



## MEMORANDUM

**To:** All Global Ventures at FAU companies and employees  
Jacki Wales, Operations Manager

**CC:** Members of the Authority  
George Pincus, Esq., General Counsel

**From:** Andrew Duffell, MBA, President 

**Date:** November 16<sup>th</sup>, 2020

**Subject:** Updated Global Ventures at FAU Ongoing COVID-19  
Related Guidelines

Florida Atlantic Research and  
Development Authority

Bob Swindell – Chair  
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**President**  
Andrew Duffell, MBA

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Palm Beach and Broward counties, and the rest of the State of Florida, are now in Phase 3 re-opening under the Governor's [EO 20-244](#) which means that non-essential businesses are allowed to re-open.

Governor DeSantis' orders can be accessed [here](#).  
Palm Beach County orders can be accessed [here](#).  
City of Boca Raton orders can be accessed [here](#).  
Broward County orders can be accessed [here](#).  
Re-Open Florida Taskforce's Plan for Florida's Recovery [here](#).  
Questions relating to COVID-19 should be directed to the Florida Department of Health at 1 (866) 779-6121 or at [COVID-19@flhealth.gov](mailto:COVID-19@flhealth.gov).

Note that, according to the Palm Beach County Emergency Order of November 13, the [state of emergency still exists](#) in Palm Beach County, and Governor DeSantis' [Executive Order 20-276](#) extends the state of emergency throughout the State of Florida.

Palm Beach and Broward counties are now in Phase 3 of the Plan for Florida's Recovery: Phase 3 calls for employee to not enter the workplace if they have reason to think they have or have been exposed to COVID-19.

**Please note, however, that the numbers of infected persons is increasingly rapidly, and the positivity rate in Broward and Palm Beach counties continues to rise. We must remain vigilant.**

Global Ventures at FAU will continue to implement the following practices, guidelines and arrangements:

## **General**

All persons must wear a face covering when entering Global Ventures at FAU. Each person is responsible for providing his/her own face covering. All persons must always keep their face covering on when moving about the facility in common areas.

All persons entering Global Ventures at FAU are required to complete a health questionnaire each day upon entry. Attachment 1 contains the questionnaire. If no Research Park at FAU staff person is present to administer the questionnaire, employees should complete it themselves and leave it on the reception desk. If a person answers Yes to any of the questions, he or she will not be permitted to enter the facility and should work remotely or conduct the business he or she was entering the facility for, remotely.

To ensure compliance with these points, the main entrance to Global Ventures at FAU will be the only entry point until further notice.

Janitorial cleaning will be done on Mondays, Wednesdays, and Fridays. Each person and each company is responsible for basic, reasonable sanitation procedures in between cleanings.

## **Teams & individuals**

Any person who is sick or exhibiting any symptoms of any flu-like illness, must stay home.

People over 65 or who have underlying health conditions should continue to work from home, where possible.

Each company is encouraged to implement flex schedules, staggered shifts or rotating remote working arrangements, if possible, to limit the number of people in the facility at any given time.

Limit outside visitors to only the essential. Please send the questionnaire in Attachment 1 to expected visitors to avoid disappointment upon arrival if they have to answer Yes to any of the questions. Note the locations in Question 1 are periodically updated with data from the [Johns Hopkins Coronavirus Resource Center](#).

Limit gatherings of teams to the minimum and maintain at least 6 feet between each person.

- Conference room & Planning Room capacity has been reduced to ensure social distancing is possible. Tables and chairs have been arranged to ensure a minimum of six feet between each person. **Do not** change the configuration of the conference room until further notice. This means that

the capacity of the Conference Room is eight (8) and the capacity of the Planning Room is four (4) until further notice.

Wash hands frequently for at least 20 seconds using soap, including after every use of the bathroom, before and after eating or handling external materials (like packages).

Handshaking is strongly discouraged.

Each company must designate one individual to receive notifications when packages arrive at the front of the facility. Name and cellphone number will be displayed for courier to call when package arrives. Global Ventures at FAU staff will not handle or sign for these packages.

### **Offices & workspaces**

Wipe down high touch areas (door handles, keyboards, telephones, desks) [with EPA-approved disinfectant against COVID-19](#) at least twice a day, at the beginning of the day and at lunchtime, for example. Each company is responsible for providing its own wipes and cleaning supplies for this purpose.

Do not share telephones, keyboards or other equipment among employees and guests.

Employees should have workstations appropriately spaced to ensure social distancing.

Where possible, leave doors open to maximize air flow.

### **Common Areas & Hallways**

Wear a face covering when walking around in common areas (including kitchen, ping-pong & mail room) & hallways, including bathrooms.

Maintain social distance of 6 feet between each other: back-up in hallways to wider areas to pass others with requisite distance.

Each person should clean any communal area (sinks, counter tops) area after each use and wash her/his hands.

No communal magazines/newspapers until further notice.

No communal snacks until further notice.

Compliance helps to ensure the health of all those who work in and visit Global Ventures at FAU. If a person is asked to comply with one of these requirements

by a staff member of the Research Park at FAU and fails to do so, that person will be asked to leave the facility.

For detailed information and to develop your own re-opening plan, please see the published [OSHA Guidance on Preparing Workplaces for COVID-19](#) and the [CDC's Reopening Guidance for Cleaning and Disinfecting Workplaces](#).

**NOTE:** If the CEO or site executive of each company has not completed the following statement, she/he must do so by Friday, November 20. Copy & paste it to an email and send it to Jacki Wales at [jwales@Research-Park.org](mailto:jwales@Research-Park.org)

I, \_\_\_\_\_, as the CEO or site executive of \_\_\_\_\_  
acknowledge receipt of these guidelines for Global Ventures at FAU and agree  
that my company and employees will abide by them.

-END-

# ATTACHMENT 1



## Global Ventures at FAU COVID-19 Questionnaire

Date:	
Name:	
Company/Organization:	

1	Have you travelled to India, Brazil, Russia or France or the greater Los Angeles area, <b>Miami Dade County</b> , greater Chicago area, the greater Houston or the greater Phoenix area in the last fourteen (14) days <sup>1</sup> ? <input type="checkbox"/> Yes <input type="checkbox"/> No
2	Have you had close contact with anyone who has travelled to any of the countries or cities listed above in the last fourteen (14) days? <input type="checkbox"/> Yes <input type="checkbox"/> No
3	Have you had close contact with or cared for someone diagnosed with COVID-19 within the last fourteen (14) days? <input type="checkbox"/> Yes <input type="checkbox"/> No
4	Have you experienced any cold or flu-like symptoms in the last fourteen (14) days (including fever, cough, sore throat, respiratory illness, difficulty breathing)? <input type="checkbox"/> Yes <input type="checkbox"/> No

If the answer to any of these questions is yes, the person will not be permitted to enter the Global Ventures at FAU facility.

Access to facility (circle one):    Approved    Denied

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<sup>1</sup> Top five countries by confirmed cases and top five US metro areas by confirmed cases as of 11/16/2020, according to the Johns Hopkins Coronavirus Resource Center.