



COVID-19 Health & Safety Protocols

3 November 2020

Dear Catalyst Campus Tenants:

As we continue to navigate through these uncertain times caused by COVID-19, Catalyst Campus for Technology and Innovation (CCTI) has been and will continue practicing and maintaining cleanliness standards within our facilities. Even though COVID-19 forced businesses to close their doors back in March, we recognized the need to keep our Campus doors open as many of you provide mission essential support to the U.S. Government.

Below is an outline of the cleaning standards we've put into place on the Campus:

- We have employed the services of a 3rd party commercial cleaning company that conducts daily cleaning of high traffic areas across the Campus, such as the co-lab kitchen, conference rooms, building entrances, bathrooms, etc. The cleaning company is using products that meet or exceed CDC standards.
- As has been our standard practice due to information security, the cleaning company will not be accessing your company's office spaces for cleaning. We are asking you to do your part in keeping your work environment clean and sanitized, especially if people have been in your office, or if multiple people are utilizing the same workstation. Surface areas to focus on include, but are not limited to, keyboard, mouse, candy dishes, printers, etc.
- We have strategically placed cleaning products in high traffic areas (e.g. conference rooms and kitchens) to inspire everyone to do their part in keeping the Campus clean throughout the day.
- We have also placed hand sanitizer in all common areas, including conference rooms, kitchens, and our concierge desks. PLEASE DO NOT take the hand sanitizer from these areas. We do have complimentary CCTI hand sanitizers. Please visit the concierge desks for a bottle.
- We have placed informational and instructional signs throughout the Campus that illustrate safe social distancing, proper hand washing, and use of hand sanitizer per CDC guidelines.

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- We have arranged our conference rooms to accommodate 6-foot social distancing around the table. After further assessment, CCTI has revised the maximum occupancy numbers allowed in each conference room to accommodate the new guidelines and restrictions outlined by the Colorado Department of Public Health and Environment (CDPHE). Updated signs have been placed at the entrance of each conference/meeting room to inform users of the max limit of people allowed at one time. We ask everyone to comply with these occupancy limits to ensure the health and safety of all people.
- White board markers have been removed from each meeting/conference room and are controlled by our Operations Specialist staff. The markers will be provided upon request and will be sanitized between each use. We kindly ask that you use the disinfectant spray and paper towels located in the conference room after you have conducted a meeting.
- As a CCTI managed service, we are continuing to provide complimentary coffee in each kitchen. While preparing and handling the coffee, our staff are wearing masks and gloves to protect and prevent the spread of germs. Our staff is also following these protocols when cleaning the coffee cannisters at the end of each day.
- We encourage our staff and tenants to be cognizant of their health and any symptoms they might develop during the pandemic. If anyone on our team or anyone within your organization/company are showing signs/symptoms of COVID-19, we ask that you follow the guidance below:
 - Continue working from home and refrain from coming into the office;
 - See a doctor and/or get tested; and
 - Notify CCTI staff. Please note we will comply with HIPAA guidelines and not ask for specific names, but we will need to work with the exposed individual to execute proper contact tracing to notify individuals of possible exposure. If we have a positive COVID-19 case on Campus, the cleaning crew will conduct a deep cleaning immediately after notification.

CCTI staff is closely monitoring any new Executive Orders issued by Governor Polis and will ensure compliance from across the Catalyst Campus community. As of the issuance of this letter (dated 3 Nov 2020), we will be implementing and enforcing within the Campus, the Governor’s statewide mandate for medical or non-medical wearing face coverings:

- According to the statewide Executive Order D 2020 138, issued by Governor Polis, “**all individuals over ten (10) years old must wear a face covering over their nose and mouth when entering or moving within any Public Indoor Space.**” As CCTI provides a public indoor space, will be enforcing these new orders to maintain the safety and protection of all individuals on and off Campus, and we are requiring all tenants and guests to comply with the order. If you do not have a mask, please visit the concierge desk(s) and our staff will be happy to provide you one.
- According to the Colorado Department of Public Health and Environment (CDPHE), issued October 30, 2020, for El Paso County, CCTI will be limiting our office capacity to 50% physical occupancy.

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