



## COVID-19 Operating Guidelines

NextCorps will be instituting a number of safety precautions aimed at keeping all facility users as safe as possible. We expect that there will be different “phases” of guidance over time, with graduated responses. The plan below addresses our first phase.

### Best practices

- Please stay home if you are sick or do not feel well!
- If a family member or someone in your household is sick, please stay home and do not return to work until they are symptom-free.
- Continue to work virtually whenever possible. For teams returning to the physical space, please consider shift schedules where possible so that we can exercise social distancing.
- Continue to limit business travel to essential travel only.
- Continue to wash your hands often with soap and warm water for at least 20 seconds.
- Report confirmed infections of your employees or their immediate family to [Candice Sheffer](#) or [Lynn Cranmer](#) so appropriate measures may be taken.

### Safety practices upon reopening

1. **Face coverings.** NextCorps will require face coverings in shared spaces and recommends their use in private workspaces with multiple people present. This can be any type of mask or cloth face covering as described by the CDC.

All facility users are responsible for bringing their own masks. NextCorps may have a limited supply available on an as-needed basis should someone forget their mask, but we cannot guarantee that availability.

2. **“Touchless” facilities.** With an abundance of caution, we are going “touchless” in our core facility usage areas as best we can. Our goal is to reduce “common touch” surfaces within the NextCorps space to a minimum. This includes entrances, paths to your desk(s), and common spaces, including halls, restrooms, and kitchens. We will utilize a variety of methods to achieve this goal.

Some changes will be immediate and other precautions may require physical changes to our space(s) over the next few weeks and months. High-touch surfaces like door handles and elevator buttons will be disinfected regularly. We will provide hand-hygiene stations in the lobby and throughout the office space.

Another layer of protection we are exploring is “nano-septic” antimicrobial film applied to many door handles. These kill bacteria and viruses in about an hour and are very helpful, but not sufficient alone. We ask all to continue to use sanitizers and/or wash their hands multiple times a day. We will also have single-use gloves strategically located in the space. We ask that you dispose of used gloves and/or towels appropriately.

3. **Cleaning process.** The nightly cleaning protocol has been enhanced to include all touchpoints throughout the office common areas. These include handles, screens, faucets, etc. In addition, NextCorps has employed a designated person to routinely clean touchpoints throughout the day.
4. **Check-in process.** NextCorps is implementing a “check-in process” for EVERYONE entering the office to comply with state requirements. EVERYONE means EVERYONE — staff, clients, tenants, and visitors. You will be required to scan a QR code and enter your contact information each time you enter the facility. You will also be asked to complete a self-check survey on a daily basis as part of the check-in process.

***Please note: if you are going into the NextCorps office outside of normal work hours, you must still follow the check-in process.***

5. **Symptom self-checking.** We will implement a self-check-in process to comply with NYS protocol and record retention requirements.

NextCorps is opting for an honor system. Individuals can occasionally not notice or not pay full attention to symptoms they have. It is true that symptoms of COVID-19 can also be symptoms of other conditions and that some sick people don't have symptoms. We will all be safer if everyone follows the process. Given that many of us will continue to work from home some days, we are simply requesting that on those days that you are feeling off, choose to work from home.

Anyone who becomes ill while at NextCorps will be asked to leave immediately. If they cannot leave immediately, NextCorps will provide a place where they can be isolated from the rest of the people in the office. Masks, gloves, and temperature checks will be provided if necessary while they are in isolation.

6. **Precautions for private offices.** One way to keep a space virus-free is to limit the number of people who enter it. If you have cleaning through NextCorps, the normal process of emptying trash and vacuuming will continue. Each company will be responsible for wiping down common-touch surfaces in its dedicated office.
7. **Precautions for coworking members.** For those members with a designated desk, we ask you to use wipes to disinfect your desk and chair when you arrive (“clean in”) and when you leave (“clean out”). It is best to adopt a ‘clean desk’ policy to limit the items left out that must be cleaned.
8. **Precautions for Associate members.** The Hot Desks in the coworking area have been removed. You will be required to use the space in the common kitchen area only when working at the office. Since this is a common area, masks will be required.
9. **Sibley Building.** We will work with our landlord to adjust building-level responses. We are also discussing with our landlord other building-wide standards, such as setting a limit on how many can use an elevator at one time, and seeking their help to create ways for people to enter the building without touching the doors or elevator buttons. Because transmission of the virus appears to require prolonged exposure, we do not see elevators as a significant area of transmission, but we encourage the use of the stairs.

Finally, we will be deploying signage to encourage safe spacing in lobbies, corridors, and common areas, and to establish directions of flow in corridors to reduce people passing directly by one another where feasible.

10. **Conference rooms.** We have reduced the capacity and seating of each room and will post the maximum number of users outside each room to adhere to social distancing. We ask you to continue to hold larger meetings via videoconferencing or other means.

