

Important Information

Coming to work at Grant Street Mansion, Carriage House & Josephine Mansion

COMING TO THE OFFICE:

- Sanitize your laptop and any other equipment before you pack it up to bring it back to your desk.
- Take your temperature every day before you leave home. If you have a temperature of 100 degrees or higher, stay home until you are fever free without fever reducing medicine for 72 hours.
- Each building has a contactless thermometer station in case you need to check while you're in the office. If you have a temperature of 100 degrees or higher contact your manager and go home immediately.

- You should also stay home if:
 - You are sick with any symptoms but especially those of COVID-19 (fever, cough, shortness of breath, etc).
 - You come in close contact with someone who has been diagnosed or exposed to COVID-19.
 - You test positive for COVID-19.

- **Masks or face coverings are REQUIRED in public places in Colorado.** Please provide your own mask and wear it anytime you are in the building other than when you are working at your desk.
- Please limit the food you bring into the office to just what you need for the day. This will avoid overcrowding the refrigerators and make it easier to keep things clean.
- **WASH YOUR HANDS FREQUENTLY – 20 SECONDS OR LONGER!** And don't touch your face.

PARKING & BUILDING ENTRY:

- Parking spaces have been added in the 11th & Grant Lot.
- If all the designated parking spots at GSM & 11th & Grant Lot are full you may expense day rate parking at any surrounding lot. The closest lot for day parking is at 12th & Sherman.
- The parking lot at Josephine has 27 spots available for those working there.
- Key fob entry records will be kept on file in the event contact tracing is needed. Individual entry is recommended for accurate record keeping.

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KEEPING THINGS CLEAN:

- Professional cleaning service is scheduled daily at Grant Street Mansion. Josephine's regular professional cleaning schedule is Monday, Wednesday & Friday each week unless additional services are requested in advance.
- You can help keep things clean by wiping down surfaces you touch and using hand sanitizer.
- Clorox wipes are available throughout the mansions to wipe down desks, copiers and meeting room tables and chairs after use.
- You are responsible for sanitizing your own workspace. Please use Clorox wipes daily to ensure your personal space is clean.
- **WASH YOUR HANDS FREQUENTLY – 20 SECONDS OR LONGER!**
- Hand sanitizer is available throughout the mansions – use it frequently.
- There are signs (some required by the Public Health Order) to remind you to wipe things down, wash your hands frequently, etc. posted around all the buildings.
- Each person is responsible for keeping things clean for the next person.

KITCHEN AT GRANT STREET, CARRIAGE HOUSE, AND JOSEPHINE:

- The kitchens are open, but we ask that you limit use as much as possible.
- Coffee is available, please wipe down the coffee maker after you pour a cup.
- Creamers are in individual containers only.
- If you bring breakfast or lunch, please only bring what you will eat for the day.
- If possible, use an ice pack to keep your lunch bag contents cold and keep it at your desk.
- **Minimize use of the refrigerators and do not leave items there overnight.**
- If you use the refrigerator wipe down anything you touch inside, and the handle after closing it.
- Limit cooking on the stovetop or in the oven.
- If you use the microwave, stovetop or oven wipe down the handles, keypad controls and other surfaces.
- **Minimize use of office dishes. If you do use dishes, clean them with hot, soapy water before putting them in the dishwasher for sanitizing.**
- **DO NOT LEAVE DISHES ON THE COUNTERS OR IN THE SINK.**
- Please throw away all food items in the kitchen. No liquids in ANY trashcan.

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MEALS AT GRANT STREET, CARRIAGE HOUSE, AND JOSEPHINE:

- Eating in the kitchen will not be allowed to avoid congregating.
- Temporarily you may eat at your desk, however, please throw away all food items in the kitchen.
- The Garden Level patio and front porch are open at Grant Street, please follow distancing guidelines – 6 feet apart at all times.
- The Harkness Table and the table outside the kitchen on the Garden Level will be available, please follow distancing guidelines – 6 feet apart at all times.
- Use Clorox wipes on chairs and surfaces when you are done eating so the area is clean for the next person.
- Food deliveries are discouraged but if you do place an order, make sure you are there to greet the delivery person at the door or ask for it to be left on the porch.

DESKS, MEETING ROOMS & COMMON AREAS:

- The standing desk function may not be used to maximize the protection offered by cubicle walls
- Face masks are required to be worn when you are not at your desk.
- Avoid congregating in any common areas, please follow distancing guidelines – 6 feet apart at all times.
- No more than 10 people in any meeting room, please follow distancing guidelines – 6 feet apart at all times.
- You are encouraged to take meetings from your desk rather than in a meeting room if you are able.
- After you use a meeting room, it is your responsibility to use Clorox wipes on chairs and surfaces when you are done so it is clean for the next person to use.
- **The gym is closed.**

SHIPPING:

- To reduce traffic in our buildings, we will not accept personal items shipped to either Grant Street or Josephine Mansions. Please have all personal shipments sent to your home.
- Mail is distributed daily.
- If a shipment does arrive for you, you'll be notified that the package has been delivered so you can pick it up.

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VISITORS:

- We are limiting visitors, including personal friends and family, in all buildings. Please do not accept in person appointments from vendors, hotel partners, etc.
- If there is a need for an exception please check with your manager before scheduling. They will review the request with our facilities team and give approval.
- When your visitor is approved, please fill out the Visitors Log on Unbridled.in. This information will provide a record for contact tracing.
- Guidelines for visitors will also be provided. Please be sure anyone who does visit follows them carefully.