

All HQ, Henzel Power, Building 11 Staff,

Enhance cleaning guidance was sent to the entire Thruway yesterday as a general precaution. As part of the guidance, we encourage everyone to clean their personal work space. *Cleaning supplies have been staged throughout the Headquarters building for everyone's use. Initially they have been placed on the window sill by the elevators on every floor, on both the north and south sides of the building. Henzel Powers and Building 11 will have supplies located in the vestibule areas by the end of today.* They are to be used to wipe down your own work space. Once you are done, promptly return the materials so other people may use them. Cleaning Staff are taking care of the bathroom and general main areas. For cleaning your hands, the best action you can take is to wash often for at least 20 seconds with soap and water. Contact Employee Safety with any questions at (518) 471-4495.