We will provide disinfecting supplies in all conference rooms and common seating areas. We will ask users to disinfect the common-touch surfaces — the table surface, the chairs, and any other equipment like remotes and conference phones — before and after conference room use. We will ask users to disinfect the door handles for good measure, even though we have installed foot-pulls or doorstops. Whiteboard markers will be removed — please bring your own and take them with you when you leave. We will refer to this as the “clean in” and “clean out” steps for conference room usage.

You will be required to use face coverings in conference rooms, and we will ask you to leave the doors open when not in use to increase ventilation.

These combined steps will make conference room use much safer. We count on everyone to follow all these requirements.

11. **Spacing in your offices.** Maintaining a 6-foot distance between people within your office may require a little creative planning on your part — including possibly asking your team members to come in at different times or work from home some of the time. We believe most residents will be able to achieve safe social distancing within their teams. Many companies are looking at staggering the return of their employees with some employees interested in coming back to work sooner than others. This should also help achieve safer, lower densities, particularly earlier on. Combined with the other measures outlined here (face coverings, hand hygiene, etc.), we believe that this can work to enable your teams to come together at times and work in an office context safely.

12. **Kitchen.** We know the kitchen represents an important offering. We are currently working on safe ways to stock and service our kitchen. It is just as important to us as it is to you to have amenities available in some capacity when restrictions loosen.

Initially, some seating will be removed as we do not want to encourage social gatherings. Use of common refrigerators, microwaves, and BEVI will still be available, but we ask all residents to wipe down all equipment (like microwaves) and surfaces (like countertops and fridge handles) with wipes provided. We will provide gloves for use when touching the coffee pots.

There will be no shared kitchenware (dishes, coffee cups, silverware, etc.). If you choose to bring your own, you must wash, dry, and take them with you. No items will be allowed to be left in the kitchen. A touchless faucet is on order and there is now a touchless soap dispenser at the sink. And again, we will require everyone to wear masks in common areas — but there will be coffee!

13. **Phone booths.** We recommend you avoid using the phone booths, as they are a small enclosed area with many porous surfaces. However, if you wish to use them, please follow the “clean in” and “clean out” steps to sanitize all hard surfaces, doors, and door handles.

14. **Visitors.** Visitors and guests will be allowed to continue to enter NextCorps. Vendors and regular deliveries are requested to give prior notice to the office manager. They will be advised of our protocols.

ALL visitors must check-in at the reception desk. They will be required to scan the QR code and agree to the NextCorps visitor policies, which include wearing masks in common areas, hand washing/sanitizing, and social distancing. We are providing a contact list at the front desk so that visitors can contact you when they arrive. You will be required to come to the reception area to escort your guest. No one will be allowed in without an escort.

15. **Your policies.** We require clients who are sending employees to work at NextCorps to adhere to our policies. If you have a separate corporate policy, we request that it covers the following:

- a. Ensuring your sick-leave policies do not cause sick people to feel they need to come in.
- b. Requiring anyone with symptoms of being unwell to stay home (following the CDC recommendation to stay home for three days after symptoms abate and for 10 days since symptoms first appeared).
- c. Requiring anyone developing symptoms at work to go home immediately.
- d. Enabling work-from-home options where feasible to reduce density in the office, and providing options for those with high risk factors to stay out of the office entirely.
- e. Limiting business travel as much as possible.
- f. Reporting confirmed infections of your employees and guests to NextCorps so we can take appropriate measures.

16. **Infection protocol.** In the event an infected individual is discovered to have been in our spaces, we will use sign-in information, key-card, and any other available means for contact tracing as much as possible. We will make best efforts to identify anyone who had prolonged contact with the infected individual so that they can be informed. Per CDC guidance, anyone who has had close contact with that individual (been within 6 feet) for a prolonged period (10-30 minutes+) will be asked to quarantine for 14 days.

We will require those wishing to use our facilities to agree to tell us if they have been diagnosed with COVID, and to allow us to alert others they were in prolonged, close contact with that they may have been exposed.

We will require anyone who has tested positive for COVID-19 to use the CDC guidelines that are in effect at that time to determine if they are able to return to work.

**Helpful resources:**

[CDC Guidelines](#)

[How COVID-19 Spreads](#)

# NextCorps Self-Check Review

## How are you feeling today?

Please review the questions below if you are considering coming into NextCorps today. Your responses will not be collected or shared in any way, and will only be used by you to help determine if you should come in.

### Do you have a fever?

- Yes (Don't come in)
- No

### Have you experienced any of the following symptoms in the past 24 hours?

Please check all that apply.

- Fever or chills
- Unusual fatigue
- Unusual aches and pains
- Cough or sore throat
- Shortness of breath
- Runny or stuffy nose
- Swollen or red eyes
- Unusual headache
- Unexpected loss of smell or taste
- Unusual loss of appetite
- Nausea or vomiting
- Diarrhea
- None of the above

### Has any health authority asked you to self-quarantine in the past 14 days?

- Yes (Don't come in)
- No

### Have you had close contact with any individual diagnosed with COVID-19 in the past 14 days?

- Yes, I have (Don't come in)
- No, I have not