

Main Interior Building Facilities Cleaning/Disinfecting Plan for COVID-19 Response

Revised February 9, 2022 to align with updated CDC guidance

If an employee or contractor who works in the Main Interior Building (MIB) reports they believe they have COVID-19 or test positive for COVID-19, their supervisor or COR should follow the [DOI COVID-19 Risk Assessment & Decision Matrix for Managers](#).

To facilitate Step 5 of the Matrix (Clean/Disinfect Facility), if the person has been in the MIB within the last 24 hours, (whether they were symptomatic or not while onsite) the following information is to be sent to the Office of Facilities and Administrative Services (OFAS) as soon as possible:

- the date the person was last physically in the building
- the specific areas of the building they spent at least 15 minutes in during the last 24 hours

Additionally, to facilitate step 5 of the Decision Matrix the following email template should be used to send the information to OFAS (updating the highlighted sections with the specific information):

PLEASE DO NOT SHARE THE NAME OF ANY SICK INDIVIDUALS

To: ofas_facilities@ios.doi.gov

CC: michael_rusten@ios.doi.gov, james_fay@ios.doi.gov

Subject: MIB COVID-19 Case

I was notified that an individual working in the Main Interior Building has tested positive for or is displaying symptoms of COVID-19. The individual was last physically in the building on **DATE**. The individual spent at least 15 minutes in the following areas:

LIST ALL AREAS WHERE THE INDIVIDUAL SPENT AT LEAST 15 MINUTES WITH SPECIFIC ROOM NUMBERS WHEREVER POSSIBLE. IF ROOM NUMBERS ARE UNKNOWN, GIVE THE BEST DESCRIPTION KNOWN.

If further information is needed, please contact **PROVIDE CONTACT NAME, EMAIL, AND PHONE NUMBER**.

How OFAS will respond

OFAS continues to take steps to ensure the work site is safe for employees and follows Centers for Disease Control (CDC) and Prevention guidelines for cleaning and disinfecting. OFAS also notifies GSA of the case, as required by our Delegation Agreement.

Per [CDC guidance](#), if a space has been unoccupied for 24 hours since the sick individual was last in the building no additional sanitization is required. This gives full assurance that the virus is inactivated, and the space is safe to re-enter.

The MIB Building Manager will ensure that all spaces the person has been in for more than 15 minutes within the previous 24 hours are closed until sanitized. OFAS will ensure signage is installed on closed rooms, as appropriate and in accordance with applicable laws. Following the 24 hour closure, the space is considered safe to re-enter. Additional wipe down cleaning will only be provided during normal working hours for unlocked offices and accessible spaces by using existing, available janitorial resources. Advance notice is required for this service.

If a space cannot be closed for a full 24 hours, notification in writing must be sent from a senior manager (at least SES level) to the Director of OFAS at: michael_rusten@ios.doi.gov and Chief Facilities Management Division at: james_fay@ios.doi.gov. Sanitization of a space in under 24 hours is an above standard service which may require a specialist contractor and may attract additional costs to be paid by the requesting office.

OFAS does not provide the following services

Contact Tracing

Contact tracing is the process of identifying possible secondary contacts an individual may have had while infectious. This process is conducted by a Public Health Authority and is usually initiated when a health care provider reports a case to the state or local Health Department.

OFAS does not have the legal authority to conduct such tracing, as it would require access to personal health records. OFAS will not attempt to learn the identities of sick individuals or conduct interviews with them on who they had contact with in or outside of the workplace.

Questions related to contact tracing should be referred to OSH.

Direct staff to telework or stay offsite

OFAS has no authority to determine which employees outside our organization are permitted to telework, take personal or administrative leave, or otherwise change the working hours or status of employees. These decisions are made by individual supervisors.

Direct contractors to stop work or stay offsite

OFAS does not have the authority to change the terms of contractor work status or locations. These decisions must be made between Contracting Officers and their Representatives for the contract.

Alternate disinfection strategies

OFAS uses chemicals and methods based on the best guidance available from reputable science bodies such as the EPA and CDC. OFAS will not use alternative techniques or chemicals such as high-density ultraviolet disinfection, disinfection tunnels or chemicals not approved by the EPA.