

# INDIANA IOT LAB COVID-19 SAFETY PLAN

**Fishers Entrepreneurial Center, Inc.** (hereinafter “Company”) takes the health and safety of our employees, members, and guests seriously. With the spread of the coronavirus or “COVID-19,” a respiratory disease caused by the SARS-CoV-2 virus, the Company must remain vigilant in mitigating the outbreak. To enhance safety and maintain operations, the Company implements this COVID-19 Safety Plan that will govern activities at Launch Fishers and Indiana IoT Lab.

This Plan is based on information available from the U.S. Center for Disease Control and Prevention (“CDC”) and Occupational Safety and Health Administration (“OSHA”) and is subject to change based on further information provided by the CDC, OSHA, and local, state and federal officials.

## **REOPENING SCHEDULE:**

*In preparation for our reopening, the Company has been actively updating the buildings and policies to ensure the best possible health of all employees, members, and guests, including the implementation of hand sanitizing stations, a one-way flow of the space, 50% meeting room capacity, and seating configurations which adhere to social distancing policy, tabletop partitions, and an increased cleaning frequency, as described in the safety plan below.*

### **PHASE 1 | MEMBER ACCESS**

Suite holders and dedicated desk members may access the building weekdays from 8am – 5pm beginning **Monday, May 18**. General members will have access beginning **Tuesday, May 26**. 1-on-1 meetings with visitors will be permitted in the lobby and designated meeting areas only. We will close promptly at 5pm for nightly cleaning.

**PHASE 2 | GUESTS & VISITORS**


Beginning **Monday, June 8**, members may have visitors join them in the main space and in meeting rooms after checking in at the welcome desk. In-person tours for potential new members will resume [by appointment only](#). Hours remain strictly weekdays 8am – 5pm.

**PHASE 3 | 24/7 ACCESS**

Beginning **Monday, June 15**, members may access the space on evenings and weekends using their key fobs.

**PHASE 4 | CAPACITY INCREASES**

Beginning **Monday, July 6**, meeting rooms will be reset to their original number of seats and the main space will be reset at full capacity.



UPDATED MAY 11, 2020

	<b>PHASE 1 MAY 18/26</b>	<b>PHASE 2 JUNE 8</b>	<b>PHASE 3 JUNE 15</b>	<b>PHASE 4 JULY 6</b>
<b>Facility Access:</b>				
<i>Suite Holders &amp; Dedicated Desk Members</i>	May 18	✓	✓	✓
<i>General Members</i>	May 26	✓	✓	✓
<i>Guests &amp; Visitors</i>	<b>RESTRICTED</b> <i>Permitted in lobby and designated meeting areas only.</i>	✓	✓	✓
<b>Facility Hours</b>	8am-5pm M-F NO EVENING OR WEEKEND ACCESS	8am-5pm M-F NO EVENING OR WEEKEND ACCESS	7:30am-5:30pm M-F 24/7 via access card	7:30am-5:30pm M-F 24/7 via access card
<b>Facial Coverings</b>	RECOMMENDED	RECOMMENDED	RECOMMENDED	OPTIONAL
<b>Seating Capacity</b>	50%	50%	50%	<b>100%</b> <i>Accommodations for social distancing will remain in place.</i>

**NOTE: THESE DATES ARE SUBJECT TO CHANGE DEPENDING UPON THE PUBLIC HEALTH SITUATION.**

## **SAFETY PLAN:**

### **I. Responsibilities of Managers**

Managers must be familiar with this Plan and prepared to answer questions from employees. Managers shall strictly comply with this Plan and help ensure that employees are also in compliance.

### **II. Responsibilities of Employees**

All employees are responsible for helping with Company's prevention efforts by following the sanitation, social distancing, and health policies set forth herein.

Additionally, employees are required to stay home if feeling sick and report to their managers or supervisors if they (A) experience signs or symptoms of COVID-19; or (B) believe they have been in contact with someone who has COVID-19.

OSHA and the CDC have provided the following control and preventative guidance for all workers, regardless of exposure risk:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with people who are sick.

In addition, employees must familiarize themselves with the symptoms of COVID-19, which include the following:

- Coughing;
- Fever;
- Shortness of breath, difficulty breathing; and

Early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

### III. Protective Measures & Policies

The Company has instituted the following protective measures at all locations:

- Any person showing symptoms of COVID-19 will be asked to leave the location and return home.
- Employees, members, and guests are asked to follow the designated one-way flow of traffic.
- Employees must avoid physical contact with others and shall direct others (co-workers/members/visitors) to increase personal space to at least six (6) feet, where possible.
- All in-person meetings will be limited. To the extent possible, meetings will be conducted telephonically or virtually.
- Employees will be encouraged to stagger breaks and lunches to reduce the size of any group at any one time to less than ten (10) people.
- To the extent items must be shared, the Company will provide sanitizing products to clean items before and after use.
- The number of visitors to the locations will be limited to only those necessary for the work.
- The Company recommends that employees, members, and visitors wear masks. Company will provide KN95 masks to anyone requesting one while supplies last.

