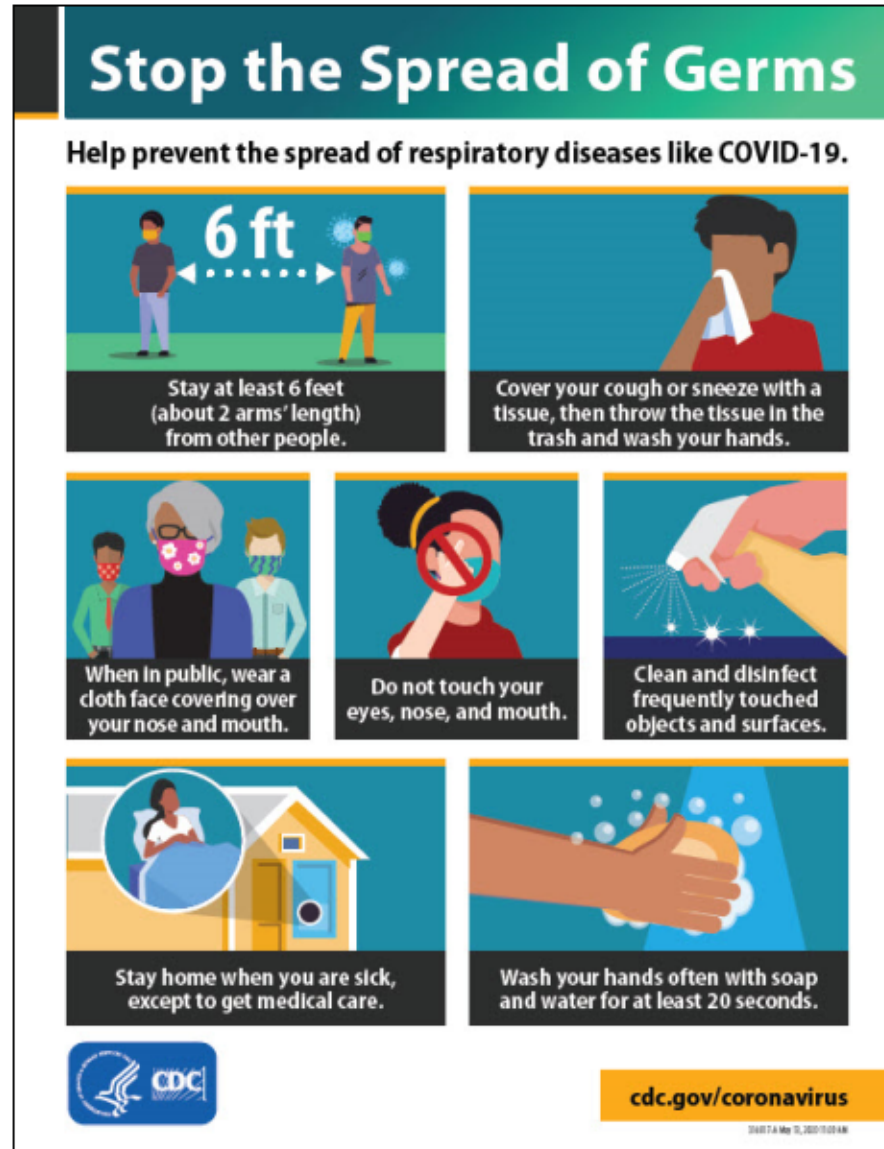
Stop the spread of germs

Postings: 8.5 x 11 laminated posters in all bathrooms and pantries (sink locations)



Additional CDC posters

Postings: DOC website for HCHB



Additional CDC posters

Postings: DOC website for HCHB

How to Safely Wear and Take Off a Cloth Face Covering

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2





USE THE FACE COVERING TO PROTECT OTHERS

- Wear a face covering to protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available





TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see: [cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Additional CDC posters

Postings: DOC website for HCHB

Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

***Seek medical care immediately if someone has emergency warning signs of COVID-19.**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.



cdc.gov/coronavirus

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