

NEST and COVID-19

Excerpts



- COVID-19 is challenging us all, and is creating a “new normal”
- NEST has always been meeting a community and its institution’s current and foreseeable needs, and is being adapted to fight COVID-19 on as many fronts as possible
- As a part of NEST at-large the Network is compiling a guide of best practices and strategies across a series of categories to combat the spread of COVID-19 in our work places and communities



Reopening and Resuming Work On-site



Many of us are wondering how to structure the physical workplace, its employees, and the use of time and space within them

- If possible think about staggering employee schedules and maintaining work-from-home days to reduce your office's capacity across the week
- Most guidelines recommend running an office at 25-30% capacity if possible
- Space out and stagger parking during reduced capacity operations if possible as well



Entryways and Exits

NEST has always held entryways and routes as one of its pillars, and has adapted these to COVID-19.

- If practical, consider using alternative entrances and exits that may not normally be used during office hours
- Do not have staff members using entryways and exits that will place them in unsafe spaces or unmonitored locations
- This is especially helpful if your office houses more than one organization



Use of Space and Fixtures

Many rooms, appliances, and fixtures within a facility or office are communally used, often without a second thought.



- “One at a time” rules for hallways, stairs, and elevators should be applied to your office if possible
- Within your building itself you may want to reduce or ban the use of communal appliances and spaces such as fridges, water fountains, and lunch rooms
- Encourage staff to bring in personal coolers or thermoses for lunch and provide water bottles and sanitizing materials

Use of Space and Fixtures Cont.



- Avoid multiple trips to copy rooms and try to assemble a list over the day of what needs to be printed, copied, scanned, etc.
- To mitigate any possible spread use your offices AC to direct as much air outside of the facility as possible, and leave on overnight to dilute air
- Shut shared vents and aim desk fans in a way that does not spread airflow across multiple work stations

Meetings and Conferences

As organizations and businesses re-open face-to-face meetings will increase – we still recommend virtual meetings.

- Try to have a designated visitor/meeting area with clear boundaries and markers
- Preferably have such an area as close to an entrance as possible
- Forward meeting materials to attendees to have them print out on their own
- Have chairs staggered so that attendees are not facing or sitting too close to one-another



Day-To-Day Diligence

Daily habits that are taken for granted will have to be reassessed.



- Encourage your employees to keep personal travel logs
- The more organizations that practice this, the easier potential contact tracing can be
- Avoid the trading of business cards by taking pictures, exchanging phone numbers, and emails more regularly

Thank you!



For any questions or comments on NEST, COVID-19 resources, or our upcoming strategy guide please contact Kboddy@hcdnnj.org at any time!