### IV. Location Cleaning and Disinfecting

The Company has instituted regular housekeeping practices that include cleaning and disinfecting frequently used surfaces in the common areas, and other elements of the work environment, including the following:

- Shared workspaces, phone booths, and kitchen areas will be cleaned several times, daily.
- Trash collected from the locations will be changed as needed by someone wearing nitrile, latex, or vinyl gloves.
- Hand sanitizer dispensers will be filled.
- Frequently touched items (i.e. door pulls and toilet seats) will be frequently disinfected.
- The Company will disinfect using one of the following:
  - Common EPA-registered household disinfectant;
  - Alcohol solution with at least 60% alcohol; or
  - Diluted household bleach solutions (if appropriate for the surface).

## **V. Workplace Exposure Situations**

### **A. Employee or Member Exhibits COVID-19 Symptoms**

If an employee or member exhibits COVID-19 symptoms, the employee or member must remain at home until he or she is symptom free for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). The Company will similarly require an employee or member who reports to work with symptoms to return home until he or she is symptom free for 72 hours (3 full days). To the extent practical, employees or members should obtain a doctor's note clearing them to return to work.

### **B. Employee or Member Tests Positive for COVID-19**

An employee or member who tests positive for COVID-19 will be directed to self-quarantine. Employees or members that test positive and are symptom free may return to work when at least fourteen (14) days have passed since the date of his or her first positive test and have not had a subsequent illness. Employees or members who test positive and have been hospitalized may return to work when directed to do so by their medical care providers. The Company will require an employee or member to provide documentation clearing his or her return to work.

### **C. Employee or Member Has Close Contact with an Individual Who Has Tested Positive for COVID-19**

Employees or members who have come into close contact with an individual who has tested positive for COVID-19 (co-worker or otherwise) will be directed to self-quarantine for 14 days from the last date of close contact with that individual. Close contact is defined as six (6) feet for a prolonged period of time.

If the Company learns that an employee or member has tested positive, the Company will investigate to determine co-workers or members who may have had close contact with the positive employee or member in the prior 14 days and direct those individuals to self-quarantine for 14 days from the last date of close contact with such employee or member. The Company will also notify any vendors/suppliers or visitors who may have had close contact with the positive employee or member.

## **VI. Confidentiality/Privacy**

Except for circumstances in which the Company is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. However, the Company reserves the right to inform other persons, employees and vendors that an unnamed co-worker has been diagnosed with COVID-19.

## VII. General Questions

Given the rapidly evolving nature of the COVID-19 outbreak, the Company may modify this Plan. If you have any questions concerning this Plan, please contact **Jason Pennington**.

### COVID-19 General Information

#### What is COVID-19?

The novel coronavirus, COVID-19 is one of seven types of known human coronaviruses. COVID-19, like the MERS and SARS coronaviruses, likely evolved from a virus previously found in animals. The remaining known coronaviruses cause a significant percentage of colds in adults and children, and these are not a serious threat for otherwise healthy adults.

Patients with confirmed COVID-19 infection have reportedly had mild to severe respiratory illness with symptoms such as fever, cough, and shortness of breath.

According to the U.S. Department of Health and Human Services/Centers for Disease Control and Prevention (“CDC”), Chinese authorities identified an outbreak caused by a novel—or new—coronavirus. The virus can cause mild to severe respiratory illness. The outbreak began in Wuhan, Hubei Province, China, and has spread to a growing number of other countries—including the United States.

#### How is COVID-19 Spread?

COVID-19, like other viruses, can spread between people. Infected people can spread COVID-19 through their respiratory secretions, especially when they cough or sneeze. According to the CDC, spread from person-to-person is most likely among close contacts (about 6 feet). Person-to-person spread is thought to occur mainly *via* respiratory droplets produced when an infected person coughs or sneezes, like influenza and other respiratory pathogens. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. It is currently unclear if a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes.

In assessing potential hazards, employers should consider whether their workers may encounter someone infected with COVID-19 in the course of their duties. Employers should also determine if workers could be exposed to environments (e.g., worksites) or materials (e.g., laboratory samples, waste) contaminated with the virus.

Depending on the work setting, employers may also rely on identification of sick individuals who have signs, symptoms, and/or a history of travel to COVID-19-affected areas that indicate potential infection with the virus, in order to help identify exposure risks for workers and implement appropriate control measures.

There is much more to learn about the transmissibility, severity, and other features associated with COVID-19, and investigations are ongoing.

## **COVID-19 Prevention and Work Practice Controls:**

### **Employee and Member Responsibilities**

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home—**DO NOT GO TO WORK**.
- Sick employees should follow CDC-recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.

### **General Office Practices**

- Clean AND disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use products that meet EPA's criteria for use against SARS-CoV-2, the cause of COVID-19, and are appropriate for the surface.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Clean and disinfect frequently shared tools and equipment on a regular basis. Employees should regularly do the same in their assigned work areas.
- Clean shared spaces such as at least once per day.
- Disinfect shared surfaces (door handles, machinery controls, etc.) on a regular basis.
- Avoid sharing items with co-workers if it can be avoided. If not, disinfect before and after each use.
- Any trash collected from the locations must be changed frequently by someone wearing gloves.