

Covid-19 Operating Procedures

- Do not come to SHARED if you are feeling ill.
- Wear a face covering while at SHARED.
- Wash your hands upon arriving at SHARED.
- Keep your distance from other members.
- Dedicated Space: For members with a Dedicated Space, work out of your Dedicated Space and not in the shared spaces.
- Table Assignments: Members who come in frequently have an assigned table (1/2 of each square table). The table is labeled with their name. No one else should use assigned tables.
- Unassigned tables: there is a "Clean/Dirty" sign on each table. Please turn the "Clean" sign over to the "Dirty" sign if you have used the table. This will help others know which tables are clean.
- Kitchen: One person in the kitchen at a time. Wash hands upon entering kitchen.
- Meeting Rooms: Disinfect Meeting Room table when entering. The disinfectant is bleach-free and non-toxic.
- Keep doors to stairwell propped open.
- If you contract Covid-19, notify Marilyn immediately, so that she can inform SHARED members who may have been affected.