

Office of Management and Budget (OMB) Procedures for Confirmed COVID-19 Diagnosis in State Buildings

Upon notification by agency management, the State Health Operations Center (SHOC) or the Delaware Division of Public Health (DPH) that an employee in a state facility has disclosed a positive diagnosis for the novel coronavirus (COVID-19), OMB/Division of Facilities Management (DFM), working with our contractual partners, will execute the following procedures consistent with CDC guidance and recommended by DPH:

The following steps are to be taken should there be a confirmed case of COVID-19 within an OMB-managed State facility:

1. The COVID-positive employee should vacate their work facility and follow guidance from DPH for self-isolation, monitoring, etc.
2. Areas used by the employee are to be closed off. Outside doors and windows should be opened, if possible, to increase air circulation in the area.
3. One supervisor or manager from the impacted facility should contact the DPH Call center at 211 or 1-866-408-1899 for guidance on determining appropriate steps to be taken regarding other employees in the affected area.
4. Employees that are able to remain in the facility should be relocated to an alternate work location, offered the opportunity for telecommuting, or provided leave options for early dismissal.
5. One supervisor or manager from the impacted facility should contact [Tom Cuccia](#), Deputy Director of Facilities Management, who will assist in determining the timeframe for disinfecting so that employees may report back to work.
6. Disinfecting consists of cleaning, with CDC-recommended products, all areas (e.g., offices, bathrooms, and common areas) used by the COVID-positive individual, focusing especially on frequently touched surfaces (doorknobs, light switches, countertops, handles, desks, toilets, faucets, sinks and elevator buttons) and hard surfaces (walls, tables, desktops). CDC-recommended products will be used including diluted household bleach solutions, alcohol solutions with at least 60% ethanol or 70% isopropanol, and EPA-registered household disinfectants.
7. Custodial staff and contractors have been trained on proper cleaning and disinfecting techniques as well as the proper use of Personal Protective Equipment (PPE). Gloves and eye protection are recommended for cleaning activities. Masks and other protection are only recommended if needed for the specific cleaning processes or chemicals being used.
8. Employees responsible for cleaning affected areas should change clothes at the end of their shift. Changing prior to entering other facilities or home is preferable to limit exposure and allow clothes to be washed.

Questions may be sent to the SHOC via email at hspcontact@delaware.gov.