



The Columbus Space – COVID-19 Facility Guidelines and Mandates

- To protect the health of The Columbus Space (TCS) members, families and the Ohio community, TCS will be acting in accordance with the State of Ohio and CDC COVID-19 mandates and guidelines requiring sanitization, social distancing and strongly encouraging face coverings.
- Face Masks / Facial coverings (mouth, nose, and chin) are **strongly encouraged** and mandatory for Staff / Volunteers (while working)
 - At minimum, facial coverings (masks) should be cloth/fabric and cover an individual's nose, mouth, and chin.
- TCS will be limiting capacity (Attendees/Volunteers/Staff) based on available space and ability to social distance with six feet between persons, except in circumstances where an instructor/student must be in close proximity.
- TCS will be set for social distancing - equipment will be spaced to provide a minimum six-foot radius (as measured from the edges of the specific piece of equipment)
- For class settings, event volunteers /staff / organizers will set up work areas before arrival of students, allowing at least a six-foot radius between attendees/students.
- TCS will be reinforcing six-foot minimum spacing through training with volunteers, organizers, and staff, and reinforcement with attendees.
- TCS has removed excess seating throughout the facility to discourage congregating / lingering.
- Any classes held at TCS will decrease attendance, if necessary, to accommodate the required six feet of social distancing.
- TCS will no longer maintain a lost and found. Unfortunately, any items left behind will be discarded.
- All attendee/volunteer/staff entry will continue to be recorded and will be maintained in the necessity of potential contact tracing.

Adherence to this policy is mandatory. The Columbus Space reserves the right to remove or refuse admittance to anyone who does not comply.

Facility Specific Changes

- TCS maximum occupancy will be 65 people – including staff, volunteers, and attendees. This will allow for a maximum of 55 attendees (normal maximum occupancy is 213)
- Pre-registration will be mandated for all potentially larger events – capped at 55 persons.
- Due to minimum six-foot distancing, several rooms will not be open while under this policy. These include the Social Area, Conference room #1 and Conference room #2.
- Entry will be through the front door only. Exit will be through the rear door only. (Except in emergencies and for ADA compliance)
- The Sandua Room will be designated as the social space with these conditions –
 - Tables will be a minimum of eight feet apart (to allow chair settings to be a minimum of six feet.
 - Maximum of 10 persons per table.
 - There will be disinfecting wipes on each table to clean and sanitize table and chairs between seatings.
- Every other Cubbie will be closed.
- Please arrive dressed as you intend to attend the function.
 - If your outfit is not vanilla, please wear a vanilla covering.
 - Do not change at the Space
- Risk-Aware partners / persons who mutually consent to a negotiation / agreement that includes COVID-19 and general health information may interact with each other as they see fit (within the regular Space rules) - while still maintaining social distance from other persons.
- The Shower is closed.
- The Ceiling Fan will not be in use (the switch will be covered)
- Restrooms will be limited to one person at a time
- Coat racks will be available inside main room with adequate spacing to be accessed by one person at a time.
- TCS loaned gear will no longer be available. (Yoga mats/blocks, Drums/percussion instruments for drum circles, Kink Toys, Rope, etc)
- Water/Hydration at the Space:
 - Please bring your own water bottle.
 - Refrigerator with drinks for purchase will be available in Sandua
 - The hallway water fountain will be disabled.
 - No Water Stations will be available.

Registration based changes:

- Anyone who feels ill should stay home. TCS Staff / Volunteers will be screening for temperature / history / exposure in accordance with CDC recommendations.
 - Anyone with any COVID-19/Respiratory/Fever symptoms will be refused admittance
 - TCS Staff/Volunteers will be asking if you have / had any symptoms.
 - TCS Staff/Volunteers will be checking temperature at the door with non-contact infrared thermometers.
- There will be clearly visible six-foot spacing markers on the ground leading to entrance and on the floor of registration. Please use these to maintain six-foot social distancing during the registration process-If those markers are occupied, please wait in your car, or at an appropriate six-foot distance around the sidewalk.
- To ensure smooth and rapid flow through registration, Space member waiver cards will be honored for all events requiring waivers.
- Online waivers will be available for day pass attendees
- Should paper waivers be necessary, pens and new plastic clipboards will be sanitized between uses

Please be patient – while we are streamlining the process, due to the distancing, we have to limit registration staff to one person.

Sanitization

- All TCS attendees/volunteers/staff will use Hand Sanitizer upon entry to facility.
- All TCS Hand Sanitizer products will continually meet the CDC guidelines.
- There are currently 8 Hand Sanitizer locations (with clear signage) available throughout the facility for attendees/volunteers/staff.
- TCS provides EPA-approved disinfectants or disinfecting wipes for sanitizing equipment before and after use by attendees, with equipment cleaning backed up by staff / volunteers.
- TCS will be routinely disinfecting high-contact surfaces, desk workstations, restrooms, and equipment
 - Every two hours (during high traffic events) TCS volunteers / staff will clean and disinfect, using EPA-approved disinfectants or disinfecting wipes, the restrooms, and public high touch surfaces such as faucets, toilets, doorknobs and light switches.
- Deep cleaning will be completed on a regular basis during off hours.
- TCS will verify supplies for handwashing, including soap and materials for drying hands are fully stocked every time the bathroom is cleaned.

Signage

- TCS will be posting signs in the entry and registration areas requiring social distancing and strongly encouraging face coverings.
- TCS also has posted reminder signage for handwashing, sanitization of equipment, social distancing, etc.
- There will be visibly posted signs with COVID-19 symptoms and screening questions.

Staff / Volunteers

- All Staff / Volunteers will be screened for temperature, history, exposure in accordance with CDC recommendations each shift (if symptomatic will not be allowed to enter facility).
- Wear gloves when appropriate and possible. (Supplied by TCS if needed)
- Staff/volunteers have been provided instruction/education on COVID-19 prevention.
- Staff / Volunteers will take their temperature and perform a self-assessment and not report for their shift if they are ill or exhibiting symptoms of COVID-19.
- Staff / Volunteers are required to wear facial coverings, (Supplied by TCS if needed) except for one of the following reasons:
 - Facial coverings are not advisable for health reasons
 - Facial coverings are not required when the staff/volunteer works alone in an assigned work area
 - There is a functional (practical) reason for a staff/volunteer not to wear a facial covering in the Space.
- Maintain at least six feet from other persons unless instruction makes it impractical.