

# COVID-19 Response Policy

*Updated 5/4/20*

Nova Labs occupies a special place in the metro DC community and our members' hearts as a place to gather to rediscover the joy of making things. We want all of our members, attendees, and guests to continue their journey as makers for decades to come. But in the wake of the novel coronavirus and the disease it spreads, COVID-19, the leadership of Nova Labs has outlined a three stage response to public health threats.

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## Stage I

Threshold: Fairfax County has more than one confirmed case of COVID-19

- No large gatherings - all classes and events are limited in size to 25 persons
- The makerspace will have increased disinfection protocol, occurring mid-day and at closing
  - If you would like to volunteer for Team Clean, please contact Jennyfer Peterson or Nick Lattanze
- Signs posted in the makerspace indicating when to stay away while sick
- We ask all sick people to remain at home
  - We have empowered Team Leads, Stewards, and Board members to ask symptomatic people to leave the premises
- We ask people with confirmed COVID-19 to self-report so that we have the necessary information we need to determine escalating our response.
- We will no longer have public bins for safety glasses; if you need a pair, ask at the front desk and we will give you a new pair free of charge.
- We are asking people to remove their personal project items so that if we have to close suddenly, you are not stranded from your projects
- Classes may proceed as normal, provided they stay <25 students

- Any instructors who wish to cancel their classes may do so, just contact [events@nova-labs.org](mailto:events@nova-labs.org)
- Any attendees who wish to cancel their reservation will be offered a full refund, please refer to <https://www.nova-labs.org/class-and-event-policies/>.
- Any meeting that would normally occur in a conference room, will be conducted remotely
  - e.g. Team Leads, Benchwork, CiviCRM, private meetings
  - Nova Labs has a Zoom account, members may use this link to start a meeting: <https://zoom.us/j/7030001916>

## Stage 2

Threshold: as soon as either Fairfax County or Fairfax County Public Schools or Fairfax County Public Libraries close or at the discretion of the board

- Closed to non-members
- Associates need to check website/Slack to see if associate access will be active
- Cancel all classes and events

## Stage 3

Threshold: government mandate, board discretion (confirmed COVID-19 within Nova Labs, or leadership feels it is necessary)

- Close the space for >14-20 days
- Thoroughly disinfect the entire space
- Disengage door controller access
- Physical key will be held off-site by a member of the leadership team

## Phase I Re-Opening

The goal of this phase is to enable the leadership and instructors of Nova Labs to prepare the space for a broader re-opening at a later phase.

Priority projects:

- Preparation of 1930 for opening
- 1916 space optimization
- Online instruction setup and delivery
- Nova Labs' PPE Initiatives

Who can access:

- Board members
- Board-appointed Team Leads and Assistant Team Leads and Coordinators
- Board-appointed Stewards and Assistant Stewards
- Key members, on a temporary basis, designated by a team lead or steward for one of the priority projects

How to enable your badge for access:

- Email [support@nova-labs.org](mailto:support@nova-labs.org)

## Safety Precautions

- Maximum of 10 people in either 1916 or 1930 at the same time
- Thoroughly disinfect the surfaces and tools you have used before leaving
- Take your temperature on entry to demonstrate you are fever-free
- Use a face mask while at the space
- Preserve social distancing of 6 feet

## Remediation

- Nova Labs will refund classes to attendees who voluntarily cancel
- Nova Labs will refund classes that it cancels

## Communication

- This Policy will be published on Slack in the Announcements and Members channel, as well as posted on the Wiki
- If someone reports that they have been infected, a board officer will communicate it to the community