

April 4, 2020

SUPPLEMENTAL COMMUNICATION TO ALL COMMONWEALTH LESSORS

To: Commonwealth Lessors:

Thank you for your support and cooperation in implementing the COVID-19 measures directed by the Commonwealth in accordance with our prior notices. This communication is meant to address the continued health and safety concerns of both tenants and lessors.

Lessors are directed to:

- Clean to the CDC standard of **enhanced cleaning**, at minimum daily:
<https://www.cdc.gov/coronavirus/2019-ncov/prepare/disinfecting-building-facility.html>
- Review additional guidance here on the timing of **enhanced cleaning** after a suspected/confirmed COVID-19 case: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>
- Ensure an appropriate amount of handwashing supplies is available.
- Not clean employee's personal belongings such as desks, phones or computers; those items are to be addressed by employees or supervisory staff.
- Use the cleaning logs to track completion of routine **enhanced cleaning**, at minimum daily. **We are now directing that logs (as attached or similar) be posted on the exterior of the janitorial closet for tenant visibility, as updated but at minimum, daily.**
- Communicate directly with DGS BRE (Beth Christian, elchristia@pa.gov or (717)787-4394) relative to operational changes, onsite issues requiring attention, or any concerns relative to this or prior communications.
- **Continue to make your first contact on all facility matters to DGS BRE and not to local Commonwealth tenant agencies.**

Lessors should follow the Governor and Secretary of Health's guidance with regard to providing, or at a minimum, encouraging their employees and contractors to wear masks.

Many agencies are supporting critical functions of state government, and employees will continue to require access to work full shifts at their office locations, even as the public closure has extended beyond the initial 14-day period. Therefore, it remains crucial that all leased facilities remain open and accessible to employees in the normal manner unless specifically directed otherwise by the Commonwealth; general public access will continue to be determined by the local tenant agency office in coordination with the Governor's Office.

Accordingly, this communication also serves as official Commonwealth guidance that because your business is providing facilities support and custodial/janitorial services to maintain a building where essential Commonwealth employees are performing life-sustaining services for

Pennsylvania citizens, your business is allowed to remain open per DCED guidelines, and no waiver is necessary for you to continue to do so.

Please be assured that in continuing essential operations at your leased facility, the Commonwealth's utmost priority remains the safety and well-being not only of our employees, but also your staff and everyone involved in keeping these facilities open so that our essential employees can deliver critical services to Pennsylvanians as we fight COVID-19 on a state and national level. Please refer to our prior communications for complete information about following Centers for Disease Control (CDC) and PA Department of Health (DOH) recommendations for environmental cleaning with proper disinfectants on high-touch surfaces; identifying and keeping sick staff and contracted resources home; and reporting COVID-19 exposure to proper authorities and the Bureau of Real Estate (BRE).

In response to lessor concerns in obtaining appropriate cleaning and sanitizing supplies, the Department of General Services (DGS) has identified a few suppliers who have access to CDC-approved cleaning products and/or hand sanitizer (see Attachment 1).

If you have any questions, please contact the DGS Bureau of Real Estate (Beth Christian, elchristia@pa.gov or 717-787-4394).

A handwritten signature in black ink, appearing to be 'Curt Topper', with a large, stylized initial 'C' and a long horizontal flourish extending to the right.

Curt Topper, Secretary
Department of General Services

**ATTACHMENT 1:
 Potential Suppliers for Cleaning and Sanitizing Products***

Supplier	Contact	Phone Number	Contact Email	Available Supplies	
Clarkson Chemical Co Inc	Paul Beiter	800-326-9457	paulb@clarksonsupply.com	Spray and Go Airx 75 Airz 44 ACE	
National Chemical Laboratories of Pennsylvania, Inc.	Jim Socha	800-628-2436 ext. 266	jsocha@nclonline.com	Avistat -D Lemon Quat Neutral-Q	
Erzen Associates Inc	Christine Spila	412-373-2662	cspila@erzenassociates.com	ReadiQuat Disinfectant	
Hornung's Industrial Supplies Hornung's True Value Hardware	Tammy Kramer	717-921-3551	Tammyk61@yahoo.com	Hand Sanitizer (waiting for delivery)	
State Chemical	Brooke Bardaxe	717-808-7634	bbardaxe@statechemical.com	Bulk Disinfectants Ready To Use Disinfectant Wipes (available end of April)	

* The suppliers on this list are either commonwealth suppliers in use or part of the COSTARS program. DGS does not endorse any supplier, rather provides this list in an effort to assist lessors in identifying available CDC guideline approved cleaning and sanitizing products.