



March 13, 2020

TO: Commonwealth Lessor:

As you are aware, On March 6, 2020, Governor Tom Wolf signed a Proclamation of Disaster Emergency related to the emergence and spread of the novel coronavirus known as COVID-19. As a result of this Proclamation, the Commonwealth of Pennsylvania has been taking numerous steps to mitigate and prevent the spread of the virus while maintaining the programs and services provided by the Commonwealth to its citizens.

As a Lessor of space to the Commonwealth, it is critical that we work together to achieve the goal of preventing the spread of the virus in facilities occupied by the Commonwealth. Many basic precautions have been set forth by the CDC and the Pennsylvania Department of Health and should be followed by everyone:

- Cough or sneeze into your elbow.
- Wash hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer if soap and water are not available.
- Avoid touching your face when possible and wash your hands if you do touch your face.
- Clean surfaces frequently, including countertops, light switches, cell phones, remote controls, and other frequently touched items.

For additional information about COVID-19, please refer to the Department of Health's website, [health.pa.gov](http://health.pa.gov), [Facebook](#) page and [Twitter](#) account.

While no facility can be guaranteed to be free of any virus, the role of hygiene is key to reducing the spread of COVID-19. Good hygiene combined with good housekeeping practices may assist in lowering any potential risk of infection and preventing its spread. With that said, please implement CDC recommendations for environmental cleaning with proper disinfectants on high-touch surfaces such as the following: doorknobs, light switches, restroom fixtures, paper towel dispensers, elevator buttons and rails and stairwell rails. If you have already done so, we thank you and ask that you notify the DGS Bureau of Real Estate (Beth Christian, [elchristia@pa.gov](mailto:elchristia@pa.gov) or 717-787-4394) of your efforts prior to sending out information to Commonwealth tenants.

In addition to these common-sense precautions, Lessors are also reminded that any staff or contracted resources should not report to Commonwealth leased facilities if they are sick. The symptoms of COVID-19 can include fever, cough and shortness of breath. If individuals are showing symptoms of COVID-19, the Lessor should ensure, through proactive communications with its staff or subcontractors, that those individuals remain at home. If individuals exhibit symptoms in Commonwealth work locations, Commonwealth agencies will be instructed to

contact the Lessor's onsite building manager (if so located) or the Bureau of Real Estate which will communicate with the Lessor directly to determine an appropriate and safe course of action for the individuals.

Lessors and their subcontractors must comply with all directives and requirements related to COVID-19 that come from the Centers for Disease Control, the Pennsylvania Department of Health, or any other state or federal authority, including any required reporting of suspected COVID-19 cases. Additionally, in the event that you determine or are informed that a facility the Commonwealth leases from you is linked, directly or indirectly, to a presumptive positive or confirmed case of COVID-19, please make your first contact on the matter to the Bureau of Real Estate (BRE) and not to individual Commonwealth tenant agencies. BRE will ask you for the following information that will be needed in order to help the Commonwealth make an informed decision on how to proceed:

- Shareable information about the COVID 19 case, including whether the case is confirmed or presumed positive.
- The affected individual's work location in the building.
- The level of high touch cleaning that is planned or has been completed.
- If the building occupied by non-Commonwealth tenants

**Please wait for further instructions from BRE before communicating with Commonwealth building tenants. Lessors do not have the authority to dismiss Commonwealth employees from work and should not announce the closing of a Commonwealth-occupied building prior to consultation with the Commonwealth through the Bureau of Real Estate.**

Communication and cooperation between the Commonwealth and its Lessors are critical to ensure that the Commonwealth is able to maintain its operations while taking all possible actions to keep all its citizens safe and healthy as we fight COVID-19 on a state and national level. Thank you for your cooperation and coordination as this situation develops. If you have any questions, please contact BRE as identified above.

Thank you for your cooperation,

A handwritten signature in black ink, appearing to read 'Curt Topper', written over a white background.

Curt Topper, Secretary  
Department of General Services