

April 11, 2020

URGENT SUPPLEMENTAL COMMUNICATION
TO ALL COMMONWEALTH LESSORS FOR COUNTY ASSISTANCE OFFICES

To: Commonwealth Lessors:

Thank you for cooperating with the COVID-19 measures taken by the Commonwealth in accordance with all prior notices. This communication is provided to address the immediate operational changes for many of our leased County Assistance Offices (CAOs).

Effective Monday, April 13, 2020, we are asking that lessors for CAOs ensure building access, including security gates, card swipe entry and key-locked doors are accessible beginning at 5:45 am continuing to 9:30 pm. To the extent commonwealth staff already has the ability to obtain access in accordance with this new schedule, please assume they will be doing so.

On April 13, DHS will begin operating two shifts: 6:00AM-1:30PM and 1:45PM-9:15PM in order to increase opportunities for social distancing among CAO employees. For these locations, in addition to providing access as outlined above, the commonwealth is requesting that Lessors work to:

- Ensure HVAC systems are turned on early enough to achieve appropriate temperatures for a 5:45 am start time and up to a 9:30 pm end time.
- Ensure the outside lights of the building are adjusted for staff to safely enter and exit the building for a 5:45 am start time and up to a 9:30pm end time.
- Continue to complete daily essential cleaning responsibilities and enhanced cleaning as specified by the CDC guidelines. Optimal times for Lessors to complete cleaning are 1:15PM-1:45PM, before 6AM, or after 9PM; however we recognize that Lessors may not be able to accomplish the CDC- directed **enhanced cleaning** during those timeframes and may need to remain on the normal scheduled cleanings with the understanding that CAO staff will be present during these cleanings.
- Direct that your essential staff in the building wear masks when servicing the facility.

As previously provided, 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 2).

CAO Lessors are reminded to:

- Clean to the CDC standard of **enhanced cleaning**:
<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.
- Do not clean employee's personal belongings such as desks, phones or computers
- Use the cleaning logs to track completion of routine **enhanced cleaning**, at minimum daily. **We are now directing that logs (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) 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 DHS or other Commonwealth tenant agencies.**

CAOs support a critical function of state government, and DHS employees therefore 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 CAOs located in leased facilities remain open and accessible to DHS employees in the normal manner unless specifically directed otherwise by the Commonwealth; general public access will continue to be determined by the local DHS office in coordination with the Governor's Office.

All lessors are reminded 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 DHS' 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).

If you have any questions, please contact the DGS Bureau of Real Estate (Beth Christian, elchristia@pa.gov or 717-712-8548).



Curt Topper, Secretary
Department of General Services

**ATTACHMENT 1:
 Offices Moving to Shift Schedules, effective April 13, 2020**

County	Description	Mailing Address
Allegheny	HQ	301 5th Ave, Pittsburgh PA 15222
Allegheny	Southeast	220 Sixth St, McKeesport, PA 15132-2720
Allegheny	GPE	5947 Penn Ave, Pittsburgh, PA 15222
Allegheny	IREDD	301 5th Ave, Pittsburgh PA 15222
Allegheny	Liberty	332 Fifth Ave, Pittsburgh, PA 15222
Allegheny	Southern	332 Fifth Ave, Pittsburgh, PA 15222
Allegheny	Three Rivers	332 Fifth Ave, Pittsburgh, PA 15222
Allegheny	Alle-Kiski	909 Industrial Blvd, New Kensington, PA 15068-0132
Allegheny	CSC	301 5th Ave, Pittsburgh PA 15222
Beaver	HQ	171 Virginia Ave, Rochester PA 15074
Berks	HQ	625 Cherry St, Reading, PA 19602-1188
Blair	HQ	1100 Green Ave, Altoona, PA 16601-3440
Blair	PC	1100 Green Ave, Altoona, PA 16601-3440
Blair	CSC	1100 Green Ave, Altoona, PA 16601-3440
Bucks	HQ	1214 Veterans Hwy, Bristol, PA 19007
Butler	HQ	108 Woody Dr, Butler, PA 16001
Butler	PC	108 Woody Dr, Butler, PA 16001
Cambria	PC	625 Main St, Johnstown, PA 15901-1678
Cambria	HQ	625 Main St, Johnstown, PA 15901-1678
Central Unit	HQ	555 Walnut St, Harrisburg, PA 17105-9041
Chester	HQ	100 James Buchanan Dr, Thorndale, PA 19372
Clearfield	HQ	1025 Leonard St, Clearfield, PA 16830
Clearfield	PC	1025 Leonard St, Clearfield, PA 16830
Columbia	PC	27 E Seventh St, Bloomsburg, PA 17815-2727
Columbia	HQ	27 E Seventh St, Bloomsburg, PA 17815-2727
Dauphin	HQ	2432 N Seventh St, Harrisburg, PA 17110-0959
Dauphin	Helpline	2432 N Seventh St, Harrisburg, PA 17110-0959
Dauphin/Johnstown		727 Goucher St, Johnstown, PA 15905
Delaware	Crosby	701 Crosby St, Chester, PA 19013-6099
Delaware	Darby	845 Main St, Darby, PA 19023
Erie	HQ	1316 Holland St, Erie, PA 16512-0958
Fayette	HQ	41 W Church St, Uniontown, PA 15401-3418
Fayette	CSC	41 W Church St, Uniontown, PA 15401-3418
Fayette	PC	41 W Church St, Uniontown, PA 15401-3418
Lackawanna	HQ	100 Lackawanna Ave, Scranton, PA 18503-1972
Lancaster	CSC	313 W Liberty St, Lancaster, PA 17602
Lancaster	HQ	832 Manor St, Lancaster, PA 17604-4967

