

- **Self-Screen at Home:** If you have a fever, frequent cough, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste and smell, or if someone you live with has been diagnosed with COVID-19, **DO NOT** come in.
- **Physical Distancing:** Stay at least 6 feet apart when moving around, waiting for the copier, coffee, etc.
- **Wearing a Mask:** When moving about the common areas and coworking space, you will be required to wear a face mask or cloth covering.
- **Wipes and Sanitizer:** Use provided disinfectant wipes to clean surfaces **BEFORE** and **AFTER** you use them
- **Hand Washing:** Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled.
  - Avoid touching your eyes, nose or mouth with unwashed hands.
  - Practice good respiratory etiquette, including covering coughs and sneezes

**Other Cleaning Practices:** We have installed MERV 13 air filters and UV light disinfectant system in our HVAC.

We will be using UV light and O<sub>3</sub> to disinfect offices and shared spaces.

Also we will be ramping up our cleaning schedule from 3 days a week, to 5 days a week for the coworking space and common areas.

These new policies are being introduced for the safety and security of our members and guests, while ensuring that all building guests comply with the required protective measures outlined in the [California Statewide Guidance / Resilience Roadmap](#).

**All people entering The Satellite Center in Santa Cruz will need to respect and abide by these policies.**