

## ***Santa Fe Business Incubator Update 6/1/2020***

*You are responsible for reading and following ALL these rules and directives and for ensuring your employees, contractors, guests and visitors follow them.*

*Read this memo carefully to the end. Please let us know if you have questions.*

### **To our Clients, Affiliates, Colleagues and Partners:**

As more people return to work this week and we begin a new phase of pandemic restrictions, we would like to update you on new State rules and what is happening at the Incubator.

Please read through this update for new and updated policies. Also review and follow the State's current laws. See "[All Together New Mexico: COVID-Safe Practices for Individuals and Employers](#)" at [newmexico.gov](http://newmexico.gov) or [cv.nmhealth.org](http://cv.nmhealth.org)

The Santa Fe Business Incubator begins a phased transition to more regular hours this week and next week. US mail and packages will be delivered daily and an Incubator staff member will be here each day. At minimum, the front desk will be staffed from 8:45am to 1:30pm (after the mail arrives). On most days, a staff person will be here from 8:45am until 4pm or 5pm. For the week's exact schedule ask the staff member on duty.

When staff is present the front door will be open and unlocked. However, only people having valid business with a client or partner should be on the premises. If you expect a guest when staff is not on site or available, please escort your guest(s) into the building to your space.

Follow safe practices:

1. Review current State law and guidelines and update your company's rules and policies. Ensure your employees/contractors follow them. See "[All Together New Mexico: COVID-Safe Practices for Individuals and Employers](#)" at [newmexico.gov](http://newmexico.gov) or [cv.nmhealth.org](http://cv.nmhealth.org) for detailed requirements for offices and all types of businesses.
2. Masks are required in public and in public areas inside the Incubator. That is any part of the building that is not your private office, lab, or warehouse. You and your employees must also wear masks in the presence of others in your office or workspace. Maintain a minimum 6' feet distance from others.
3. Wash your hands often. Use hand sanitizer and/or disinfectant on common surfaces. Cover a sneeze or cough. Train employees on daily cleaning, disinfecting and hygiene protocol and respiratory etiquette.
4. By State law, employers must screen all employees before they enter the workplace each day, (verbally, via a written form, or text or app), to determine if they have any COVID-19 symptoms. See the All Together New Mexico website for required screening questions and where to refer a person who has symptoms.
5. Limit business operations to remote work to the greatest extent possible. Individuals in a high-risk group(s) are urged to stay home.

6. Prohibit employees with known close contact to a person with COVID-19 to return to work until authorized by the New Mexico Department of Health.
7. Minimize non-essential travel and follow State orders regarding isolation after travel.
8. Configure your workspace to distance employees. Use screens or dividers, as necessary.
9. Hold all meetings remotely if possible. For the use of Incubator meeting rooms and new maximum occupancy limits see the attached information issued previously.
10. The Incubator is cleaned, and common area surfaces disinfected, twice a week. Additional disinfecting cleanings will occur as needed. You are responsible for the cleaning of your own space. We can provide you the contact information for two custodial services that work in the Incubator and are familiar with it.
11. The Incubator HVAC (heating and air-conditioning system) has been maintained and cleaned for the new season and new filters installed. Help maintain temperature balances by keeping windows closed as much as possible. Windows and window coverings may not be left open after regular business hours.
12. Information on free COVID-19 testing for workers is available at the New Mexico Department of Health website.

Bring us your questions, concerns and suggestions. We appreciate your involvement.

Sincerely,  
Marie Longserre  
President and CEO, Santa Fe Business Incubator

***Don't forget to join us for the next virtual Founder's Lunch meeting this Wednesday, June 3rd at 12pm via WebEx (email Jessica for meeting invite if not yet received) to share information and best practices. Ask questions of your fellow business owners and managers. Meet with the Director of the City of Santa Economic Development Department, Rich Brown, to learn about the City's economic and business development goals and strategies and give him your valuable insights about what businesses need from the community now.***

## SANTA FE BUSINESS INCUBATOR CONFERENCE ROOM POLICY AND RULES

CONFERENCE AND MEETING ROOMS: room use will be available only under the following rules. Failure to comply will result in withdrawal of any right to further use the rooms.

1. Rooms **MUST** be scheduled in advance and be approved via our online system, Incutrack. If you need assistance to learn the system, please let us know.
2. **CLEAN** the room after every use. After your meeting **ALL** surfaces, tables, countertops, door handles, chairs, light switches, audio visual equipment, and conference phones **MUST** be disinfected with disinfectant wipes and/or spray such as Lysol or diluted Clorox. SFBI is working to secure enough cleaning supplies, but supplies are difficult to obtain in volume. Keep the rooms safe by bringing wipes or spray to your meetings.
3. Comply with occupancy and distancing rules. Set up the meeting room to accommodate your meeting with no more than the **MAXIMUM** number of occupants for that room, arranged to maintain a minimum of 6-foot distance between individuals, preferably 8 feet.
4. The new occupancy **maximum** for the meeting rooms are as follows:
  - a. Conference room A: **FOUR (4)** people maximum
  - b. Conference room B: **EIGHT (8)** people maximum
  - c. Conference room C: **ONE (1)** person only
  - d. Lobby Suite (Fishbowl): **ONE (1)** person only
  - e. Outdoor Courtyard Table A (located by the A-Wing atrium) – Maintain 6-8 ft between individuals
  - f. Outdoor Courtyard Table B (located by the B-Wing hallway) – Maintain 6-8 ft between individuals