



DreamPort COVID Reconstitution Plan (Summary)

Phase One (v2)

May 27, 2020

1 During Phase One - Do you need to come to DreamPort?

- Conduct personal self-determination (*Health, Travel, Contact*)
- Work from home if you and/or family have underlying conditions
- Work from home if you can work from home
- Work from home if DreamPort can host your virtual meeting
- If you visit DreamPort, limit your time as your mission allows

2 MISI Phase One DreamPort Facility Protection

- Porter on staff to wipe down kitchens minimum 2X per day
- Porter on staff to wipe down Conference tables and chairs after each conference
- All doors propped open (*except private offices*)
- Rear doors badge locked for entry (*except cleaning team*)
- Program/Project members and visitors limited to room size (see below)
- Plexiglass screen protecting reception
- Hand Sanitizer at all kitchens and major tables
- Hand Wipes in all conference rooms
- Floors and tables sanitized nightly
- Touchless Paper Towel Dispenser in kitchen
- Touch-One-Only Paper Coffee Cup dispenser

3 MISI Phase One DreamPort Staff & Visitor Protection

- Temperature Taken Daily from all (>100.0 degrees Fahrenheit, must go home)
- Daily Symptom Screening (Yes to any questions must go home)
 - Have you felt ill in the past 24 hours?
 - In the past 7 days, have you been around anyone with COVID or caring for someone with COVID?
 - In the past 7 days, have you traveled overseas or to any known COVID hot spot?
- Purchased Touch Stylus' for reception – Wiped down after each use
- Visitors issued QR codes for less-touch check-in

4 Staff & Visitor Responsibilities

- Please bring your own mask
- Mask is required to be worn at all times unless in a room alone
- Must wash hands before using any kitchen service (Mandatory)
- 6 feet social distancing
- Report to their supervisor and return home if they feel ill
- Staff will wipe down their own desk, chair, keyboard, mouse before and after using
- Obey maximum room occupancy as listed in the next two pages
- Refrain from visiting DreamPort a minimum of seven days if your screening or self-determination are positive

DreamPort Phase One Maximum Room Occupancy (Signs Posted)

