



NEW Center Building Reopening Plan: March 8, 2021 Revision

Given what we know about the pandemic and its likely trajectory, the NEW Center is preparing a scaled reopening over a period of several months. This document is the March, 2021, update to our guide to reopening.

Reopening, Part 1: Phases and Policies

At all times, please follow basic hygiene practices for the NEW Center:

1. Wash hands frequently.
2. Stay home when you are sick--even if it's "just a sniffle."
3. Cover your cough.
4. Clean high-touch surfaces or shared objects regularly.
5. Do not sing while you are at the NEW Center (this is an odd one, but singing spreads lots of small droplets and should be avoided in public spaces).

These are the best methods of preventing disease spread.

As of March 8, 2021, NEW is in Phase 2, with some modifications as outlined on page 3 of this document.

NEW INFORMATION

As of **March 8, 2021**, NEW is continuing to follow Phase 2 guidelines. The additional revised elements of Phase 2 detailed below are also to be followed. Conference room capacity will be updated and displayed on Skedda.

As of **September 24, 2020**, NEW is revising some elements of Phase 2 reopening. The goal of this revision is to adapt to new knowledge about COVID-19; update policies to match existing building use structure; and maximize staff resources to their best use. Adjustments are as follows:

- 1) **Coffee is back!** To provide COVID-friendly caffeine, we've introduced a Keurig in

the kitchen. There are caffeinated and decaf pods, as well as bulk coffee with reusable pods. This coffee is designed for Tenants and Affiliates working solo in their spaces. In order to encourage best public health practices, please do not plan meetings with coffee or offer this coffee to guests you are meeting with.

- 2) **Conference rooms are available for Tenants and Affiliates to book with a maximum capacity of 25% of pre-COVID capacity.** Capacity is:

Seating is arranged for social distancing, and there are tape markings on the floor to indicate placement of chairs and tables. (If using North & South together, rearrange the chairs in North.) Rooms can be booked on Skedda up to 70 days in advance. To maintain maximum flexibility, repeat bookings are no longer available. *Using Skedda is especially important during COVID, so that we can ensure building janitorial patterns match building use.* All repeat bookings currently scheduled have been cancelled. To reserve space more than 70 days in advance, email the Building Coordinator. Reminder: masks are required at all times in conference rooms.

- 3) **Tenants and affiliates may host any number of guests as long as they follow capacity guidelines for the space.** See below for capacity information.
- 4) In order to assess the safety of these new policies, **NEW staff reserve the right to drop in during conference room meetings.** These check ins will help ensure that everyone understands and is complying with building policies. We know you are receiving a lot of information and juggling many tasks, and staff drop-ins are designed to support your success and understanding of building policies. The \$5 fine for not wearing a mask will remain in place; organizations will receive this fine on their monthly invoice. If organizations consistently fail to follow policies, it may be grounds for lease termination.
- 5) NEW will begin **occasional conference room rentals to outside groups** on a phased schedule, following the reduced capacity guidelines for each room.

We are making these changes because masks have proven safe and effective in preventing the spread of COVID-19, and because we want to ensure tenants and affiliates are able to use the space to the greatest extent possible. We continue to request that organizations notify NEW of positive cases among members who have been in the building, so that we can respond rapidly.

Will NEW Center re-close?

1100 N. Main St., Suite 100, Ann Arbor, MI 48104 | Phone: (734) 998-0160 | Fax (734) 998-0163

Our re-closing policy will remain the same. We will close to all employees (except essential staff) in any of the following scenarios:

- in Washtenaw County, if there are more than 40 new cases per day reported for 5 consecutive days OR more than 5% of new tests are positive for 5 consecutive days;
- in Michigan, if there are more than 1100 new cases per day reported for 5 consecutive days OR more than 5% of new tests are positive for 5 consecutive days;
- OR at the recommendation of county or state health officials.

Phase 1

1. **Building open** to employees only as needed. Up to 5 guests permitted at one time--masks REQUIRED at all times.
2. **All employees are encouraged** to continue working remotely if possible. COVID-19 tests recommended no more than 14 days before returning.
3. **Conference rooms** open for limited use as follows:
South: meetings of 10 or less with social distancing (building employees only).
North: two workstations available
West: one workstation with A/V options.
4. **Masks required** in all areas of the building.
5. **Social distancing** observed at all times--even when wearing masks.
6. **Staff schedules staggered** as much as possible to minimize physical contact; socially distanced workstations open in conference rooms for staff in close quarters (priority to staff in shared suites).
7. **Sanitize** work space and common touch points (shared office supplies, door knobs, etc) in your suite on entry and exit.
8. **Kitchen area** open only for food prep, 1 person at a time; wash all dishes in the dishwasher and when possible, avoid eating meals at the

office.

9. **Employees who have traveled on an airplane, train, or long-distance bus OR have known exposure with a COVID-19 positive individual** should wait 14 days to reenter the building.

Phase 2

1. **Building open** to employees only for daily office work. **UPDATED: Family, guests, and visitors are permitted within the limited-capacity restrictions.**
2. **Employees** encouraged to work remotely as feasible; regular in-person office hours may begin resuming. Higher risk individuals should continue to work from home.
3. **Conference rooms** open for meetings. **UPDATED: Tenants and affiliates may hold meetings as needed, following safety protocols and capacity restrictions (max. 15 people in North-South).**
4. **Masks required** in public spaces of the building **UPDATED: at all times.**
5. **Social distancing** observed as much as possible.
6. **Staff schedules staggered** when possible to minimize physical contact. **UPDATED: Any overlapping staff should practice social distancing and masking.**
7. **Sanitize** work space and common touch points (shared office supplies, door knobs, etc) in your suite daily.
8. **Kitchen area** open, 1 person at a time; wash all dishes in the dishwasher. Each person is responsible for doing dishes and wiping down surfaces after use.
9. **Employees who have traveled on an airplane or have known**

exposure with COVID-19 positive individual should wait 14 days to reenter the building.

