



BOSS Office + Coworking

COVID-19/Influenza Policies and Procedures



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Introduction

The purpose of this guideline is to take everyday preventive actions both personally and as a community to each do our part in helping slow and prevent the spread of COVID-19/Influenza. It is important to note that BOSS Office + Coworking (“BOSS”) will follow the most updated local, state and national guidelines available to do its part in accomplishing this plan and protecting BOSS Members (“Members”) to its best ability.

Prevention

Watch for COVID-19 symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. If travelling, BOSS asks all Members to self-quarantine for 14 days before entering BOSS facilities.

Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- *Fever or chills*
- *Cough*
- *Shortness of breath or difficulty breathing*
- *Fatigue*
- *Muscle or body aches*
- *Headache*
- *New loss of taste or smell*
- *Sore throat*
- *Congestion or runny nose*
- *Nausea or vomiting*
- *Diarrhea*

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

If you or someone you know have symptoms:

- *Stay home when you are sick*
- *Cover your coughs and sneezes with a tissue*
- *Wash your hands often with soap and water for at least 20 seconds.*

- *Use at least 60% alcohol-based hand sanitizer especially when soap and water are not available (sanitizer stations located throughout BOSS)*
- *Take additional personal responsibility to clean your own frequently touched surfaces, workstations and objects (cleaning supplies available upon request)*

Watch for Flu Symptoms

Influenza (flu) can cause mild to severe illness, and at times can lead to death. Flu is different from a cold. Flu usually comes on suddenly. People who have flu often feel some or all of these symptoms:

- *Fever* or feeling feverish/chills*
- *Cough*
- *Sore throat*
- *Runny or stuffy nose*
- *Muscle or body aches*
- *Headaches*
- *Fatigue (tiredness)*
- *Some people may have vomiting and diarrhea, though this is more common in children than adults.*

BOSS asks that all members go to the front desk to have your temperature taken, unless Member has own private entrance and can ensure that all employees will have temperature taken within own private space. Anyone can get sick with COVID-19 and/or influenza (even healthy people), and serious problems related to flu can happen at any age, but [some people are at high risk of developing serious COVID-19 and/or flu-related complications](#) if they get sick. This includes people 65 years and older, people of any age with certain chronic medical conditions (such as asthma, diabetes, or heart disease), pregnant women and children younger than 5 years, but especially those younger than 2 years old. BOSS asks that anyone considered high risk, please work from home especially during a pandemic.

*It's important to note that not everyone with flu will have a fever. Should you have a fever, stay home for at least 24 hours after you no longer have a fever or signs of a fever without the use of fever reducing medications. *Thermometers available at front desk.*

During COVID-19/Influenza

Continuity Plan

Many organizations across the world perform essential functions and services that may be adversely affected in the event of a pandemic/influenza. In such events, BOSS will assist in the continuance of their essential functions where it pertains to BOSS Members' use of BOSS facilities while following national and local governing entities for use of such facility. Continuing to perform essential functions and provide essential services is vital to many organization's ability to remain a viable entity during times of increased threats from a pandemic/influenza. Since the threat to an organization's continuity of operations is great during a pandemic outbreak; it is important for each essential BOSS Member to have a Pandemic Influenza Continuity of Operations Plan (or annex) in place to ensure it can carry out its essential functions and services. While organizations may be forced to suspend some operations due to the severity of a pandemic outbreak, an effective Continuity of Operations Plan can assist an organization in its efforts to remain operational, as well as strengthen the ability to resume operations.

After COVID-19/Influenza

Maintaining a Safe Workspace

BOSS management always takes cleanliness and disinfecting the BOSS facility very seriously. BOSS continues to enhance its touchpoint cleaning and social distancing as it receives new information from local, state and national governing entities. Below is a list of housekeeping, personal hygiene, and social distancing guidelines.

BOSS ask Members to continue taking all preventive actions.

Increased cleaning measures that remove germs from frequently touched areas such as:

- Doors, push bars, push plates, and knobs
- Drinking water/coffee dispensers/faucet handles
- Reception desk counterspace
- Tables and counters
- Light switch plates, remotes and phones in common areas
- Meeting Rooms (chairs, tables, technology devices, and removal of dry erase markers)
- Open coworking areas have been reduced to 25% capacity
- Public waiting areas (surface chairs, tables as well as removal of all reading materials from these areas)
- Restroom surfaces
- Staircase handrails
- Elevators (cab rails, interior/exterior call buttons)
- Copy room equipment/materials
- Kitchen/breakroom surfaces and appliances
- Antibacterial soap at sinks and sanitizer stations throughout the space

BOSS has reduced capacity in all Common Areas and Meeting Rooms through removing seating and in some cases taping off areas altogether. To decrease the frequency of contact, many meetings have been modified to use video conferencing to reduce the need for congregating. When group meetings occur, BOSS asks that all members wear masks, maintain proper social distancing and workspace capacity based upon current local, state and national recommendations. BOSS asks members to wear masks at all times, especially in Common Areas and Meeting Rooms.

BOSS will take administrative action (as needed) to maintain a safe workspace for all Members. We ask that BOSS Members immediately report any actions and/or concerns that may not be compliant with local, state and national guidelines. All BOSS guidelines will continually be updated as new information is available.

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