



DEPARTMENT OF
GENERAL SERVICES

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March 12, 2020

Update on preparations in DGS facilities regarding novel coronavirus (COVID-19)

As a tenant in a Department of General Services-owned building, we want you to know that your safety is our number one priority. We are monitoring information from the U.S. Centers for Disease Control and Prevention (CDC) and the Virginia Department of Health (VDH) about the novel coronavirus (COVID-19). As this is an evolving situation, we want you to know steps we are taking now and steps you can take to help prevent the spread of this or other diseases.

We will take the following steps in all DGS-owned buildings:

- Place freestanding, self-dispensing hand sanitizing stations at all approved building entrances, as long as supplies are available
- Ensure all restroom hand soap is antibacterial
- Post information in elevators and main-floor restrooms
- Hold additional training with our custodial staff and contractors
- Ensure all high-touch areas are cleaned frequently

There are additional steps you can take in your offices:

- Print out and post the following information sheets from the CDC and VDH in your restrooms and other appropriate areas:
 - [Stop the spread of germs](#)
 - [Wash your hands](#)
 - [What you need to know about coronavirus disease 2019 \(COVID-19\)](#)
 - [What to do if you are sick with coronavirus disease 2019 \(COVID-19\)](#)
- Contact the Virginia Distribution Center to order sanitizing products for your office. Visit <http://vdc.dgs.virginia.gov/> for more information.
- Follow CDC and VDH guidance for cleaning individual workstations and stopping the spread of germs:
 - [VDH Coronavirus Page](#)
 - [CDC Guidance for Businesses and Employers](#)
 - [CDC Environmental Cleaning and Disinfection Recommendations](#)
 - [EPA List of Approved Disinfectants](#)

Thank you for your cooperation.

Joe Damico
Director