Lebanon	HQ	625 S Eighth St, Lebanon, PA 17042-6762
Lehigh	HQ	555 Union Blvd, Allentown, PA 18109-3389
Luzerne	Wilkes-Barre	205 S Washington St, Wilkes-Barre, PA 18711-3298
Luzerne	Hazleton	10 W Chestnut St, Hazleton, PA 18201-6409
Lycoming	HQ	400 Little League Blvd, Williamsport, PA 17703-0127
Lycoming	PC	400 Little League Blvd, Williamsport, PA 17703-0127
Mercer	HQ	2236 Highland Rd, Hermitage, PA 16148-2896
Merer PC	PC	2236 Highland Rd, Hermitage, PA 16148-2896
Monroe	HQ	1972 W Main St, Stroudsburg, PA 18360
Montgomery	HQ	1931 New Hope St, Norristown, PA 19401
Montgomery	CSC	24 Robinson St, Pottstown, PA 19464
Montour	PC	33 Ravine Rd, Danville, PA 17821
Montour	HQ	497 Church St, Danville, PA 17821-2217
Northampton	HQ	201 Larry Holmes Dr, Easton, PA 18044-0010
Northumberland	HQ	320 Chestnut St, Sunbury, PA 17801
Philadelphia	Somerset	2701 N Broad St, Philadelphia, PA 19132
Philadelphia	Boulevard	4109 Frankford Ave, Philadelphia, PA 19124
Philadelphia	Glendale	5201 Old York Rd, Philadelphia, PA 19141
Philadelphia	South	1163 S Broad St, Philadelphia, PA 19147
Philadelphia	Chelton	301 E Chelton Ave, Philadelphia, PA 19144
Philadelphia	HQ	801 Market St, Philadelphia, PA 19107
Philadelphia	Unity	4111 Frankford Ave, Philadelphia PA 19124
Philadelphia	Ridge/Tioga	1350 Sedgley Ave, Philadelphia, PA 19132
Philadelphia	Marshall PC	961 N Marshall St, Philadelphia, PA 19123
Philadelphia	LTIS	5070 Parkside Ave, Philadelphia PA 19131
Philadelphia	West	5070 Parkside Ave, Philadelphia PA 19131
Philadelphia	Liberty	219 Lehigh Ave, Philadelphia, PA 19125
Philadelphia	Delancy	5740 Market St, Philadelphia, PA 19139
Philadelphia	Elmwood	5740 Market St, Philadelphia, PA 19139
Philadelphia	LIHEAP	1348 Sedgley Ave, Philadelphia, PA 19132
Philadelphia	Market CSC	801 Market St, Philadelphia, PA 19107
Philadelphia	South CSC	1163 S Broad St, Philadelphia, PA 19147
Philadelphia	Central Medical	801 Market St, Philadelphia, PA 19107
Schuylkill	HQ	2640 Woodglen Rd, Pottsville, PA 17901-1100
Somerset	PC	164 Stayrook St, Somerset, PA 15501
Somerset	HQ	164 Stayrook St, Somerset, PA 15501
Washington	Washington	167 N Main St, Washington, PA 15301-4354
Westmoreland	HQ	587 Sells Ln, Greensburg, PA 15601
York	HQ	130 N Duke St, York, PA 17405-7041

**ATTACHMENT 2:
 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.