



# State of Alaska

## COVID-19 Facility Closure Policy

### A. Purpose

On March 11, 2020, Governor Mike Dunleavy issued Administrative Order #315 and declared a State of Emergency in the state of Alaska as a result of the outbreak of COVID-19. The outbreak of COVID-19 throughout the world is a public disaster that significantly impacts the life and health of our people, the economy of Alaska, property and the public peace. The following guidelines address considerations for facility closures.

Departments and State agencies work in public service and must remain available to serve Alaskans.

### B. Continuity of Operations Plans (COOP)

Departments and State agencies should have updated COOPs in place. If a department does not have an updated COOP, they are expected to update or develop their plan immediately. For assistance in updating and/or developing a COOP, contact Dave Donley, Deputy Commissioner, Department of Administration, for guidance. He can be reached at [dave.donley@alaska.gov](mailto:dave.donley@alaska.gov)

### C. Continuity of Operations during COVID-19 pandemic

To ensure continuity of operations, consider the following options and strategies:

1. Allow employees to telecommute where possible and in accordance with the telecommuting policy:  
[http://doa.alaska.gov/dop/fileadmin/Human\\_Resource\\_Services/pdf/TelecommutingPolicy.pdf](http://doa.alaska.gov/dop/fileadmin/Human_Resource_Services/pdf/TelecommutingPolicy.pdf)
2. Request employees to change or stagger shifts to ensure adequate coverage and maximize social distancing.
3. Reassign employees in higher staffed locations to locations in need of additional staffing or to maximize social distancing.
4. Provide cross-training of employees to ensure adequate coverage as appropriate.

### D. Facility Closure Guidance

When considering whether to close an office or facility, departments and State agencies should consider several factors, including but not limited to:

1. Impact to the mission and public (i.e., does the department/agency provide public facing services? Is the continuation of services legally required or essential to health or safety? If yes, can they be provided online, or via email or phone contact?)
2. Risk to employees and public of remaining open
3. Alternatives to continue effective operations (remote location, telecommuting, limited scope of services, limited lobby hours, limited number of people in the lobby at any one time, rearranged internal areas to respect social distancing, provide services by pre-arranged appointment, etc.)
4. Span of impacted area or potential for further contamination

- If someone with a positive COVID diagnosis has been in the building, notify the landlord immediately.
- 5. Impact of closure on employees and the public
- 6. Ability to conduct a partial closure of an office
- 7. CDC and OSHA guidelines
- 8. Other potential legal considerations

#### **E. Request to Close an Office of Facility**

Requests to close an office or facility are to be submitted through the Commissioner to the Chief of Staff and Commissioner of the Department of Health and Social Services for consideration. The request should include the reasons for the request (see factors in D, above).

#### **F. Coordination of Office Closure**

- When a facility is closed under COVID-19 guidelines, the announcement regarding closure is the responsibility of the related department and requires pre-approval of the messaging and outreach by Commissioner Crum at DHSS.
  - The State needs to remain in compliance with HIPAA requirements
  - DOA is stepping out of the standard workflow in order to expedite the process and decrease the number of steps/approvals required in the closure process
- When a facility is closed due to weather conditions or mechanical issues, DOA will continue to issue the closure announcement
  - DOA's announcement is sent to everyone signed up to receive the notices

#### **G. Facility Closure Support**

Facility support, maintenance, and operations questions can be directed to:

State Owned Facilities Contact: Mark Davis, Director  
Division of Facilities Services  
Department of Transportation & Public Facilities  
[mark.davis@alaska.gov](mailto:mark.davis@alaska.gov)

Website: <http://dot.alaska.gov/dfs/>

Leased Facilities Contact: Rob Daly, State Leasing & Facilities Manager  
Shared Services of Alaska  
Department of Administration  
[rob.daly@alaska.gov](mailto:rob.daly@alaska.gov)

Website: <http://doa.alaska.gov/dgs/facilities/>

#### **H. Review of Policy**

The State reserves the right to modify the policy in order to ensure that the components of this policy advance appropriate public health policy and are not disruptive to the operations of government. This entire policy shall be reviewed no later than fourteen (14) days from its

issuance.

**I. COVID-19 Related Questions**

- a. [www.coronavirus.alaska.gov](http://www.coronavirus.alaska.gov)
- b. For non-clinical questions call 2-1-1