

# Nova Labs COVID-19 Response Policy

*Updated 9/2/2020*

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 (SARS-CoV-2) and the disease it causes, COVID-19, the leadership of Nova Labs has outlined a three stage response to public health threats.

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## Closing

### Stage I

Threshold: Fairfax County has more than one confirmed case of SARS-CoV-2  
“Coronavirus”

- 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 indicate when to stay away from the makerspace 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 coronavirus 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 personal project items so that if we have to close suddenly, no one is stranded from projects
- Classes may proceed as normal, provided they are fewer than 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>

### Remediation

- Nova Labs will refund classes to attendees who voluntarily cancel

- Nova Labs will refund class fees for classes that it cancels

### Communication

- This policy will be published on Slack in the #announcements and #members channels, as well as posted on the Nova Labs Wiki
- If someone reports that they have been infected, a board officer will communicate it to the community

### 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:

- Nova Labs will be closed to non-members
- Associates need to check the website or Slack to see if associate access is active
- Nova Labs will cancel all classes and events

### Stage 3

Threshold: government mandate, board discretion (confirmed coronavirus 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

## Re-Opening Protocols

### 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, 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

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 six feet

Building Access:

- For physical access to 1916 or 1930, please fill out this form at request badge activation: <https://tu.nova-labs.org/pvr>

## Phase II Re-Opening

The goal of this phase is to enable the members of Nova Labs to use the space for active making. Classes and events will still be held online. Teleworking and socializing at Nova Labs are not permitted.

### Priority Access:

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

### Who can Access:

- Board members
- Board-appointed Team Leads, Assistant Team Leads, and Coordinators
- Board-appointed Stewards and Assistant Stewards
- Key Members
- Associate Members
- **Non-members are not allowed in the space unless they are critical personnel on priority projects**

### Hours of Access:

- 24/7 access for Key Members and priority project volunteers
- Limited hours for Associate Members: 5:30-8:30pm Monday-Friday, 1:00pm-4:00pm Sunday until after the renovation is completed

### Criteria for Re-opening:

- We will align our re-opening phases with the guidelines set forth by Governor Northam for the state of Virginia
- If the conditions that triggered Phase I, II, or III closing re-surface, Nova Labs access will regress to those conditions.

## Safety Precautions:

- Kitchen usage
  - Do not leave dirty dishes on the counter or sink (place in the dishwasher immediately after use)
  - No sharing food or beverages
  - Wipe down all surfaces with disinfectant before you leave the kitchen (this includes table, counter, door and drawer handles, microwave tray and handle, refrigerator shelf and handle, etc.)
  - Throw dirty napkins or paper towels in the trash immediately after use
  - Do not use the kitchen when someone else is using it (unless invited)
  
- 1916 Occupancy
  - Orange Bay: maximum of 1 person per table at a time and no closer than 6' to another person
  - Laser cutter: maximum of 2 people at a time
  - Classrooms: maximum of 4 people at a time
  - Conference rooms: maximum of 2 people at a time
  - Woodshop: maximum of 10 people at a time
  - Metal Shop: maximum of 10 people at a time
  - Greenway: maximum of 2 people at a time
  - Blacksmithing: maximum of 2 people indoors; outdoors, maintain 6' social distancing and wear a face mask of mostly natural fibers.
  
- 1930 Occupancy
  - Enclosed offices and small conference rooms: maximum 2 people at a time
  - Innovation Center hot and dedicated desk spaces: desk spacing cannot be closer than a 6 foot radius between adjacent desks
  - Community Bay: maximum 2 people at a time
  - Events Room: maximum 1 person per table with tables spaced/marked to ensure social distancing
  - Robot Corral: maximum 4 people at a time
  - Videography Suite: maximum 2 people at a time
  - Community Classroom: maximum 1 person per table with tables spaced/marked to ensure social distancing
  - Lobby: maximum 3 people at a time
  
- Thoroughly disinfect the surfaces and tools you have used before leaving
- Coronavirus symptom questionnaire:

- Have you been within 6 feet of a person with a lab-confirmed case of coronavirus for at least 5 minutes, or had direct contact with their mucus or saliva, in the past 14 days?
- In the last 48 hours, have you had any of the following NEW symptoms?
  - Fever of 100.5°F (38°C) or above, or possible fever symptoms like alternating chills and sweating
  - Cough
  - Trouble breathing, shortness of breath or severe wheezing
  - Chills or repeated shaking with chills
  - Muscle aches
  - Sore throat
  - Loss of smell or taste, or a change in taste
  - Nausea, vomiting, or diarrhea
  - Headache
  - Positive COVID-19 test
- **If you answer yes to any of these questions, do not come to Nova Labs.**
- **Wear a clean face mask** that covers both your mouth and nose the entire time you are at Nova Labs
- Preserve social distancing of six feet

## Phase III Re-Opening

The goal of this phase is to enable the members of Nova Labs to use the space for active making. Many classes and events will still be held online. Teleworking at Nova Labs is permitted in 1930 for Innovation Center members.

