



COLORADO
Office of the State Architect
Department of Personnel & Administration

1525 Sherman St.
Denver, CO 80203

March 16, 2020

To: All Building and Contract Personnel within the State Real Estate Program

From: Cheri Gerou, State Architect / Brandon Ates, Real Estate Manager

Re: COVID-19 Virus Notification Process

With the progression of the COVID-19 virus, in situations of case-positive individual(s):

All Agencies or Institution of Higher Education shall notify the other party either Landlord / Tenant that there has been positive case of an individual who works in or made contact with the building/premises. If the Agency or Institution is unsure of who to contact there is a notification provision in all the State Standard Leases that will have contact information.

No name or any identifying information about the person affected should be released. After the Landlord or Tenant has been notified, all parties in the building should take steps necessary to sterilize affected areas and make the building safe. This policy is meant to best inform and keep all parties aware of the status of affected persons.

Thank You

