



March 5, 2020

Dear mHUB Members:

With the growing public concern regarding the corona virus Covid-19, mHUB is taking precautionary measures to reduce the general spread of germs in our community. Our first priority is ensuring the safety and well-being of our community.

We are monitoring health agencies such as the Illinois Department of Public Health and the national Centers for Disease Control and Prevention (CDC) who provide guidance about preventative actions to help prevent the spread of any respiratory disease. We also reference policies and practices of organizations such as local school districts.

At mHUB, we are increasing our hygiene practices to include more frequent cleaning of surfaces such as doorknobs, kitchen areas, tables and other common areas with disinfecting wipes. You will see new containers of wipes and hand sanitizer dispensers located throughout the facility. In addition, we have placed a shoe sanitizing mat at the front entrance of the building to remove germs from shoes upon entering the facility.

While at this time we have no specific concerns about this virus at mHUB, we have already begun to prepare for the possibility that a spread of the virus in the area may require us to reduce access to the facility and postpone events. Our team has developed a contingency plan for mHUB in the event that it becomes necessary.

The following defines our plan:

**(Level 0) – Timing: Immediately**

Increase in our general hygiene practices to reduce the spread of germs in the community as stated above.

**(Level 1) – Timing: Following active community spreading in Cook County**

Should active community spreading of Covid-19 cases in the area be confirmed, we will initiate Level 1 of our contingency plan, and we will notify members. mHUB will remain open.

- For Members:
  - No attendance at mHUB if experiencing sickness/cough/fever/congestion
  - Follow CDC guidelines for personal hygiene
  - Clean work area or other public area(s) with sanitizing wipe immediately following use
  - Required reporting of symptoms and confirmed cases; information will be relayed to full community
  - No dogs permitted in the building
- For Staff:
  - Mandatory sick or work from home if experiencing sickness/cough/fever/congestion
  - Limited work travel (mandatory only)
  - Disclose personal travel
- Operations
  - Increase in floor, door and surface cleaning



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**(Level 2) – Timing: Following announcement of CPS closing**

The closing of the CPS will be our indicator of a broader threat and mHUB will follow suit and initiate the following additional precautions:

- For Members:
  - mHUB closed to Associate memberships
  - No visitors will be allowed
  - All events/classes/orientations cancelled
  - No deliveries or shipments
- For Staff:
  - Skeleton crew of 1-2 staff plus receptionist and cleaning crew. Mandatory work from home for all other staff members
  - Staff required to wear N-95 respirator while onsite
  - No work travel permitted
  - Cancel all tours
  - No in-person meetings
  - Events in space cancelled
- Operations
  - Change air filters every 2 weeks
  - Move to outside air circulation only with bi-weekly air flushing

**Please review what each of us can do to help our community remain healthy.**

**Keep yourself healthy** - Wash your hands frequently and vigorously with soap, especially after touching public surfaces. Read more about good [handwashing](#) practices. Avoid touching your eyes, nose and mouth.

**Keep others healthy** - During this tentative time, let's make safety and reducing contagion the highest priority. If you have flu-like symptoms (fever and cough or shortness of breath), please do not enter mHUB until a full 24 hours after the temperature has returned to normal without the use of fever-reducing medications for a minimum of 24 hours. Exercise an over-abundance of caution. We are asking the same of our staff. Finally, it is good practice to cover your mouth and nose when sneezing or coughing, using a tissue or sleeve, and throwing tissues in a bin immediately after use.

We will continue to follow the guidelines of state and local health agencies and keep you apprised of any changes in our policy. Please let us know if you have any questions or concerns and thank you for your understanding and support in keeping your fellow members healthy.

Best,

Haven Allen

mHUB CEO