

The Wisconsin State Government continues to apply COVID-19-related workplace policies. This information provides general awareness, guidance, and expectations related to facilities operations. The information is based on guidance from the Centers for Disease Control and Prevention (CDC), the Wisconsin Department of Health Services, and other sources as of the date published.

### BUILDING ACCESS & SERVICES

Many services provided by the State are being performed remotely or with less public interaction than normally occurs. All buildings remain open to state employees but the number of staff in locations should be limited whenever operationally feasible. Employees are expected to stay home if ill and if employees are required to work in the office, they will be expected to follow proper handwashing, cough-covering, social distancing, and hygiene to prevent spread of viruses. Facilities has added signage throughout buildings as reminders for these items.

**Wellness Rooms.** Facilities in coordination with Capitol Police have closed wellness rooms for the duration of the pandemic.

**Shared Spaces.** Discontinue use of open collaboration areas and shared workstations.

**Space Management.** Workspaces will reflect best practices for social distancing and physical barriers. Conference rooms and building lobbies have been laid out to ensure social distancing and hygiene standards.

**Common Areas.** Signage has been added to common areas to remind building occupants of social distancing requirements. Hand sanitizing dispensers have also been added to common areas for employee use.

**Cleaning Stations.** Cleaning stations have been added to each floor of state facilities for building occupants use to clean workstations prior to and after use.

### ENHANCED FACILITY CLEANING & BUILDING MODIFICATIONS

#### General Cleaning Practices

Enhanced custodial focus to maintain disinfection of common area touch points will be done in areas in which on-site employees are working following CDC guidelines.

If an individual must enter another person's office or cubicle, cleaning services may be scheduled by contacting the Facilities Call Center at 608-266-1485 or by working with your tenant coordinator to submit a facilities service request.

When the Facilities Management team is notified of a confirmed or suspected COVID positive case, deep cleaning of occupied and common areas of the specific facility are scheduled and performed following [CDC guidance](#).

#### Building Modifications

The Facilities Management team has been making the following enhancements in state facilities:

- Increased ventilation and outdoor air exchanges in all state buildings.
- Transition to touchless fixtures in restrooms (paper towel dispensers and faucets).
- Increased flushing of water systems.
- Plexiglass barriers for security and customer service counters.
- Facility signage for social distancing, handwashing, personal hygiene, etc.

Social distancing, of six feet apart, is required.

**Personal Protective Equipment.** Employees are required to properly wear face masks while in state facilities or when in enclosed buildings while on state business. This direction is applicable to all state facilities throughout the state of Wisconsin regardless of physical distance between employees or the number of people present. This includes while waiting to enter a facility, cubicles, offices, conference rooms, elevators, stairwells, kitchenettes, bathrooms, hallways, and corridors.

- Employees who are unable to wear masks due to medical or mental health conditions or disability should notify their supervisor or human resources representative for assistance in requesting an accommodation. Additionally, human resources may exclude certain positions from the indoor mask requirement if the mask would create a health or safety risk due to the duties of the position.
- Agencies will have a supply of appropriate face masks available for employees and members of the public doing business with the state. Employees are also permitted to wear their own clean, work appropriate facemasks.
- Masks may be removed when eating, drinking, communicating with someone who is deaf or hard of hearing and communication cannot be achieved through other means, to confirm identity if requested, or if in an enclosed space where no other person is present.