



NOTE THE DISCLAIMER AT THE END OF THIS DOCUMENT

Collaboration Space Guidelines

- Overall Use Guidance
 - Whenever possible, groups should continue to meet using Skype or Microsoft Teams, but when they cannot cover a topic effectively using those methods, these collaboration spaces will be available.
 - Employees with a pre-existing medical condition that make them high risk for fighting COVID-19, or those who have a member of their household with an occupation that puts them in contact with people likely to have COVID-19 (i.e. front-line medical professionals), are strongly encouraged to avoid attending an in-person meeting at this time. In case of doubt, employees should contact their manager to discuss their situation.
 - When using a collaboration space, do not exceed the maximum number of attendees allowed to be in the space at any time.
 - Each collaboration space has a designated entry location and restroom that should be used.
 - Computer connections and other IT resources will be available so members not in the room can attend the meeting virtually.
 - The spaces are set-up with designated seating areas to help ensure social distancing and have meeting protocols and best practices posted in the room that should be followed.
 - Attendees should only use those designated seating areas and are not to use any other chairs that may be in the room.
 - People coming for an in-person meeting should NOT be traveling to other areas of the building unless specially authorized by your Manager.
- Scheduling Collaboration Space
 - All meeting requests and space reservations will require Manager approval
 - Use Outlook to book the collaboration space specified for your respective functional area. If not available, then book the room most convenient for attendees to use. When you invite the Space, the Manager responsible for that space will be copied for their approval.
 - All other conference rooms on campus will be locked out from scheduling in Outlook and should NOT be used at this time.
 - You may book a collaboration space for up to 4 hours per day. Available times are between AM (8:00 AM to Noon) or PM (1:00 to 5:00 PM).
 - Facilities will arrange for spaces to be cleaned by our cleaning service between Noon and 1:00PM and again after 5:00PM. Groups using a space are required to have their meeting completed on-time to allow the cleaning service sufficient time to thoroughly clean the space and prepare it for the next meeting.
 - Persons scheduling meetings shall also include a link to the Health Survey in the invitation, so each attendee can take the survey the day and of the meeting before they attend.
 - When scheduling a test lab team for a meeting, do not invite others from outside of the lab group to help maintain the protection of the team.
 - Do not request a person from a protected I group to attend an in-person meeting so as to protect that person's team. Please invite them to attend virtually.

- Face Coverings
 - All attendees will be required to wear a face covering when working in a collaboration space.
 - Attendees should bring the face covering provided by Milwaukee Tool or, if you prefer, bring one you already have for personal use. Milwaukee has a number of face coverings available for employees. If you do not have a face covering and would like one, please work with your manager to obtain one from the Facilities Department.
 - A limited number of face coverings will be available in the space should someone lose theirs or it become damaged.
 - With proper care and maintenance, face coverings can be reused and should be taken with the attendee when they leave the meeting to prevent inadvertent use by another person.
- Using A Collaborative Space
 - Doors in to collaboration spaces must always remain open to reduce touch points.
 - Each person invited to attend an in-person meeting will be required to take an online Health Screening Questionnaire the day of the meeting before they attend. Anyone who answers Yes to one of the Health Screening questions or is not feeling well should not come into the building and should attend virtually.
 - When in a collaboration space, maintain social distance of 6' or greater with other persons at all times and only use the chairs in the designated seating areas.
 - Wear face coverings, as noted above when in the space
 - Attendees are required to follow the personal hygiene best practices at all times while in the building, which includes frequent hand washing or sanitizing before and after each meeting.
 - Any samples brought to the meeting should be sanitized before being handled by attendees, cleaning materials and a protocol are provided in the room.
 - If a sample has dirt or grease on it, that should be cleaned using mild soap and water before the sample is brought to the meeting.
 - Attendees should take all items they brought with them out of the space when they leave.

****NOTE**** This is an example of some potential information that may be useful for an Essential Business (as defined under the applicable local, state, or federal law) to consider having in place with regard to COVID-19 planning, procedures, and mitigation steps, etc. This document and the information provided herein does not, and is not intended to, constitute legal advice; instead, all information, content, and materials herein are for general informational purposes only. Information in this document may not constitute the most up-to-date legal or other information. Additionally, information provided herein is not intended to be exhaustive or to satisfy all applicable laws, regulations, and recommended practices.

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