

En Masse Coworking has implemented enhanced precautions for access to our facilities due to the coronavirus COVID-19 outbreak.

Please do not enter our facilities if:

- You are exhibiting any flu-like symptoms or symptoms of an upper respiratory infection, Symptoms include difficulty breathing, coughing, or fever.
- You have visited an area that is designated as high-risk within the last 14 days
- You have had contact with anyone who has been infected with COVID-19 or is suspected of having COVID-19.

If any of these conditions apply to you, please DO NOT ENTER and alert the Community Manager immediately.

Thank YOU!

THE STAFF AND MEMBERS OF EN MASSE COWORKING

973-401-9100
1 High Street Court
Morristown, NJ 07960

Maintaining a Comfortable & Healthy Workplace

COVID-19: Amendment to House Rules

Moving forward, together

While distancing may be part of our new normal, collaboration and connection are more important than ever, and having a safe place to do that is essential. We want our members to know that they can make En Masse Coworking part of their day and still feel comfortable being with friends and family outside of work. That is why we are enhancing our spaces and services to protect the wellbeing of our members by making some changes so members can continue working in a safe, healthy work environment.

Understanding that each company has responsibility to manage their own employees and protocols, we ask that all occupants respect the measures that En Masse Coworking is implementing for the collective good.

Preparing for a new work environment

We are making space and services updates to maintain hygiene safety and physical distancing best practices by:

- Prioritizing personal space by modifying shared spaces with staggered seating and buffer zones, teams can continue to operate in the workplace while still maintaining a healthy physical distance from colleagues and fellow members.
- Increased sanitization by implementing heightened cleaning measures to ensure the health and wellbeing of our members. We are disinfecting common areas more frequently and are providing complimentary sanitization products throughout the spaces.
- Behavioral and access signage for new cleaning standards and capacity protocols will be reinforced with strategically placed signage. Friendly reminders to members and guests that the wellbeing of our community depends on all of us to do our part.

❖ Our enhanced standards

Our members can expect heightened cleaning and hygiene standards that align with guidance provided by the CDC, WHO, and local health organizations. This includes:

- Increased frequency and scope of daytime cleaning and sanitization
- We have placed NanoSeptic (link to pamphlet here) self-cleaning surfaces throughout the space on high touch doors and surfaces.

***NanoTouch Materials is the first and only manufacturer of NanoSeptic continuously self-cleaning surfaces. The NanoSeptic surface uses a mineral nano-crystal which is powered by visible light to create an oxidation reaction stronger than bleach. All NanoSeptic products are made in the USA.*

- Expanded availability of hand sanitizer, sanitizing wipes, alcohol sprays, and gels throughout the building
- Provision of masks, gloves, and other protective equipment to Community managers. Members and visitors are required to wear masks in the café (except when eating or drinking) and open areas as they move through the space and when away from their desk or office.
- Reduced touchpoints in both cafes and expanded offerings of single-use utensils, dairy products, and condiments

❖ Lobby and Entrances

The first entry point into our spaces will have clear signage and communications to emphasize the importance of distancing, hygiene, and sanitation—reminding members and guests that we all have an important role in ensuring the wellbeing of our communities.

All entrances include signage to verify the condition of all people entering the facility and direct any persons that are symptomatic or recent visitors to a high-risk location to not enter the facility.

❖ Cafes & Lounges

As communal focal points, we're taking steps to maintain the collaborative energy in our lounges while still giving members comfortable spaces to work. Capacity will be modified with seat-to-seat distancing—reducing occupancy (i.e., a four-person seating arrangement becomes a one to two-person setup). These modified capacity norms will also be reinforced with nearby signage.

We are adapting café standards to meet health and safety needs. Seating will be modified to reduce capacity and heavy foot traffic.

❖ Meeting Rooms

As shared, collaborative spaces, meeting rooms are being enhanced so that members can connect with each other comfortably. New capacity guidelines will be posted at entrances and recommended seating arrangements will be placed on tabletops. Additionally, “house rules” will be displayed in each room and wipe and sanitizer dispensers will be located nearby.

❖ Restrooms

Restrooms will undergo more frequent and regimented cleanings throughout the day. 20-second hand washing signage will remind members that soap and water go a long way in staying healthy. NanoSeptic covering on each door handle and hand sanitizer will also be supplied in each restroom.

❖ Printer Station

The print station is a space used by all members. To maintain the cleanliness of this “high touch” space, wipe dispensers, hand sanitizer, and hygiene signage will be placed at this station.

❖ Phone Booths

We are making our phone booths safer and more comfortable. Routine cleanings will take place frequently throughout the day and wipe dispensers will be placed nearby, allowing members to clean surfaces before and after use. Additionally, signage will be placed in phone booths encouraging good hygiene and “house rules.”

Guidance for Daily COVID-19 Screening of Staff and Visitors

The New Jersey State Department of Health asks that all employers use this guidance to help prevent the spread of COVID-19 by screening staff and visitors daily. This guide is based on:

- OSHA guidelines
- CDC advice
- Research & review of COVID-19 signs and symptoms

COVID-19 Screening: What to Do

- All staff before the start of each work shift
- All members/visitors
 - ❖ Face masks must be worn covering mouth and nose by all employees and visitors/members in the open areas of the space. (Temperature scan available if requested but cannot be required)

Prior to entry, please self-check the following: Since your last day of work, or last visit here, have you had any of these symptoms?

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

If the answer is YES to any of these questions, we will implement our COVID-19 response right away and exercise the following:

- Review the results -notify the owner, Merri Sheh
- Do not let the staff, member or visitor enter
- Share where to get medical help:

<https://www.atlantichealth.org/locations/hospitals/morristown-medical-center.htm>