

TIMELINE

OCTOBER 4, 2021

- Office hours
8:30am – 4:00pm.
- Kitchen use and complimentary coffee service resumes.
- Bathrooms closed to public unless using a conference room.
- Loevner conference room open, max occupancy 20ppl.

JANUARY 2022

- Policies will be updated to align with ongoing changes to CDC and OSHA guidelines.

POLICIES

- Masks are required for building entry and must be used in common spaces: lobby, kitchen, bathrooms, hallways.
- Mask use in conference rooms is optional.
- Glasser/Schoenbaum will provide stations of masks, wipes, and hand sanitizer in conference rooms, lobby, and kitchen.
- GS Staff will wipe down common surfaces daily.
- Occasionally, we will run an ozone generator at night to remove air pollutants like viruses, mold, mildew, and bacteria. Ozone can be irritating and harmful to the respiratory system, and the building must be UNOCCUPIED while the ozone generator is in use. There will be a sign on the door indicating when the ozone generator is in use and entry is prohibited.

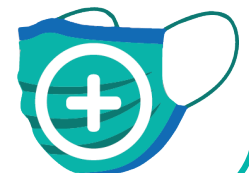
GUIDANCE

This policy adheres to CDC and OSHA guidelines as of October 2021. The policy will be updated January 2022, or earlier if new Coronavirus case positivity rate for Florida increases to 10%, as reported by FL DOH.

THANK YOU FOR HELPING US!

We're all working together to get back to normal. Thank you for being a partner in our efforts!

~ Glasser/Schoenbaum Staff



CONFERENCE ROOMS: AN AMENITY OF GLASSER/SCHOENBAUM

- We are pleased to offer 24/7/365 access to all tenant partner agencies.*
- Conference room is located on the ground floor of Building J-1.
- Office hours for Building J-1 are M-F, 8:30a–4:00p. For entry outside of business hours, tenant partner agencies are given one dedicated key fob and a unique alarm code.

RESERVING A CONFERENCE ROOM

- Submit all requests through the online form at: GS-HumanServices.org/Room-Reservations
Reception will send you an e-calendar invitation to confirm.
- Cancel your room reservation if you no longer plan to use it.
- Please reserve your conference room with us even if you think it is vacant, because:
 - We track conference room statistics.
 - *Occasionally, we will run an ozone generator at night to remove air pollutants like viruses, mold, mildew, and bacteria. Ozone can be irritating and harmful to the respiratory system, and the building must be UNOCCUPIED while the ozone generator is in use.

CLEANING AND CLOSING PROCEDURES

- Kindly return conference room to the same condition in which you found it.
 - Wipe down tables with disinfectant wipes, provided in each room.
 - Return chairs and tables neatly back to their places.
 - Take trash out to the dumpster located in the parking lot.
 - Loevner: deadbolt side door before you leave.
- Keep doors closed during your meeting; sound carries throughout the building.

IF YOU ARE THE LAST PERSON IN THE BUILDING

- Double-check that no one else is in the building.
- Turn off all lights.
- Set alarm.
- Outside gates are open until 9pm, when security guards lock them.

CONFERENCE ROOM DESCRIPTIONS

Loevner: 20 ppl - Open 10.04.21

Conference room includes:

- TV screen and rolling whiteboard
- Polycom or phone and laptop with HDMI hookup upon request.

For questions or to request a conference room orientation, please contact:

reception@gs-humanservices.org
(941) 365-4545 x108