



Guidelines for Reopening (updated 06/12/20)

Tech Hill Commons will be available for meetings based on the limits and guidelines established by the State of TN and the City of Nashville. Currently meetings are limited to a maximum of 50 guests. All guests must adhere to the guidelines and restrictions put forth in this document. These guidelines are intended to keep all guests and staff safe and to ensure a great experience while at Tech Hill Commons.

Protocols and Measures for Keeping Guests Safe

- All guests will be required to take their temperature before entering Tech Hill Commons. If needed, infrared forehead thermometers are available for temperature checks. No one with a temperature above 100.5 will be allowed to enter.
- All guests must confirm they are not symptomatic and have not had contact with anyone known to be COVID-19 positive.
- All guests must wear protective face masks while moving throughout the space and when in proximity of staff. If needed, face masks will be available for guests.
- All guests must remain in their rented space and refrain from gathering in common areas to ensure we maintain appropriate physical distancing.
- All guests must maintain physical distancing standards and not come within 6 feet of other guests.
- All guests should follow CDC guidelines to limit the spread of infection:
 - Wash hands often with soap and water for at least 20 seconds
 - Avoid touching masks, eyes, nose and mouth with unwashed hands
 - Avoid close contact with other guests, including handshaking
 - Cover your cough or sneeze with a tissue, then immediately dispose of tissue
 - Clean and disinfect frequently touched items

[View the CDC Protocols for Preventative Measures here](#)

Protocols and Measures for Keeping Space Sanitized

- Hand sanitizer and Lysol wipes will be available in all spaces. We require all guests to use hand sanitizer while in their spaces and wipe down their table-top space along with any other Tech Hill Commons items in use (PowerPoint clickers, phones, remotes, etc.).
- Continue to wash hands with soap and water frequently for at least 20 seconds.
- **Our space will be thoroughly cleaned and de-sanitized daily using the following methods:**
 - Our cleaning crew will be using an EPA certified disinfectant (#71847-6-91033) from Green Klean against the 2019 Coronavirus. This chemical will be applied via an electrostatic and electronically charged sprayer to all surfaces with extra attention to high touch surfaces.
 - A second pass will occur with an application of an anti-microbial solution to high touch surfaces. This solution will continue to kill microbes for an additional 24-48 hours.

NTC Staff Requirements and Responsibilities

- Our staff will rotate being on-site at our offices to reduce over capacity.
- Our staff will be trained on all operational procedures.
- Our staff will be required to wear masks while not in their office and maintain social distancing standards.
- Our staff will perform disinfecting duties daily of wiping handles, tables, and any items in use in office and rental space.
- Our staff must confirm daily they are not sick and have not had contact with anyone known to be COVID-19 positive.

Meeting Space Protocols

- Meeting rooms will be limited to the following capacities to allow for appropriate minimum social distancing space of at least 6 feet, as outlined by the CDC:
 - **ENA Conference Room: 5 guests**
 - **Comcast Board Room: 8 guests**
 - **PwC Learning Lab: 12 guests**
 - **Dell Learning Center: 18 guests**
 - **Event Center: 50 guests**
- Hand sanitizer, Lysol wipes and tissues will be available in each space for use by guests.
- Guidelines will be posted on each entry door into Tech Hill Commons to remind guests of protocols.
- **Our kitchen and common space will remain closed.**
- **Guests entering the NTC office space must remain behind the red line.**

Essential On-Site Contact

The NTC staff is happy to assist with any issues that arise during your rental as long as all guests are adhering to the guidelines described above.

You will be notified 24 hours before your reservation with the name of your on-site contact during your stay.

For questions or concerns regarding the operation and protocols for Tech Hill Commons, please contact Cara McCarthy:

Email: techhillcommons@technologycouncil.com

Phone: (305) 788-3994