



March 17, 2020

TO: Commonwealth Lessor:

As you likely are aware, on March 16, 2020, Governor Tom Wolf directed that all Commonwealth offices statewide will be closed for 14 days, excluding 24/7 staff performing essential services, to mitigate and prevent the spread of the COVID-19 virus, and that Commonwealth employees that can perform the essential functions of their jobs by telework should do so. Please understand that this is primarily a preventative workforce directive and does not mean that Commonwealth facilities should be physically closed. Many Commonwealth facilities, including those leased to the Commonwealth, support critical functions of state government and will require essential Commonwealth employees to report and be able to work full days at their office locations, up to full complement in some offices, during the 14 day period. Therefore, it remains crucial that Commonwealth offices located in leased facilities remain open and accessible to Commonwealth employees in the normal manner during the 14-day period unless specifically directed otherwise by the Commonwealth; general public access shall be determined by the occupying state agency.

As a reminder, please ensure that the Bureau of Real Estate (BRE) is made aware in advance of any communications 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 BRE.

Of course, lessors should continue to follow CDC recommendations for environmental cleaning with proper disinfectants on high-touch surfaces. Lessors are also reminded that any staff or contracted resources should not report to Commonwealth leased facilities if they are sick. If individuals exhibit COVID-19 symptoms in Commonwealth work locations, Commonwealth agencies will 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 is occupied by non-Commonwealth tenants.

Thank you for your cooperation and coordination as this situation develops 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. 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 read 'Curt Topper', with a stylized flourish at the end.

Curt Topper, Secretary
Department of General Services