

Reference Page 8 of CDC Resuming Business Toolkit:
Page 8 “Conduct a hazard assessment of the workplace”,
Page 12 “Implement controls according to...”,
Pages 15-16 “Worker Protection Tool.”

Alabama Department of Mental Health COVID-19 Building Report

On June 22, 2020, the division of Life Safety and Technical Services for the Alabama Department of Mental Health conducted a thorough inspection of areas in the RSA Union building leased by the Department of Mental Health. This inspection included only areas leased by the department and did not account for spaces open to the general public such as bathrooms or vending areas. The conclusions and recommendations of the inspection are based on **“Resuming Business Toolkit”** Coronavirus Disease 2019 (COVID-19) published by the U.S. Department of Health and Human Services, Center for Disease Control and Prevention (CDC).

The Alabama Department of Mental Health has lease space on each of the following floors beginning with the 3rd floor and extending to the 7th floor. Lease space on each floor was inspected.

7th Floor: Substance Abuse

- a. CDC guidelines suggests maintaining a 6’ social distance whenever possible. Room # 750 has at least 3 offices occupied by two people with desks facing one another. If possible, it is suggested each desk is turned to face the wall away from one another. Each of the remaining offices are occupied by a single person.
- b. The entire 7th floor was unoccupied at the time of inspection and some of the rooms were inaccessible. It is highly recommended that any rooms where meetings are held limit the number of persons to maintain the recommended 6’ social distancing.
- c. There is empty space in the common area that could be used for cubicles.

6th Floor: DD Services Quality and Planning

- a. The Council on DD has more than an adequate amount of space to maintain social distancing. This office is occupied by four individuals and has two empty cubicles with more than ample distance between them in the event these cubicles need to be utilized.

5th Floor: Commissioner, Purchasing, Finance, BSI, Advocacy, OBRA, Life Safety, Property

- a. Contracts and Purchasing, room #570, has more than ample room to maintain social distancing. An extra double cubicle is available in the event someone needed to be moved. A small conference table is also located in the space but should have no more than three people in the cubicle at one time.

- b. Public Information, room #554, has ample space to maintain social distancing.
- c. Life Safety and Technical Services, Certification, has adequate space to maintain 6' required social distancing and is currently arranged to meet the criteria.
- d. OBRA, Office of Pre-Admission, room #530 is probably the most congested office inspected. Despite being congested there is adequate room for social distancing and is arranged to accommodate the required 6' distance while seated.
- e. Commissioner's Office, Room #520 has more than an adequate amount of space. The Commissioner's Conference Room – maximum occupancy is 13 people.
- f. Advocacy, room #580 has adequate space to maintain social distancing from what we were able to tell. Some of the offices were locked and we couldn't determine if anyone was sharing an office.
- g. Finance, room #568, had some individuals next to one another in cubicles, however, in no arrangement were any employees facing one another. If the need arises to move anyone, there are 5 vacant cubicles. Searcy Conference room - maximum occupancy is 12 people.
- h. Legal, room #536 has plenty of room to maintain social distancing.
- i. Copy Center, room #529 should not become a problem with social distancing.
- j. Special Investigations, (BSI), room #528 has ample room to maintain social distancing.

4th Floor: DD, Personnel, IT, Substance Abuse

- a. Developmental Disabilities, room #486, has only one cubicle where the occupants face one another, and this may be solved possibly by moving the computer monitors in opposite directions on each side of the partition. For the most part, all the spaces in DD are fully staffed except for one vacant office. DD Conference room – maximum occupancy is 18 people.
- b. The Bureau of IT located in room #468 has adequate distancing to meet the 6' separation requirements. Most of the cubicles in the center of the space are quite large to accommodate multiple computer monitors. This space has only one empty cubicle. The IT Conference room – maximum occupancy is 10 people.
- c. Substance Abuse Services, room #420, has one cubicle where two individuals face one another. Once again, this problem may be solved by simply moving the computer monitors. There are also some empty spaces in this area that could house a cubicle or two.
- d. Personnel, room #480 is spaced adequately to allow for the 6' social distancing requirement. This space also has a vacant office.
- e. Mail room / Copy Center has adequate square footage to provide the social distancing requirements.
- f. MH/SAS Conference room #427 – maximum occupancy is 11 people.

- g. MH/SA Services, room #408 is completely occupied by one person per cubicle. Adequate space is available for social distancing requirement of 6'. There is one vacant cubicle in this space.

3rd Floor: Autism Services

- a. Autism Services, room #350, has a staff of 3 with individual offices for each employee. This area also has 2 additional vacant offices.

Ventilation Systems

- a. The mechanical systems in the RSA tower are not adjustable for some of the CDC recommendations. According to the building manager, some of the CDC recommendations are non-applicable and the dampers are fixed to a pre-determined cfm air flow making the CDC recommendations of 100% outside air out of the question.
- b. Air filtration for the mechanical systems are already using MERV-13 filters (CDC recommended).