### Priority Access:

- Preparation of 1930 for Grand Opening
- 1916 space optimization
- Online instruction setup and delivery
- Hosts, instructors, and guests of paid events that register through Meetup for events at 1930
- Nova Labs' PPE Initiatives

### Who Can Access:

- Board members
- Board-appointed Team Leads, Assistant Team Leads, and Coordinators
- Board-appointed Stewards and Assistant Stewards
- Key Members
- Associate Members
- Paid Event Hosts, Instructors, and their Guests
- Minors who are family members of Nova Labs members are allowed if they are closely supervised
- **Non-members are allowed at the 1916 location after September 1, 2020.**

### Hours of Access:

- Key Members and priority project volunteers – 24/7
- Associate Members – 5:30-8:30pm Monday-Friday, 1:00pm-4:00pm Sunday until renovations complete
- Guests of paid events at 1930 that register through Meetup
  - i.e. no guests or attendees at 1916
  - i.e. no unpaid guests at 1930
- Due to the renovation, not all tools are available for use
- Due to the continued need for social distancing, reservation slots are limited

- **All members must make a reservation prior to arrival. No walk-ins unless working on a critical project.**

Criteria for Re-opening:

- We will align our re-opening phases with the guidelines set forth by Governor Northam for the state of Virginia
- If the conditions that triggered Phase I, II, or III closing re-surface, Nova Labs access will revert to those conditions.

Safety Precautions:

- Kitchen Usage
  - Do not leave dirty dishes on the counter or sink (place in the dishwasher immediately after use)
  - No sharing food or beverages
  - Wipe down all surfaces with disinfectant before you leave the kitchen (this includes table, counter, door and drawer handles, microwave tray and handle, refrigerator shelf and handle, etc.)
  - Throw dirty napkins or paper towels in the trash immediately after use
  - Do not use the kitchen when someone else is using it (unless invited)
- 1916 Occupancy
  - Orange Bay: maximum of 1 person per table at a time and no closer than 6' to another person
  - Laser Room: maximum of 4 people at a time
  - Project & Chem/Bio Classroom: maximum of 13 people at a time
  - Wet Studio: maximum of 13 people at a time
  - Conference rooms: maximum of 1 person/30 sq ft to maintain 6' separation
  - Woodshop: maximum of 15 people at a time
  - Metal Shop: maximum of 10 people at a time
  - Greenway: maximum of 8 people at a time
  - Blacksmithing: maximum of 4 people indoors; outdoors, maintain 6' social distancing and wear a face mask of mostly natural fibers.
- 1930 Occupancy
  - Enclosed office: maximum of 1 person/30 sq ft to maintain 6' separation
  - Innovation Center Conference room: maximum 4 people at a time
  - Robot Corral: maximum 5 people at a time

- Innovation Center co-working areas: desk spacing cannot be closer than a 6 foot radius between adjacent desks
- Innovation Center Tool Bay: maximum 2 people at a time
- Innovation Center Lasercutter room: maximum 1 person at a time
- Community Bay: maximum 2 people at a time
- Events Room: maximum 18 people at a time if divider is open, or 9 people per side with divider closed
- Robot Corral: maximum 5 people at a time
- Media Suite: maximum 4 people at a time
- Community Classroom: maximum 3 people at a time
- Lobby: maximum 7 people at a time
- Due to the continued need for social distancing, max occupancy for each area has been set at 65 square feet/user
- Coronavirus Symptom Questionnaire
  - Have you been within 6 feet of a person with a lab-confirmed case of coronavirus for at least 5 minutes, or had direct contact with their mucus or saliva, in the past 14 days?
  - In the last 48 hours, have you had any of the following NEW symptoms?
    - Fever of 100.5°F (38°C) or above, or possible fever symptoms like alternating chills and sweating
    - Cough
    - Trouble breathing, shortness of breath or severe wheezing
    - Chills or repeated shaking with chills
    - Muscle aches
    - Sore throat
    - Loss of smell or taste, or a change in taste
    - Nausea, vomiting, or diarrhea
    - Headache
    - Positive COVID-19 test
  - **If you answer yes to any of these questions, do not come to Nova Labs.**

- Safe Making Practices - Allowed and Recommended PPE
  - We differentiate between normal safety PPE and the additional Covid-19 PPE (primary air filtering).
  - Covid-19 specific PPE and process
    - Clean face mask (required). Covers both your mouth and nose the entire time you are at Nova Labs. No masks with unfiltered exhalation valves, but N95 masks are fine, as are respirators.
    - Face shield (optional), in conjunction with face mask.
    - MakerShield (the enclosed face shield designed for MakerSchool) can substitute for face masks.
    - Apply hand sanitizer before and after you work
    - Signs designating proper hygiene (handwashing, face coverings, etc), and maximum safe occupancy of each space within Nova Labs will be prominently displayed
    - In some circumstances, it may be necessary to temporarily work around the 6-foot restriction for close inspection/instruction help. This will be done only if everyone has PPE.
  - Safety PPE (please bring your own)
    - Safety glasses
    - Gloves (leather or vinyl/nitrile/poly) - optional
    - Ear protection - optional/as needed
    - Steel-toed boots - optional/as needed
- These precautions were created using the guidelines and data presented by: The White House Coronavirus Task Force and CDC, <https://www.whitehouse.gov/openingamerica/>; Dr. Erin Bromage, Professor of Biology, Dartmouth College <https://www.erinbromage.com/post/the-risks-know-them-avoid-them>