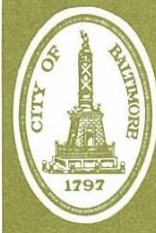


<b>FROM</b>	NAME & TITLE	Chichi Nyagah-Nash, Director	CITY of <b>BALTIMORE</b>  <b>MEMO</b>	
	AGENCY NAME & ADDRESS	Department of General Services 800 Abel Wolman Municipal Building		
	SUBJECT	<b>Report on City Council Bill 20-0220R</b>		

DATE: June 26, 2020

**TO** The Honorable President and Members  
of the Baltimore City Council  
Attn: Marguerite Currin, Staff, Health Committee  
City Hall  
100 N. Holliday Street  
Baltimore, Maryland 21202

Re: City Council Bill 20-0220R- Update on Sanitizing City Owned Buildings

Dear President and City Council Members:

The Department of General Services (DGS) is responsible for managing and maintaining 71 buildings in the City’s portfolio of assets. These range from multi-tenant buildings such as City Hall, the Abel Wolman Municipal Building and the Councilman Cummings (formerly MECU) building, along with single-occupant facilities such as Police districts and DGS repair facilities. Other agencies, such as DOT, Rec & Parks and DPW, are similarly responsible for buildings within their portfolios. The update provided herein is specific to the steps taken by DGS in the buildings we operate and manage. We will also make reference to collaboration with other agencies who have similar responsibilities.

At the onset of the COVID-19 pandemic DGS immediately recognized that we needed to implement a plan of action, putting in place procedures intended to prevent the spread of the disease to the occupants of, and visitors to, these facilities.

Custodial Services

DGS manages contracts with 4 janitorial companies who are responsible for specific (as laid out in their contractual Scope of Work) daily, weekly and monthly cleaning activities in our buildings. The existence of these existing contracts made it such that to address the increased level of janitorial services required in response to COVID, DGS needed only to define an enhanced Scope of Work and collaborate with the contractual vendors to ensure that the new requirements were implemented. Examples of changes to the previous Scope of Work include daily sanitizing of high touch points and horizontal services. All of DGS’s increased custodial requirements are aligned with Centers for Disease Control (CDC) recommendations and best practices.

Hand Sanitization/Hand Washing and PPE Disposal

DGS has supplied and installed additional hand sanitizer and stations in city owned facilities that it manages. These stations have been placed in common areas such as elevator lobbies, hallways and high traffic public offices. In addition, DGS has provided disinfectant soap in all bathrooms and posted flyers produced by the Health Department on proper hand-washing techniques. Additionally, throughout the buildings, DGS has prominently displayed posters produced by the Health Department on proper steps to protect ones-self from COVID risk. In a continued effort to protect employees from cross contamination DGS is providing touchless PPE disposal units installed throughout DGS operated facilities, which will include a routine monthly service for disposal of the materials.

## Sanitization Efforts

Above and beyond the regular and enhanced cleaning activities undertaken by the janitorial companies, DGS has also engaged them to perform sanitization services. The sanitizing of high touch areas occurs at least twice daily, or as frequently as is practical, and is performed using a neutral detergent followed by a disinfectant solution. The disinfectant being used is Oxivir 1(US) which contains benzyl alcohol and hydrogen peroxide. This product is not classified as hazardous according to OSHA 29CFR 1910.1200.

Hard surfaces may include (but are not limited to) handrails, doorknobs/handles, elevator buttons, countertops, windowsills, light switches, equipment controls, cabinet and file drawer knobs/handles and vending machines.

Trash receptacles are wiped down daily including office receptacles and communal receptacles in hallways/ common areas (if applicable). Conference room surfaces are wiped down with sanitizer daily after close of business. Employees are responsible for wiping down certain items including their assigned computer, phone, desktop supplies, etc.

## Decontamination Activities

DGS follows the guidelines set forth in the city-wide decontamination Standard Operating Procedures released by OEM and the process to request these services via the WebEOC platform. Having worked with OEM and the Bureau of Procurement to vet the vendors performing the services of site decontamination following a confirmed or suspected case of COVID in the workplace, DGS is intimately familiar with the protocols these vendors are following.

## Signage

DGS and the Restoration of City Services Workstream IV are coming out with standard sign packages for agencies, outlining cleaning regimens. The signs will be available for agencies to acquire through the OEM storeroom. This information will be posted in common areas of all DGS facilities. Signage that is already in place includes the COVID prevention, How to Cough, and Handwashing posters referenced above.

## Collaboration

DGS has communicated the cleaning regimen to representatives from several other agencies who are responsible for the cleaning of their own buildings and is in the process of creating a summary document to be posted in facilities to inform occupants of cleaning regimen. DGS facilities and spaces that are occupied by NGO's or agencies responsible for securing their own custodial services are made aware of guidelines and are advised to follow the same regimen as DGS. As a key part of the Restoration of City Services, Workstream IV (Facilities, Equipment and Logistics), DGS is playing the primary role in the creation of a full set of recommendations to be disseminated City wide. These recommendations will advise agencies on administrative and engineering controls, space utilization boundaries, cleaning practices, and new pedestrian paths of travel factoring in social distancing requirements.

Throughout this pandemic, DGS has been approaching this challenge of maintaining the cleanliness of our facilities with a City-wide lens, both in our role in the Restoration of City Services Workstream and in leveraging the relationships we have with other agencies. We have researched and referenced guidance from the CDC, American Institute of Architects, the Baltimore City Health Department and reached out to other jurisdictions such as the City of Seattle, to learn from other's experiences. Upon request from the Council, DGS would be pleased to furnish examples of the SOPs, signage and cleaning recommendations referenced herein. We welcome the opportunity to stand in front of you and provide additional details as you may require.

Chichi Nyagah-Nash

Director