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Sarah H. Steelman
Commissioner

To: All State Departmental Employees

From: Sarah Steelman

Date: March 19, 2020

Re: State Workplace Closure and Cleaning Related to Positive COVID-19 Tests

Departments are taking action to maintain the continuity of operations during the COVID-19 outbreak. Part of maintaining continuity includes providing for the continuation of critical functions and, where appropriate, the relocation of personnel. In addition, Departments are taking measures to preserve team member health by reducing workforce density, cancelling or postponing in-person meetings and trainings, authorizing telework and remote work where possible, and practicing other forms of social distancing, all while providing essential services to the citizens of Missouri.

This memo outlines the circumstances when a state-owned or leased workplace will be closed in relation to COVID-19 by the Office of Administration-Division of Facilities Management, Design and Construction (FMDC). A state “workplace” may include a portion or portions of a building or an entire building, and may include spaces where members of the public visit or spaces where they do not. For the purposes of this memo, a state “workplace” does not include institutions or facilities where people live.

I. State Workplace Closure.

A. Consistent with the recommendation of the Missouri Department of Health and Senior Services (DHSS), a state workplace will be closed if an employee or visitor tests positive for COVID-19 within eight days of having been in the workplace.

B. Public health authorities (DHSS or the local health department) will work to identify all employees (and others) who had close contact for a prolonged period with the employee or visitor who had a positive COVID-19 test and will advise the exposed employees on what actions they should take.

C. If a workplace is closed, employees who were not identified as close contacts of the person having a positive test will be relocated to another space or instructed to work from home, if possible. If these alternative work locations are unavailable or impractical, the employees should be granted administrative leave with pay while the workplace is closed.

D. A workplace that must close will be reopened following consultation with DHSS.

II. State Workplace Cleaning.

A. When a workplace is closed because an employee or visitor tests positive for COVID-19 within the relevant time period, the workplace will be cleaned and disinfected. The scope of the area to be closed for cleaning and disinfection will be determined by evaluating the nature and extent of the employee's or visitor's presence and activities in the workplace.

B. So that the necessary scope can be determined, human resources staff of the impacted department should assist in collecting detailed information regarding the employee's or visitor's location, duration, and activities in the workplace and provide that information to FMDC.

We will continue to monitor this situation and amend procedures for closure, cleaning, and disinfection as appropriate.