

LaunchGSU Fall 2020

Safety Procedures

Updated 8/17/20

We recognize that while how you do things have drastically changed, business has not stopped and the need for entrepreneurship is greater now than it ever was before. Below is the specific safety information for LaunchGSU. Please visit ahead.gsu.edu for comprehensive and the most up to date list of safety information for Georgia State University.

Safety in our Incubator

If you are experiencing **any** Covid-19 related symptoms, for the safety of all LaunchGSU members, please do NOT come to LaunchGSU. All members will be asked to complete a one-minute health screening upon entry via cell phone.

If you find out you have or have been exposed to Covid-19 after spending time at LaunchGSU, please notify Ms. Bracey ASAP at 678-571-7378

Six feet of spacing between students has been created by eliminating seating, marking off areas and configuring furniture to allow social distancing. LaunchGSU density is being reduced to a maximum capacity of 20 students. Face coverings are **required** to be worn while inside campus facilities including LaunchGSU.

Hours of Operation

LaunchGSU hours of operation are being temporarily modified to 8am – 6pm.

Face Coverings

Students are required to wear an appropriate face covering while inside campus facilities because six feet of social distancing may not always be possible. Face coverings will be worn in addition to and not as a substitute for social distancing.

Anyone not using a face covering when required will be asked to wear one or leave the area. Repeated refusal to comply with the requirement may result in discipline through the applicable conduct code for students. Reasonable accommodations may be made for those who are unable to wear a face covering for documented health reasons.

When you wear a face covering, you're protecting yourself, but equally important, you're protecting other members of the university community. You're showing you're taking responsibility for the welfare of those around you.

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Cleaning & Sanitation

Cleaning and sanitation are incredibly important while at LaunchGSU. Members will be required to immediately wash your hands in the restroom before entering LaunchGSU.

Members will be required to wipe down their workspace before AND after each work session. This is not negotiable. Safety is everyone's responsibility going forward.

Eating privileges at LaunchGSU are suspended. The Keurig and microwave will be available, but users must wipe it down after every use. Food will be removed from the refrigerator daily as overnight storage of food is no longer permitted.

Computer Usage

Members will be asked to reserve computer time during Fall 2020. The links to reserve the LaunchGSU computers is located at <https://www.eni.gsu.edu/launchgsu/space-request/>. Computer usage will be limited to a maximum of 2 hours at one time. Members will be responsible for wiping down the work-station at the beginning and end of each work session.

Meetings

Tables and chairs have been marked for appropriate social distancing. There will be a maximum of two persons allowed per table. Face-to-face group meetings and work for 3 or more individuals is prohibited at this time. Student companies and groups are encouraged to meet virtually via WebEx or Teams. Members will be permitted to use one of the Launch computers to "host" a virtual meeting.

LaunchGSU will NOT available for group meetings and events during Fall 2020. All LaunchGSU events will be conducted virtually and posted at calendar.gsu.edu/LaunchGSU.

Business coaching sessions will be conducted by appointment only via WebEx. Appointments can be scheduled at <https://calendly.com/ebracey/30min>.