

[MOTE EDUCATION (IC2R3/KEYS) GROUP RESPONSIBILITY

Before You Arrive

Stay Safe

Mote strongly suggests you and your participants quarantine for at least 10 days prior to your arrival at Mote's IC2R3 facilities. This will limit the risk of exposure to COVID-19 for Mote's staff and interns, and lowers the potential of your staff and participants being positive for SARS-CoV-2 upon arrival at Mote IC2R3. This helps keep everyone healthy!

We ask that every staff member and participant staying at Mote IC2R3 abide by local, state, and federal guidelines prior to your visit, to help limit the spread of COVID-19.

Negative Test

Mote requires proof of a negative COVID-19 test prior to arrival and stay in its dorms. Please ensure all members of your group are tested and in receipt of a negative COVID-19 test taken no more than 3 days prior to your arrival at Mote's IC2R3 campus. Your group's leaders will be in charge of collecting this data from your participants and providing Mote with an email stating that you have received confirmation of negative test results from all participants, as well as any staff or chaperones that will be attending and staying at Mote's facilities. Exception: if your organization runs a summerlong program and participants have been with you for at least 10 days and are unable to obtain tests and/or your participants and staff have been quarantining for 10 days prior to your visit to Summerland Key and Mote IC2R3. Mote Education must approve of this exception prior to your arrival. Please email jgarlock@mote.org.

During Your Stay

Daily Health Screenings

It will be your group leads' role to complete a health screening for each participant, staff member and chaperone. These screenings include a temperature check and a review of symptoms. Mote will not be providing thermometers for your group so please ensure you bring these with you. If a staff member or participant has a fever of 100.4 or higher or is positive for any of the health screening questions, we ask that you keep your entire group in your dorm and contact Jessyca Garlock (407-967-1602). If symptoms develop: The individual must immediately quarantine upon exhibiting symptoms and arrange to get a COVID test. Any fees associated will be the individual/group's responsibility. Quarantine must be offsite, as Mote cannot provide additional housing for isolation.

Wearing a Mask

Participants, including chaperones/staff, will be required to wear masks at all times while in Mote buildings (exceptions: while in dorm room for sleeping and/or while eating) and while interacting with Mote staff (indoors or outside).

Social Distancing

Please ensure distance is maintained between your group and any other groups staying or working at Mote or Mote employees and interns not assigned to your group. Please use the bathrooms and kitchen inside your designated dorm space.

You will receive additional guidelines upon your arrival. You will be advised of any changes or updates to our policies at that time. At our facility, we are thoroughly adhering to the following:

1. Daily cleanings of common touch points: We are wiping down door handles and rails and other common touch points both in the middle of the day and end of the evening.
2. Continued distancing in workspaces as much as possible: staff and visitors continue to distance within workspaces, offices and common areas as much as possible.
3. Daily accountability for hand washing, face coverings, disinfecting work spaces: Please wash your hands frequently; wear a mask/face cover at all times; and use the hand sanitizing pumps as necessary. Also, please disinfect your work space/touchpoints before you leave each day with provided cleaning supplies.

Additionally, we are restricting the use of shared spaces. **The picnic tables on the 2nd floor and shared restrooms on the 2nd and 3rd floors are for staff and intern use only.**

Further Guidelines:

Face Coverings – at all times, until further notice, Mote staff **and visitors** will be required to wear CDC recommended masks/face coverings when at work on Mote campuses. Exceptions to this requirement will be if you are: a) not within a common indoor area (e.g., hallways, bathrooms, etc.), b) not in a position that interacts with the general public, or c) in a room with others but socially distant from others and/or eating/drinking.

Health Screening – All Mote staff and visitors will be required to perform a temperature check upon arrival at the facility each day. However, it will be the responsibility of each and every member of the Mote family to ensure a temperature check with appropriate individuals (see attached) takes place at the beginning of each workday. If you arrive at work with a temperature at or above 100.4° F, you will be required to leave Mote property until such time that your temperature falls below that level.

Social Distancing – Mote staff/interns will continue to be expected, whenever possible, to practice social distancing measures as described within CDC/FL DOH guidelines and recommendations.

Sanitization – We have increased the frequency of disinfecting high-touch surfaces where we have contracted services. However, each staff member and visitor needs to take personal responsibility to increase the frequency of these disinfecting activities within their work areas, and disinfect equipment that may be used by more than one person. **Wash hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing your nose, coughing, or sneezing.**