



COVID-19 POLICIES

Maintaining a healthy workspace environment is a team effort. We provide an appropriately distanced work environment, necessary hygiene supplies, and regular cleaning. In return, we ask individuals making use of the workspace to help us all prevent transmission of COVID-19 by making socially conscientious decisions and practicing proper hygiene at work and beyond.

WHEN TO STAY HOME

No individual experiencing symptoms of COVID-19, or recently exposed to someone diagnosed with COVID-19, should enter the workspace due to the risk of exposing others. Symptoms of COVID-19 may include: fever (subjective or 100.4 degrees Fahrenheit), chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, or otherwise feeling unwell. Individuals are encouraged to monitor their temperature regularly as a proactive measure even if other symptoms are not present. Individuals should not return to the workspace until the criteria to discontinue home isolation are met, in consultation with healthcare providers.

MAINTAINING DISTANCE

Individuals should maintain at least six feet from one another within the workspace. An appropriate face covering should be worn in a situation where such distance is electively not maintained.

PROPER HYGIENE

Individuals should perform frequent hand hygiene (with soap and water or alcohol-based hand sanitizer). Key times to perform hand hygiene include:

- Before and after using the toilet
- After touching shared office installations
- Before and after putting on, touching, or removing cloth face coverings
- After blowing your nose, coughing, or sneezing

NOTIFICATION & CLOSURE

Individuals who visit the workspace and subsequently test positive for COVID-19, or who are at high risk of testing positive, are obligated to notify the workspace manager without delay. In such situations, the building may require disinfection and temporary closure according to the conditions.