



## **MAHEC Guidelines for Shared Spaces**

The following guidelines apply to co-working spaces (shared office spaces) to prevent exposure to and transmission of COVID-19 among MAHEC employees. These guidelines supplement other COVID-19 protocols already in place and are subject to change.

### **Definitions**

- **Fully Vaccinated** refers to a person who is:
  - More than 2 weeks following receipt of the second dose in a 2-dose series (Pfizer or Moderna), OR
  - More than 2 weeks following receipt of one dose of a single-dose vaccine (Janssen/Johnson & Johnson)
- **Unvaccinated** refers to a person who does not fit the definition of “fully vaccinated,” including people whose vaccination status is unknown.

### **Vaccines**

- MAHEC recommends all employees get the COVID-19 vaccine; however, it is not mandated at this time. Please submit proof of vaccine to employee health at [employeehealth@mahec.net](mailto:employeehealth@mahec.net). MAHEC recommends that employees who share an office space receive the COVID-19 vaccine.

### **Physical Distancing**

- MAHEC will follow room occupancy thresholds based on 6 feet of physical distancing and movement. The occupancy numbers are posted outside of classrooms and meeting rooms.
- Ensure office seating and desk arrangements allow for 6 feet of physical distance.
- Conduct meetings in designated meeting spaces or classrooms that allow space for 6 feet of physical distancing. Small offices should not be utilized for meetings with multiple attendees.
  - For classrooms, the preferred set-up is the standard grid set-up. Alternative set-up requests will be honored, but may reduce capacity.
  - Alternative room set-up request must be submitted at least 3 days prior to the event. Submit requests at [facilitieswo@mahec.net](mailto:facilitieswo@mahec.net).
- Continue utilizing physical barriers to separate individuals (i.e. cubicle walls or plexiglass barriers), if available.

### **Ventilation**

- Employees may utilize a portable high-efficiency particulate air filtration (HEPA) unit in their offices to enhance air cleaning.

### **Screening for Signs and Symptoms of COVID-19**

**Employees will complete the daily symptom screenings.**

- Employees will not report to work with symptoms of COVID-19 or after exposure to an infected person without Employee Health clearance, regardless of vaccination status.
- COVID-19 testing is recommended for all employees experiencing COVID-19 symptoms, regardless of vaccination status.



### **Disinfection and Cleaning**

- At least daily, disinfect your work station and all high-touch surfaces such as door handles, desks, and light switches.
- Employees are responsible for disinfecting tables and surfaces before and after eating on them.

### **Hand Hygiene**

Practice frequent hand hygiene. Wash hands with soap and warm water for 20 seconds or use hand sanitizer with 60-95% alcohol:

- Before and after eating
- After using the restroom
- After touching high-touch surfaces
- After blowing your nose, sneezing, or coughing
- Minimize touching your eyes, face, and mouth to minimize transmission of germs

### **Facemasks**

- **Cubicle Spaces in non-clinical areas**
  - Fully vaccinated individuals may choose to remove their masks.
  - Non-vaccinated employees may remove their masks only when they meet the following 3 criteria:
    - In private cubicle area with tall barriers (walls of the cubicle) intact
    - Desk facing away from neighboring desks
    - At least 6 feet away from other individuals
  - Unvaccinated employees must wear a facemask when they stand up and walk around.
- **Shared offices, no cubicles:**
  - MAHEC recommends that employees who share an office space receive the COVID-19 vaccine.
  - Employees who share an office space may remove their masks if all parties are fully vaccinated and not experiencing symptoms.
  - If all parties are unvaccinated, everyone must wear a facemask while sharing any office space.
  - If there is a mix of unvaccinated and vaccinated employees sharing an office space with no barriers, it is recommended that all parties wear a facemask

### **Resources**

CDC. *When and How to Wash Hands*. Retrieved from <https://www.cdc.gov/handwashing/when-how-handwashing.html>

CDC. *Guidance for Businesses and Employers responding to COVID-19*. <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

CDC. COVID-19 employer information for office buildings. <https://www.cdc.gov/coronavirus/2019-ncov/community/office-buildings.html>

CDC. *Interim Public Health Recommendations for Fully Vaccinated People*. Retrieved on 5/20/21 from <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated-guidance.html>



CDC. *Updated Healthcare Infection Prevention and Control Recommendation in Response to COVID-19 Vaccination*. Retrieved from <https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control-after-vaccination.html>

State of North Carolina. *Executive Order No. 215. Lifting COVID-19 Restrictions to Reflect New Public Health Recommendations*. Retrieved on 5/20/21 from [https://files.nc.gov/governor/documents/files/EO215-Lifting-COVID-19-Restrictions\\_0.pdf](https://files.nc.gov/governor/documents/files/EO215-Lifting-COVID-19-Restrictions_0.pdf)