Phase 3

1. **Building open** to guests, clients, and visitors as needed; gathering size limited based on local recommendations.
2. **Employees** transition to fully on-site following their organization's guidance. Higher risk individuals may choose to stay remote.
3. **Conference rooms** open to outside groups (tenants and their guests, affiliates and their guests, and rental), of 25 or less.
4. **Masks optional** or as recommended by local officials. Masks recommended in gatherings when social distance is not possible.
5. **Social distancing** observed as recommended by local officials.
6. **Staff schedules** overlap as necessary to perform work.
7. **Sanitize** work space and common touch points (shared office supplies, door knobs, etc) in your suite on entry and exit.
8. **Kitchen area** open as needed, with good hygiene practices; thoroughly hand wash dishes when needed.

Phase 4

1. All practices return to normal, with the exception of some remaining health precautions

Reopening, Part 2: Questions and Clarifications

Will NEW monitor the entrance?

No. We'll be relying on our security system and each of you to help enforce and uphold these new safety policies.

What about Affiliate access?

We're excited that Affiliates will have expanded access to the building during Phase 2. We're counting on all of our Tenants and Affiliates to set appropriate expectations and provide for the safety of their employees, board members, and guests.

Why do I need to social distance if I'm wearing a mask?

A mask reduces the risk of spreading COVID-19, but it is not 100% effective. Masks are designed to keep your germs in; wearing one protects other people from your respiratory droplets. However, masks--especially homemade masks--do not filter all droplets. Standing closer together may allow some droplets to reach others. Masks reduce risk, but they are not a substitute for distancing. Social distance is also a symbolic way to express care and respect for each other. Without knowing each other's boundaries and risk factors, it is polite to err on the side of best practices. Please give each other 6 feet distance while in the NEW Center.

What if I forget my mask?

Masks are required in the building during Phase 1 and Phase 2. You can purchase a mask in Suite 100 for \$5. This is a safety requirement by the state and one of the most effective measures we have to prevent transmission of COVID-19 particles. Masks will be part of daily life everywhere for some time; please store extra masks in your car, place them by your front door, or take the measures you need to integrate them into your daily life.

Will NEW provide masks or other PPE?

Each organization is responsible for providing masks to their staff. NEW will provide gloves

and cleaning supplies for common areas, but each organization is responsible for ensuring its own staff have masks and cleaning supplies for your suite. During the period that masks are required in the building, NEW staff will give masks to any individual not wearing one and charge their organization \$5. If you forget your mask, you can purchase a mask on entry in Suite 100. Exact change not necessary; we will invoice your organization.

What do I do when I want to use conference rooms?

Sign up for conference rooms using [Skedda](#), as you typically do. It is more important than ever that you are diligent about removing canceled meetings and only signing up when you know you will use the space. Users are expected to wipe down all common surfaces in conference rooms before and after use.

Will the NEW Center receive a thorough cleaning before it's reopened, even if it's just common areas?

Yes. We have frequent contact with our cleaning service, and are constantly monitoring the changing needs for building cleanliness. Throughout Phase 1 and 2, we will adjust the cleaning schedule based on the volume of use and strive for a clean, safe space at all times.

During Phase 2, do I have to wear my mask while I'm at my desk and my suite is empty?

Because frequently touching masks reduces their effectiveness, we discourage removal and re-application of masks. However, we understand the discomfort and inconvenience of using a mask. If you are alone in your suite, use your best judgment and limit how often you touch your mask. There will not be repercussions for non-use in an empty suite, but we will never tell you it is a good public health practice.

What about kitchen clean up duty?

The kitchen clean up schedule will remain suspended through Phase 2. When it is reintroduced, gloves and sanitation equipment will be provided in order to minimize risk to individuals cleaning. If you are not comfortable with cleaning duty, talk to your supervisor at your organization to work out a solution.

How much notice will there be between phases being advanced or reversed?

We will give as much notice as possible. However, in most cases, because we are following recent data and public officials, there will likely only be 2-3 days' notice. If phases are reversed, every staff person may make one trip to the office to gather all necessary items in order to transition to remote work. Designated critical staff may return to their critical-use pattern.

Will individuals who test positive be asked to disclose and perhaps asked to continue working remotely?

Because of HIPPA concerns, we cannot guarantee that we'll be able to disclose positive tests to all tenants. For the sake of public health, we request that you inform Flavio (fdistefano@new.org) if one of your employees or volunteers in the building has tested positive so that we can adequately respond, sanitize, and assist with contact tracing. If one of your employees or volunteers tests positive, but has not been in the building and does not return to the building for 21 days from onset of symptoms, there is no need to inform NEW.

Are you sure none of these rules will change?

No, we are not! We will adapt policies as we learn more from the scientific community. We've provided information about a three-phase reentry to the building, but recognize elements of Phase 2 and Phase 3 are subject to change. Tenants will receive confirmation of the policies before we advance to the next stage.