

## **EcoComplex COVID-19 Pandemic Preparedness Plan**

The EcoComplex Building is occupied by nine business entities and Burlington County Solid Waste Management Office, in addition to Rutgers University staff. This plan is for the operation of the entire facility, but it will be up to the individual business entities and the County to develop in-house policies for their own needs. **In order to control exposure, please telecommute if possible. Maintain social distancing** - if you need to come in to the building, limit the number of people in your space to only a few. Remain in your office/lab as much as possible, no milling about in the lobbies.

**Below are details of actions and responsibilities as of March 20, 2020.** These guidelines are subject to change depending on guidance from university, state and/or federal authorities. **You can visit the EcoComplex website for updates: [ecocomplex.rutgers.edu](http://ecocomplex.rutgers.edu).** Please feel free to contact us if you have any questions.

### **Exposure to or Diagnosis of Covid-19**

Please follow all recommendations from the CDC regarding personal health practices and social distancing. If you or an employee has been exposed to or been diagnosed with Covid-19, **DO NOT** enter the EcoComplex facility. Seek medical attention and/or self quarantine. Contact Serpil Guran 609-712-3005 immediately so that we can take actions to protect the health of EcoComplex occupants and staff.

### **Building Operation**

Rutgers Facilities will continue to maintain the building HVAC, utilities, security, and janitorial services, and other day-to-day operations, on a daily basis, unless otherwise advised.

Contact personnel are as follows;

**Jon Lee – Primary 732-522-3522**

**Jose Rivera – Secondary 848-565-6565**

**Dave Specca – Tertiary 609-841-2080**

### **EcoComplex Building Administration**

The Rutgers Office will be closed until further notice from the Rutgers University. The EcoComplex staff will be telecommuting and can be reached for emergencies and other issues at the numbers below. No USPS service will be provided during the closure period. If you need to receive your mail and/or deliveries, please go online to the US Postal Service/FedEx, etc and have your mail/packages forwarded to an address of your choice. Please plan on the duration to be at least four weeks. There will be no Conference Facility activity during the closure period.

Contact Personnel are as follows:

**Serpil Guran – Primary 609-712-3005**

**Dave Specca – Secondary 609-841-2080**

**Laurie Raider – Tertiary 609-752-6650**

### **Business Incubator Labs and Offices**

**All doors to the EcoComplex building will be locked 24/7 effective March 18, 2020.** Business incubator tenants will be responsible for bringing the keys they need to access the building and their designated labs and offices. All equipment operation within the incubator spaces will continue to be the responsibility of the respective tenant. Rutgers Facility staff will perform routine walk-throughs of the incubator areas to ensure there are no alarms or hazardous issues. Any issues will be brought to the attention of the relevant incubator tenant.

Contact Personnel are as follows:

**Serpil Guran – Primary 609-712-3005**

**Dave Specca – Secondary 609-841-2080**

**Laurie Raider – Tertiary 609-752-6650**