

Health and Safety Policy

The virus that causes COVID-19 can be spread to others by infected persons who have few or no symptoms. Because of the hidden nature of this threat, it is the policy of this business to require the following:

1. FACE COVERING REQUIRED IN ORDER TO ENTER AND REMAIN ON PREMISES ACCORDING TO THE FOLLOWING GUIDELINES.

All persons over the age of ten (10), including employees, members, customers, visitors, invitees and contractors ("Patrons"), who enter this business must wear a face covering over their **nose and mouth**, such as a homemade mask, scarf, bandana, or handkerchief. If you do not have a mask, one will be provided for you.

- a. The **requirement of a face covering applies** when you are in the following areas:
 - i. Kitchen (unless eating, see section 1d).
 - ii. Entering and exiting the building and navigating to your desk or workspace.
 - iii. Going to and from the restrooms.
 - iv. General movement throughout the open work area of the building while not at a dedicated workstation or private office.
 - v. Conference room, when there are 2 or more people in the Jam Session or Band Room. See below for Orchestra Room guidelines.
 - vi. Phone booths, unless participating in a video conference where the mask would impede the performance of your job.
- b. The requirement of a face covering **does not apply** when you are seated at your dedicated workspace (coworking assigned desk, dedicated desk and private office) and are adequately maintaining six (6) feet physical space from your co-workers.
- c. The requirement of a face covering **does not apply** if covering the nose and mouth poses a significant mental or physical health risk to the individual, to be approved with Ensemble administration beforehand.
- d. The requirement of a face covering also **does not apply** when an individual is consuming a food or beverage or receiving a service where the wearing of a mask would impair the performance of the service.

2. PHYSICAL DISTANCING PROTOCOLS.

Even with the use of appropriate face coverings, individuals should maintain six feet of physical distancing whenever possible.

- a. Employees or Members should not work within six (6) feet of one another, except to the extent necessary to provide services.
- b. Patrons should maintain six (6) feet of separation from other individuals outside their household, to the extent feasible when inside the business premises.
- c. Patrons of the business queuing or waiting inside or on the premises of the business must maintain six (6) feet of separation from other individuals outside their household.

3. CONFERENCE ROOM AND EVENTS PROTOCOL.

Members and non-members will adhere to limited capacity use for each room:

- Orchestra Room: 14 - Band Room: 6 - Jam Session: 3

- a. **The requirement of a face covering applies** to conference room usage and events:
 - i. Conference room, when there are 2 or more people in the Jam Session or Band Room.
 - ii. During any event where there are more than 10 people and adequate physical distancing of six (6) feet is not possible.
 - iii. Going to and from the restrooms.
 - iv. General movement throughout the open work area of the building while not in the conference room, entering and exiting the building.
 - v. ONLY members or the lessee of the space are allowed in the kitchen to acquire water or coffee for guests or visitors.

4. VIOLATIONS.

Patrons who do not adhere to the preceding guidelines will be asked to leave the premises and will not be provided goods or services until the face covering requirements are followed.

5. NOTICE AND SIGNAGE.

Notice of this Health and Safety Policy will be posted in a conspicuous location of the business.

Further recommendations on how to control the spread of COVID-19 can be found at the [Centers for Disease Control and Prevention \(CDC\)](https://www.cdc.gov/covid19/).