

# MN COVID Facility Access Policy

Maker Nexus is a premier manufacturing facility making equipment needed in the fight against the corona virus epidemic. Items we make may be used to protect people from viral contamination and in other critical care situations. As such we must take strict precautions to protect our facility from viral contamination to keep our staff and volunteers safe so that we can continue production. In accordance with this objective the following policies are now in place.

1. Exterior doors will remain locked at all times. We must protect our facility from casual access.
2. We will limit the number of people in the facility to the minimum required to get this vital work done.
3. Everyone inside the facility **MUST** wear a face mask at all times. There are no exceptions to this rule. Anyone found inside without a face mask in place will be ejected immediately. This is not to protect the person wearing the face mask, but to protect our facility and personnel from viral contamination by an asymptomatic carrier. We have masks behind the front desk that we can provide to visitors.
4. No one with any symptoms (fever, cough, headaches or shortness of breath) is allowed in the facility, even with protective gear.
5. Personnel in the facility will **remain 6 feet from each other** except in extreme circumstances.
  - a. First person on shift will wipe all high traffic surfaces (knobs, handles, buttons) with disinfectant cleaner (bleach/alcohol etc)
  - b. Only one person may be in the MN office at any one time. **NO EXCEPTIONS**, even to “just get something from my desk”. Keep your distance!
  - c. Only one person may be in the MN conference room at any time.
  - d. Meetings will be held in the event room with participants keeping at least 6 feet from each other. Participants will all wear face masks during meetings!
  - e. Only one person may be in the MN break room at any time.
  - f. Meals will not be eaten together.
  - g. We will not socialize inside the facility.
  - h. Wash hands thoroughly with soap and water for 20 seconds! Exit the bathroom door with a paper towel to touch the door handle.  
<https://www.cdc.gov/handwashing/when-how-handwashing.html>
6. Spraybottles of disinfectant solution will be stationed at many places around the facility. Periodically all staff should use a cloth to wipe the surfaces of the area. When a person leaves a work area they must use a cloth to wipe surfaces clean so the next person to use the area is protected.
7. Drop offs / Pick ups - There will be a box outside of MN for our maker community to drop off finished pieces. If we are giving out a supply to someone it will have their name on it in the box. Members coming to drop off parts should take care to protect themselves

from virus that may have been left on the box by others. Sanitize your hands after you leave the area.

8. Deliveries - All deliveries should be sanitized before entering the facility. If this is not practical then the deliveries should be held in a designated unsafe area near an entrance until they can be sanitized. A disinfectant cloth will be run over the outside of all deliveries or they will be left to sit for 24 hours before handling them again.
  - a. UPS
  - b. USMail
9. Shipments - To the greatest extent possible, shipments of our products to their destinations should be done by volunteers who are not involved in production at the facility. Product shipment will expose the person to another set of people outside of our secure core. That exposure is a possible vector back into our facility. If we had enough volunteers we would recommend that the same volunteer not be used for 14 days; this is probably not practical and we will have to risk using the same shipment volunteer several times.
  - a. If possible, products to be shipped should be set outside the facility for a volunteer to pick up. The shipment person should not enter the facility.

## Long Comments

If you feel the need to make long comments for discussion, please put them here as single items so others can comment under that bullet. **PLEASE resist the temptation to post a single long analysis or commentary here** - that will not help us. Think through what you want to say and then post each idea as a separate section.

Issue / Thought 1

Issue / Thought 2

Issue / Thought 3