



COWORKING COMMUNITY, GALLERY & EVENT SPACE

## **LOOM Coworking, Gallery and Event Space Response, recommendations and liability related to the COVID-19 pandemic and use of event spaces. (6/17/20)**

The following is a description of LOOM's efforts to keep our renters and their guests safe when using our facilities. Should there be any conflicting information, any requirements in this document supercede any guidelines set forth in our standard rental contract.

### **What we have done to ensure your safety:**

- Capacity for all event spaces and meeting rooms has been reduced by approx. half to ensure social distancing.
- Hosting smaller events in larger rooms.
- Layouts for all events have been adapted to allow for social distancing. These will be provided to renters.
- Until further notice, an additional 15 minutes will be added to all access times to provide sufficient time for sanitation.

### **Our commitment to you:**

- We will be sanitizing all included spaces before and after any sort of event or meeting. This includes all common areas, high-traffic areas, door handles, light switches, table surfaces, chair arms and backs, and all high-touch surfaces.

### **What we require of renters:**

- Respect for the spaces used. We are able to keep our rates below market by being partners with our renters, ensuring success of your events as well as care for our facility.
- Completion of the basic checklist of post-event wrap up items (see attached). This ensures completion of our sanitation efforts are not thwarted by excessive debris as well as helping you receive your full expected refund.

### **Supplies/items we will provide:**

- Disinfectant spray and disposable paper towels for sanitizing surfaces
- Disposable paper towels and Antibacterial soap for handwashing
- Facial tissues
- Garbage bags (for waste and any used linens) and no-touch garbage receptacles
- Painter's tape for directional arrows (if needed)
- Safety reminders for guests signage
- A complete list of required event wrap up activities

### **Items we recommend you bring:**

- Face masks for your guests and staff
- Disposable gloves for your guests and staff

### **In addition to the standard suggestions of the CDC, the following are our recommendations for your event:**

- We are encouraging rental of adjacent spaces to ensure enough space for groups to spread out.
- Host drop-in/mingling events to limit the number of attendees in facility simultaneously.
- Prioritize outdoor activities where social distancing can be maintained as much as possible.
- Contrary to the original contract, if weather permits, renters are encouraged to prop exterior doors open with the provided door stops to increase natural ventilation. However, the following guidelines MUST be followed:

- If any exterior doors are propped open, all thermostats MUST be turned to OFF.
- If air conditioning or heat is needed, ALL facility doors must remain closed. The thermostat must be set to AUTO and the unit set to an appropriate temperature (no lower than 70 on COOL, no higher than 75 on HEAT).
- If the temperature is satisfactory, you may set the unit to FAN to increase overall air circulation.
- In all cases, all glass doors to the adjacent side of the building must remain closed and the thermostat must be reset as indicated on the wrap-up checklist before leaving facility.
- Consider blocking items such as drinking fountains that cannot be adequately cleaned between uses.
- Consider NOT allowing children to attend social events. If this is impossible or inappropriate, consider separating older attendees or staggering times of attendance.
- Regarding serving food:
  - Clean and disinfect buffet surfaces and any equipment (such as coffee urns) multiple times during event.
  - Avoid offering any self-serve food or drink options, such as buffets, salad bars, and drink stations. Consider having pre-packaged boxes or bags for each attendee.
  - Use disposable food service items including utensils and dishes. If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher.
  - Please take all serving dishes and utensils home to clean rather than using the LOOM break room. This includes items that have not been used, as they might have been in contact with guests.
  - At buffets, guests should avoid handling food. When necessary, change tongs and ladles more frequently, always leaving these items in separate containers.
  - Consider placing arrows at serving lines to indicate where guests should enter buffets.
  - No fabric cloths may be used. Disposable paper towels should be used instead.
  - If a cafeteria or group dining room is used, serve individually plated meals or grab-and-go options, and hold activities in separate areas.
  - Individuals should wash their hands after removing their gloves or after directly handling food service items.

**What LOOM expects of renters:**

- All provided actions indicated on the post-event wrap-up sheet must be completed.
- Only approved and included spaces may be used. Renters and guests must be confined to the approved areas used so they may be sufficiently disinfected after the event. These include:
  - Gallery rental: Gallery, rest rooms, back storage room, janitor's closet, break room and the catering extension (if rented). Work spaces, locker area and small meeting rooms are never included unless special arrangements are made.
  - Studio rental: Studio, back hallway, restrooms, cleaning supply space, coffee bar and any adjacent spaces (if rented). Podcast Studio, Consultation room, Phone room, Workshop and Training room are never included unless special arrangements are made.
- Only public portions of rooms should be accessed. No cabinetry or storage furniture (or their contents) in accessible rooms such as the breakroom, coffee bar, etc. should ever be used.
- If tables are moved by renters, they should be arranged such that the distance from the back of one chair to the back of another chair shall be more than 3 ft. apart and that guests face each other from a distance of at least 4-6 ft.
- LOOM owned linens should be put in provided garbage bags and handled carefully.



## **LOOM Coworking, Gallery and Event Space COVID-19 Addendum to originally signed event space rental contract (6/17/20)**

The World Health Organization has declared the novel Coronavirus (COVID-19) a worldwide pandemic. Due to its capacity to transmit from person-to-person through respiratory droplets, the government has set recommendations, guidelines, and some prohibitions which LOOM Coworking, LLC. (the "Organization") adheres to comply.

In consideration of my participation in the foregoing, the undersigned acknowledge and agree to the following:

- I am aware of the existence of the risk on my physical appearance to the venue and my participation to the activity of the Organization that may cause injury or illness such as, but not limited to Influenza, MRSA, or COVID-19 that may lead to paralysis or death.
- I have not experienced symptoms that of fever, fatigue, difficulty in breathing, or dry cough or exhibiting any other symptoms relating to COVID-19 or any communicable disease within the last 14 days.
- I have not, nor any member(s) of my household, traveled by sea or by air, internationally within the past 30 days.
- I did not, nor any member of my household, visit any area within the United States that was reported to be highly affected by COVID-19, in the last 30 days .
- I have not been, nor any member(s) of my household, diagnosed to be infected of COVID-19 virus within the last 30 days.

Following the pronouncements above I hereby declare the following:

- I am fully and personally responsible for my own safety and actions while and during my participation and I recognize that I may be in any case be at risk of contracting COVID-19.
- With full knowledge of the risks involved, I hereby release, waive, discharge the Organization, its board, officers, independent contractors, affiliates, employees, representatives, successors, and assigns from any and all liabilities, claims, demands, actions, and causes of action whatsoever, directly or indirectly arising out of or related to any loss, damage, injury, or death, that may be sustained by me related to COVID-19 while participating in any activity while in, on, or around the premises or while using the facilities that may lead to unintentional exposure or harm due to COVID-19.
- I agree to indemnify, defend, and hold harmless the Organization from and against any and all costs, expenses, damages, lawsuits, and/or liabilities or claims arising whether directly or indirectly from or related to any and all claims made by or against any of the released party due to injury, loss, or death from or related to COVID-19.
- By signing below I acknowledge that I have read the foregoing Liability Release Waiver and understand its contents; that I am at least eighteen (18) years old and fully competent to give my consent; That I have been sufficiently informed of the risks involved and give my voluntary consent in signing it as my own free act and deed; that I give my voluntary consent in signing this Liability Release Waiver as my own free act and deed with full intention to be bound by the same, and free from any inducement or representation.

This waiver will remain effective until laws and mandates relevant to COVID-19 are lifted.

\_\_\_\_\_  
Printed / Typed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature