**NPS Common/Shared Space Information Sheet**

Space Name/Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Space POC/Room/Phone:\_\_\_\_\_\_\_\_\_\_\_ /\_\_\_\_\_\_\_ /\_\_\_\_\_\_\_\_\_\_\_

Maximum Occupancy:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Space POC Responsibilities**

1. Space cleaning/disinfection at the start and end of each workday

2. Replenishment of cleaning supplies

3. Space scheduling

**NPS Common/Shared Space Procedures**

**1. If you feel unwell or are experiencing a fever, cough, or shortness of breath, do not enter, leave the building, and contact your health care provider**

2. Sign in using the contact tracing log

3. Avoid close contact (less than 6 feet) with others while in the space

4. Face coverings are encouraged at all times, and required when unable to avoid close contact with others

5. Clean and disinfect all equipment and surfaces used during the session, especially high contact surfaces (light switches, doorknobs, keyboards, etc.)

6. Sign out using the contact tracing log

**Important Numbers**

**Emergencies**: (831) 656-2555 (CNRSW Regional Dispatch Center) / 911 (cell)

**NPS Safety Officer**: (831) 656-7758

**NPS HAZMAT**: (831) 656-7661

**NPS Facilities Trouble Desk**: (831) 656-2526

**NPS Command Duty Officer (CDO)**: (831) 901-6649

**CALMED Public Health**: (831) 242-4826 / (831) 234-9510