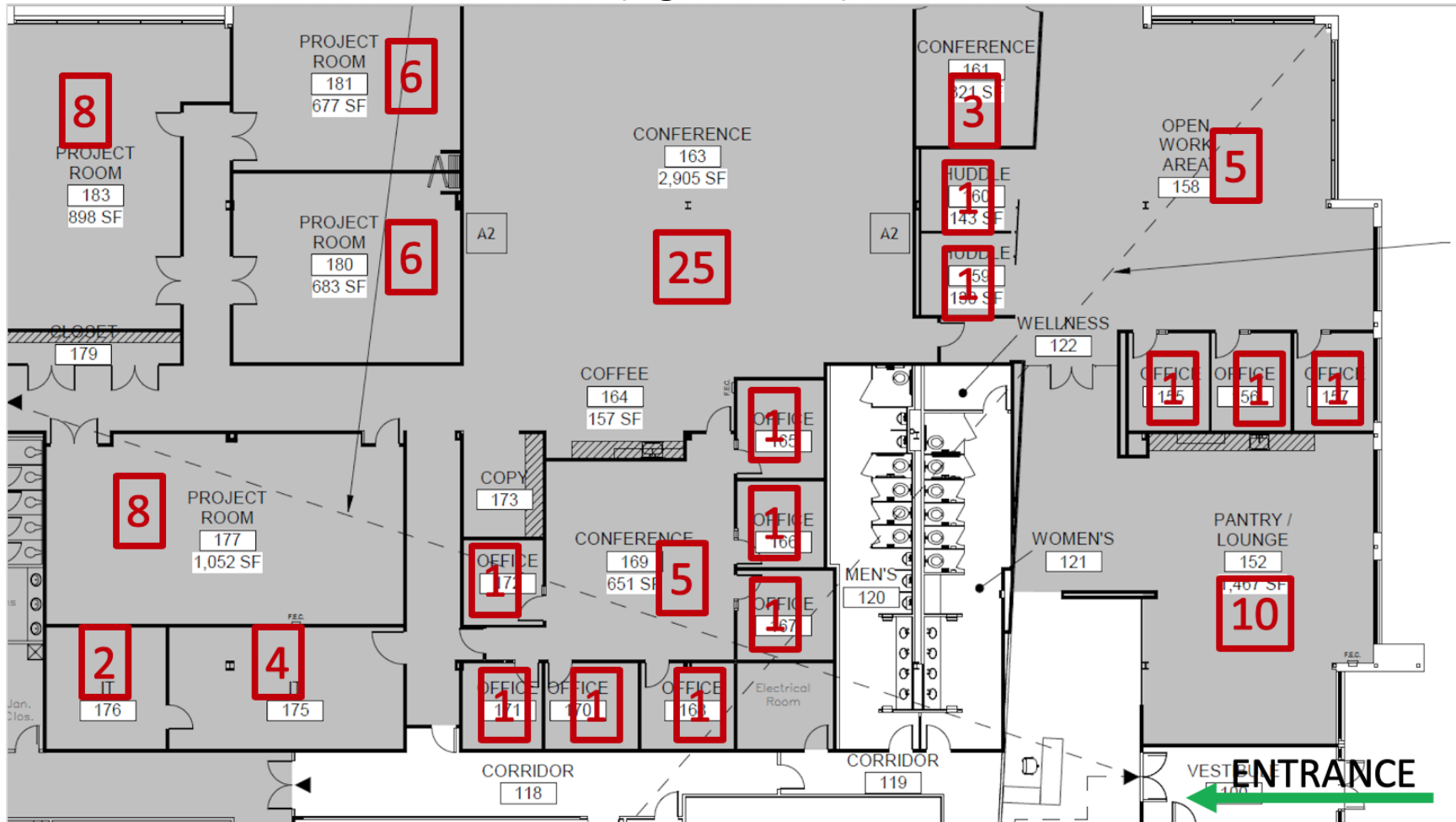


Figure 4-1 Room Square Footage and Capacities A

DreamPort Phase One Maximum Room Occupancy (Signs Posted)

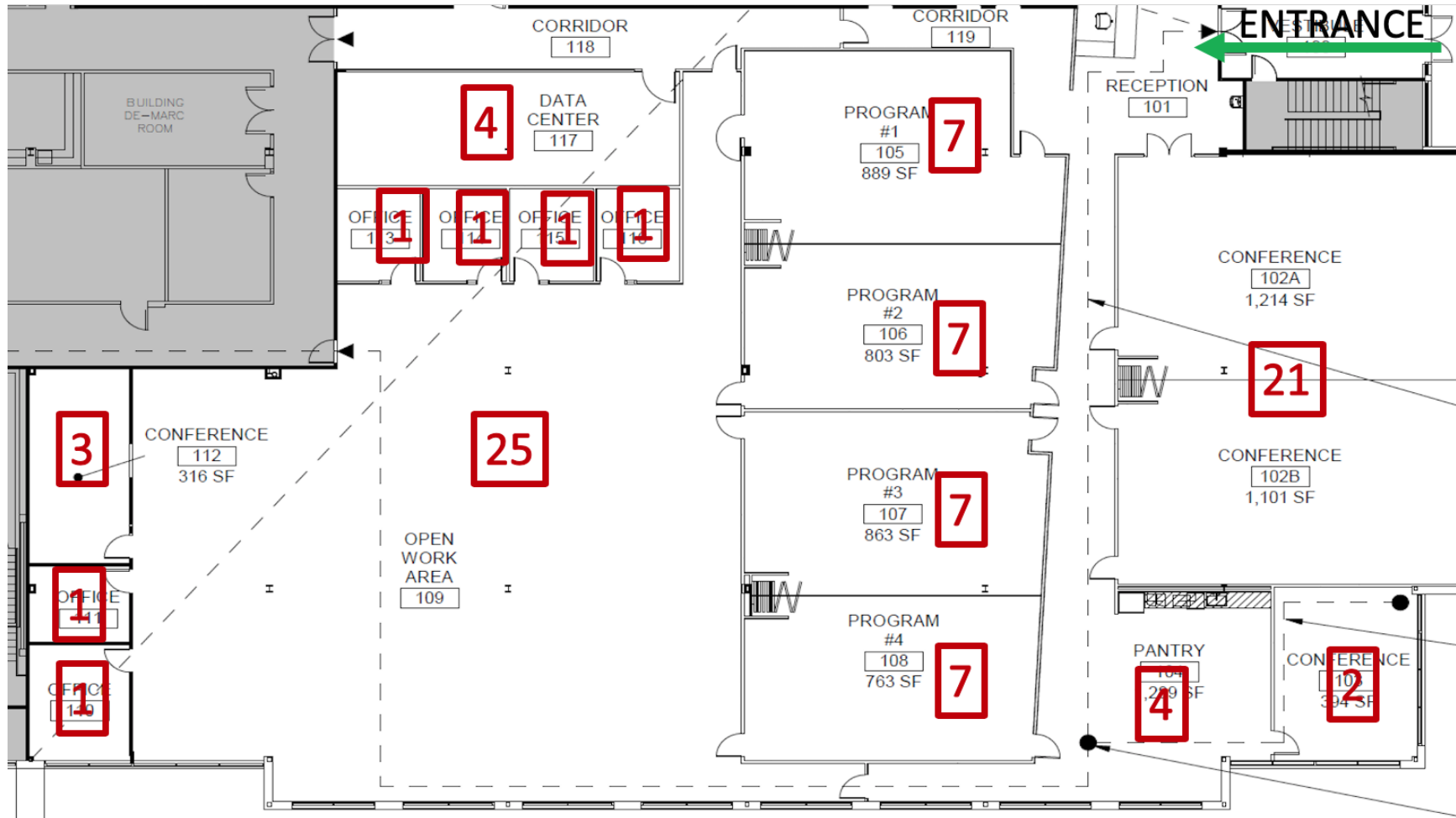


Figure 4-2 Room Square Footage and Capacities B