

## Launch Greensboro/co//ab COVID-19 Policies March 13, 2020

### Recommended Best Practices – for now

At all times: we require that any and all persons with known contact with an onsite or any coronavirus/COVID known case within two weeks of notification self-quarantine and/or seek medical attention if symptoms arise.

#### co//ab Space Use

1. Wash hands often and thoroughly for at least 20 seconds per wash.
2. Greet each other using verbal greetings immediately – no longer shake hands, fist pump or other personal contact
3. Use cleaning supplies provided by co//ab often to wipe desks, chair arms and other surfaces you touch before and after use. This includes meeting and conference room tables and chairs. **Do not remove cleaning supplies from co//ab** for business or personal use – these supplies are for the cleaning of this space and members within the space only.
4. Staff cleaning high touch areas such as doorknobs, kitchen drawer handles, faucets, etc. will occur regularly.
5. Cough or sneeze into your arm/elbow or tissue and dispose of tissue immediately.
6. If you have traveled in the last week or plan to travel outside our region to a community known to have a reported Coronavirus case, do not return to co//ab and self-quarantine for two weeks.
7. If you show any symptoms including runny nose, cough or fever you must not return to co//ab for work and self-quarantine for two weeks. If you experience allergies, please take appropriate medications so you do not alarm other co//ab members. Anyone with a temperature of 100.0 or higher must work from home.
8. If you are masking symptoms with simple medications such as acetaminophen, ibuprofen or aspirin you should not work from co//ab.
9. Obey signage reminders for handwashing and respiratory hygiene.

#### Meeting Room Use

1. Clean all surfaces touched in meeting rooms after using meeting rooms – cleaning supplies are set out around the space.
2. For any of your non-member guests, it is your responsibility to inform those guests to follow your example and the procedures noted in the meeting and space use protocols.
3. Ask non-member guests not to attend meetings if they have recently traveled to community spread areas or are experiencing flu-like symptoms.

### If a COVID-19 case is reported in Guilford

#### Members only Policy

In addition to above procedures:

1. Only members with none of the above travel history or symptoms of illness will be permitted in the space.

2. The front door of co//ab will be locked with signage notifying any guests that they need to return after these policies have been removed and operations are returned to normal.
3. Members **may not** have guests or family members in the space. All meetings
4. 24/7 members will have access during non-staff hours.
5. Use social distancing – both at tables and in discussions.
6. No hand shaking, fist/elbow bumping or physical touch of any kind.
7. Limited staff will remain on site, until further notice, with limited hours and exposure to members. Please respect staff by honoring social distancing recommendations.

#### Meeting Rooms Use

1. No guests allowed in meetings.
2. In-person meetings among members without symptoms will be allowed.
3. Utilize videoconferencing rather than in-person meetings.

#### If a COVID-19 case is reported in downtown

All procedures noted above with:

1. Skeleton staff will be present during limited times to clean common areas.
2. Members only, if symptom free.

#### On-going

co//ab will continue to monitor the WHO, CDC, local health organizations and downtown notifications and recommendations. Revisions to this policy/document may occur at any time – we will notify members of any revisions made as soon as they are confirmed/finalized.

#### Additional Advisory

##### How COVID-19 Spreads - World Health Organization Advisory

When someone who has COVID-19 coughs or exhales they release droplets of infected fluid. Most of these droplets fall on nearby surfaces and objects - such as desks, tables or telephones. People could catch COVID-19 by touching contaminated surfaces or objects – and then touching their eyes, nose or mouth. If they are standing within one meter of a person with COVID-19 they can catch it by breathing in droplets coughed out or exhaled by them. In other words, COVID-19 spreads in a similar way to flu. Most persons infected with COVID-19 experience mild symptoms and recover. However, some go on to experience more serious illness and may require hospital care. Risk of serious illness rises with age: people over 40 seem to be more vulnerable than those under 40. People with weakened immune systems and people with conditions

WHO Coronavirus disease (COVID-19) advice for the public

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>