

# FUSE

## WORKSPACE

### COVID-19 THREAT LEVELS

#### Level 1: Business as usual

- Regular cleaning of public areas
- Private office cleaning 3 times a week
- Front desk, staff support from 8-5 p.m.
- Lobby doors open 8-5 p.m.

#### CURRENT PROSPER --- Level 2: Heightened Status

- Increase cleaning frequency of public areas by staff
- Increased use of antiviral cleaning supplies
- Work with event organizers to postpone or adjust all events of 10 or more people
- Professional deep clean of facilities on more frequent basis
- While in building, observe local, state, and national protocols for masks, social distancing, hand washing, cough/sneeze protocols, etc.

#### CURRENT HOUSTON--- Level 3: Limited Services/Limited Visitors

- Essential FUSE staff in office 8-5 p.m., front desk open but limited coverage
- Members are encouraged to work from home as much as possible.
- While in building, observe local, state, and national protocols for masks, social distancing, hand washing, cough/sneeze protocols, etc.
- All conference rooms closed

- Visitors are restricted to 2 per member for essential short meetings (1 hour or less) in the member's private offices only
- Regular professional deep clean of facilities; public surfaces disinfected 4 times a day
- Staff with work with members and guests to postpone or adjust all future events
- Package delivery accepted

#### **Level 4: Extremely Limited Services/No Visitors**

- No FUSE employees regularly on site, only occasional quick visits by staff to check building
- The building is closed and locked at all times. Members will still have access to campus using their fobs/ keys
- Members in the building are to strictly observe all local, state, and CDC protocols
- No guests allowed in the building
- Coworkers must spread out and observe CDC social distancing protocols. We can accommodate in a private office if they are available.
- Staff will display emergency contact procedures at the front desk and on the member portal
- Packages can still be delivered to FUSE but will be left at the door or a designated area. Staff will not be available to sign for packages. Members should consider making alternative delivery plans
- Regular cleaning continues

#### **Level 5: Campus Closed**

- Campus closed due to federal, state, or local mandate. No members allowed.
- Key fob access reduced to only essential staff