

Requirements for Government Offices and Agencies

State Executive Branch offices and agencies, except those constitutional offices listed in KRS 12.020(1)(3)-(7), must comply with the [Minimum Requirements](#) for all entities as well as the following requirements for government offices and agencies provided below. All local offices and agencies, the judicial and legislative branches are encouraged to adopt or incorporate the following requirements, as well as the Minimum Requirements. All local government offices and agencies are further recommended to consult with their local health department to develop requirements or guidelines as appropriate for their office or agency.

Social Distancing Requirements

- Government offices and agencies with office-based work must ensure that no more than 50% of employees are physically present in the office on any given day and no more than 33% of the occupational capacity of the facility. Government offices and agencies should ensure public employees/contractors are spread across facilities in order to ensure appropriate social distancing.
- Government offices and agencies should provide services and conduct business via phone or Internet to the greatest extent practicable. Public employees who are currently able to perform their job duties via telework should continue to telework.
- Government offices and agencies must ensure that employees/contractors wear face masks or face coverings for any interactions between co-workers or while in common travel areas of the office (e.g., hallways, conference rooms, bathrooms, entries and exits). Public employees are not required to wear face masks while alone in personal offices or if doing so would pose a serious threat to their health or safety.
- Government offices and agencies should ensure employees use digital rather than paper formats to the greatest extent practicable.
- Government offices and agencies must conduct meetings with constituents over the phone or Internet to the greatest extent practicable. Where in-person meetings with constituents cannot be avoided, public employees must wear face masks and remain six (6) feet apart from the constituents. Controls must be established, to the greatest extent practicable, when six (6) feet of physical distancing is not feasible. This includes, for example, installing portable or permanent non-porous physical barriers (e.g., plexiglass shields).
- Government offices and agencies should, to the greatest extent practicable, modify office traffic flow to minimize contacts between public employees/contractors/constituents.

Healthy at Work



Government offices and agencies should also eliminate use of waiting rooms and lines for services should be avoided to the greatest extent practicable. Where lines are unavoidable government offices and agencies should ensure at minimum six (6) feet of distance. This can be accomplished by demarking six (6) foot distances with lines on floors or walls.

- Government offices and agencies must, to the greatest extent practicable, restrict access to common areas in order to maximize social distancing and reduce congregating. These common areas include, but are not limited to, waiting rooms, breakrooms, and vending areas. Government offices and agencies restricting access to water fountains must provide alternative water sources for employees in lieu of water fountains.
- Government offices and agencies should ensure, to the greatest extent practicable, that all paperwork can be completed electronically by using DocuSign or other e-signature technology for signatures.
- Government offices and agencies should ensure, if there are any documents that must be completed in-person, there is a safe process for doing so. This includes compiling all paperwork that must be completed in-person and leaving it in a single room for the constituent to complete alone.
- Government offices and agencies should reduce the number of public employees, contractors, and constituents entering, exiting, or gathering at one time.
- Government offices and agencies should seek to limit activities that require employees or contractors to enter within six (6) feet or less of another person, regardless of whether they have installed non-porous, physical barriers.
- Government offices and agencies that require employees or contractors to operate equipment, vehicles, or vessels must, to the greatest extent practicable, limit the number of public employees or contractors riding in the vehicle together. If riding in separate vehicles is not practicable then public employees or contractors should maximize social distancing and wear face masks in the vehicle. Thorough cleaning and disinfecting vehicles after each trip is required.
- Government offices and agencies with warehouses and loading docks must ensure minimal interaction between drivers at loading docks, doorsteps, or other locations.

Cleaning and Disinfecting Requirements

- Government offices and agencies should ensure that offices and workstations are properly cleaned and ventilated.
- Government offices and agencies must ensure cleaning and sanitation of frequently touched surfaces with appropriate disinfectants. Appropriate disinfectants include EPA registered household disinfectants, diluted household bleach solution, and alcohol

solutions containing at least 60% alcohol. Government offices and agencies must establish a cleaning and disinfecting process that follows CDC guidelines when any individual is identified, suspected, or confirmed COVID-19 case.

- Government offices and agencies must ensure shared touched surfaces must be cleaned on a recurring basis consistent with CDC guidelines. This includes, but is not limited to: vehicle/equipment door handles; keys; gear shifts; steering wheel/operator controls and levers; door knobs; light switches; phones; computers/keyboards; copiers; elevator buttons; toilets; faucets; sinks; countertops; paper towel dispensers; desktops; handrails; counters; tables; and cabinets and knobs.
- Government offices and agencies must ensure public employees/contractors wipe their workstations down with disinfectant at the end of their shift or at any time they discontinue use of their workstations for a significant period of time.
- Government offices and agencies must ensure disinfecting wipes or other disinfectant are available at shared equipment.
- Government offices and agencies, as appropriate, must ensure public employees/contractors do not use cleaning procedures that could re-aerosolize infectious particles. This includes, but is not limited to, avoiding practices such as dry sweeping or use of high-pressure streams of air, water, or cleaning chemicals.

Personal Protective Equipment (PPE) Requirements

- Government offices and agencies must ensure appropriate face masks or face coverings and other personal protective equipment (PPE) is used by public employees/contractors so long as such use does not jeopardize the employees' health or safety. Government offices and agencies must train public employees to use PPE. This training includes: when to use PPE; what PPE is necessary; and how to properly put on, use, and remove PPE.
- Government offices and agencies must train employees to properly dispose of or disinfect PPE, inspect PPE for damage, maintain PPE, and the limitations of PPE.
- Government offices and agencies must ensure gloves are available to public employees engaging in high-touch activity to the greatest extent practicable provided that they do not create additional hazards while being worn. Government offices and agencies must ensure public employees/contractors use gloves, when cleaning equipment and workspaces. Government offices and agencies must ensure employees/contractors wear gloves while handling products during shipping and receiving.
- Government offices and agencies must ensure all employees/contractors comply with [Personnel Memorandum 2020-06, "COVID-19 Mask Policy,"](#) issued by the Kentucky Personnel Cabinet.

Training and Safety Requirements

- Government offices and agencies should ensure appropriate signage is posted throughout the office space to inform employees and constituents about good hygiene and new office practices.
- Government offices and agencies should, to the greatest extent practicable, implement hours where service can be safely provided to constituents at higher risk for severe illness per CDC guidelines. These guidelines are available at:<https://www.cdc.gov/coronavirus/2019-ncov/faq.html#Higher-Risk>
- Government offices and agencies should ensure public employees/contractors are instructed to avoid touching their faces, including their eyes, noses, and mouths, particularly until after they have thoroughly washed their hands upon completing work and/or removing PPE, to the greatest extent practicable.
- Government offices and agencies should ensure public employees/contractors are informed they may identify and communicate potential improvements and/or concerns in order to reduce potential risk of exposure at the workplace. All education and training must be communicated in the language best understood by the individual receiving the education and training.
- Government offices and agencies must ensure all employees/contractors comply with Personnel Memorandum 2020-07, "Temperature Check Policy," issued by the Kentucky Personnel Cabinet.