



COVID-19 Workplace Protocol  
Revision Date: May 18, 2020

---

The health and safety of our staff and our members (and all of our loved ones) is our top priority. We have signed the [Savannah Safe Pledge](#), and expect that are members will too.

Below are the actions that we as an organization are asking our staff and members to make to help limit everyone's exposure. We cannot guarantee your safety from COVID-19; but, we feel the following actions will serve to protect our community. Community Members that do not follow the policies will be asked to leave the facility.

- If you feel sick, have any COVID-19 symptoms, or been exposed to anyone diagnosed with COVID-19 in the last 14 days, you may not enter the building.
- If you have traveled to an area that had a spike in COVID-19 cases within the last 14 days, you may not enter the building.
- Community Members have normal business hour access through the keypad on the door, but we remain closed to the public and visitors.
- All members have an active part in keeping us safe by practicing good personal sanitary practices, covering your cough, maintaining social distancing and cleaning your work station.
- Due to density concerns, at our entrance, the entrance closer to the security desk is for entering, and the entrance closest to the kitchen/bathrooms will be used for exit only. The doors should remain closed at all times.
- We have placed signage throughout the suite to remind members to social distance and be aware of their surroundings.
- Hand sanitizer has been placed near the entrance and in the kitchen. (If one is empty, a gallon to refill the pump is located under the sink).
- Lysol wipes (or Lysol and Paper towels due to market demand) are available. Please wipe down your workstation when you leave for the day.
- To adhere to social distancing standards. All furniture has been moved to 6 feet apart. This has limited our capacity. We currently have 7 workstations, and two conference rooms. The small conference room, during this time of social distancing, is limited to use by one person at a time. The board room, will be limited to 4 people, again due to social distancing. When using a conference room, doors are to remain closed. Chairs with "blue" X's on them are not to be used, nor are the bean bag chairs.
- All desks and conference rooms must be reserved ahead of time via <https://the-creative-coast.cobot.me/> to ensure we are abiding by the Governor's Guidelines.
- Masks are required to enter our suite and should be worn when in community spaces including kitchen, bathrooms, and elevators. Masks may be removed at the workstations provided that you are social distancing.
- Members are encouraged to bring their own mask; but, some will be made available for members upon request.
- We have requested that Novel "deep-clean" our suite nightly.
- The Building Lobby, Bathrooms, Hallways and Elevators are outside the area of our control. Novel has increased their sanitation schedule for these areas. We suggest that masks be worn at all time in the building's common areas.
- All workshops and events will remain virtual until Q3. At that point we will be closely monitoring the Rt for bookings and will retain the right to alter or cancel based off the current COVID-19 climate and CDC recommendations.

