

HEALTH & SAFETY PROTOCOLS - RELATED TO COVID-19

Best practices to keep everyone safe at Intersection

What we're doing...

/ Investing in supplies & products to keep us safe

Intersection has set up regular suppliers for hand sanitizer, high-strength disinfectant spray, disinfecting wipes, and soaps. There are 'sanitizing stations' placed strategically around the space with regular supplies of tissues/paper towel, hand sanitizer & disinfectant spray. Please make use of these supplies.

/ Implementing more rigorous cleaning & disinfecting protocols

Intersection is working with our cleaning contractor to increase their regular services and to ensure they are targeting high touch surfaces for daily disinfecting. Door handles, railings, faucets, toilets, desk tops, arm rests, kitchen benches etc. will all be disinfected daily. During office hours Intersection staff will also be wiping down extra high touch areas (faucets, bathroom doors, meeting room doors, photocopier display).

/ Improving ventilation and air flow

Following the SFPD directive, we are working with our HVAC contractor to ensure our system is operating at the optimal level to provide strong ventilation and air flow. We are also fortunate to have functional windows at each end of the building which we will open when conditions allow.

/ Following City & State guidelines & orders

Intersection is using the following City & State guidelines & orders and are regularly checking for updates to remain compliant in our planning.

- <https://sf.gov/resource/covidoffice>
- Posted in the space:
 - Social Distancing Protocols
 - Health & Safety Checklist provided by SFPD

/ Reconfiguring the space & creating traffic flows to make it safer

We have reconfigured the space to allow for social distancing while working. Desks have been spaced out with at least 6ft between everyone and additional workspaces have been made available for those who need it. See attached plan of the reconfigured layout.

The new layout of the space also creates clear pathways for travel through the space to help maintain distancing while moving throughout the space. In particular, **we will ask that you enter via the Market St. door and exit via Fell St.** If you require use of the elevator you will still be able to use the shared entrance with Mr. Tipples.

/ Communicating

As always, Intersection staff are always available and open to feedback. We want you to feel as safe and comfortable as possible in the space, so we welcome your thoughts & suggestions to improve our practices.

How you can help...

/ Self Assessment & Personal Awareness & Testing

In a nutshell - if you feel sick, please do not come into the office.

When you do come in there will be a station in the Market St. lobby with supplies including a temperature reader to allow for additional self screening. The following information is also posted:

- Personal screening template with questions/information specific to COVID-19 to assess whether you should come in.
- San Francisco testing information & availability
- Guidance around what to do in the event of a positive test for COVID-19 in the office.

/ Follow signage & direction in the space

Please observe signage and directions while in the space. They are designed to keep you safe and remind you of best practices. In particular, please take note of signage directing traffic flow through the space, as well as reduced capacity for meeting rooms and reminders for disinfecting shared spaces after use.

/ Utilize sanitizing & disinfecting products

Please make use of the hand sanitizer, disinfecting sprays and wipes as much as possible. In particular, please sanitize hands prior to utilizing any shared amenity such as bathrooms, kitchen, photocopier, elevator & meeting rooms. Sanitizing Stations and signage are strategically placed around the space to assist you in this.

/ Wear your mask/face covering

Out of consideration for others, we encourage you to wear a mask/face covering when occupying common areas inside the space.

/ Observe social distancing

While in the space we ask that you observe social distancing by maintaining 6ft of space between coworkers at all times. There are indicators in the space to remind you of this and help facilitate social distancing while moving through the space.

/ Limit outside guests

Please avoid bringing in outside guests where possible.

/ Follow protocols for shared spaces & equipment

Please maintain a limited room capacity to allow for social distancing, and be sure to clean and disinfect furniture and equipment as needed. Take special care in small spaces: kitchen, bathrooms, The Rhombus Room, The Meeting Room, The Nook, The Breakout Space couch area, the elevator.

/ Communicate

Intersection welcomes and encourages your feedback on how we can make you feel more comfortable in the space. These protocols will continue to evolve and your thoughts are essential to that process. We look forward to working together to keep each other safe & well.