



## **LOOM Coworking, Gallery and Event Space Response, recommendations and liability related to the COVID-19 pandemic and use of coworking spaces. (6/18/20)**

### **General Facilities and Sanitation**

- The LOOM staff is thoroughly sanitizing all common areas, high-traffic areas, door handles, light switches, desk and table surfaces, chair arms, and all high-touch surfaces twice per day.
- Upholstered surfaces are sanitized once per week.
- A UV sanitizing wand will be used once per week to sanitize keyboards, mice and other peripherals at members' workstations.
- Hands-free sanitizing stations are now positioned throughout the workspace and all trash cans are touchless.
- Between 8-9am, our team will make the morning coffee. Disposable cups and sweeteners will be set out for those who do not want to use their own mug.
- No buffets or other food will be put out for sharing.
- When appropriate, the Main building doors will be propped open to provide fresh air and ventilation to members. HVAC filters will also be changed more frequently.
- A full list of daily efforts can be made available upon request. We have posted signage throughout the building reminding members of their part in creating a safe environment and informing members of recent cleaning efforts.
- Staff will typically be on site 8am-5pm Monday-Friday. Please text Jen or Slack if you have any specific needs.

### **Workspace Changes**

- Until further notice, all members are now using dedicated workspaces, whether they have a hot desk or dedicated desk membership, unless they choose to share with a team member.
- We have rearranged and de-densified all workstations. Desks are now positioned in such a way as to provide 6-12ft of distance between all dedicated workspaces and physical barriers have been placed where possible.
- We have added two foot high vertical privacy panels between most workstations.
- Workspaces have been reoriented to face members away from neighbors as much as possible.
- Dedicated office supplies have been provided at desks to prevent sharing.
- Until further notice, all event spaces in the Studio building have been repurposed to accommodate additional workstations for guests and members who prefer maximum distancing.
- Shared lounge areas have either been removed (such as the open workspace lounge chairs and benching) or utilized specifically for morning and end of day tour use by visitors (purple Gallery seating).

### **Meeting Spaces**

- In order to maintain the cleanliness of small spaces, we are requiring meeting room bookings (which are free to members) each time a space is used, even if you will just be using it for a phone call.
- Meeting rooms must be sanitized between each use. Please add 15 minutes to the end of each Cobot booking to ensure time to wipe down the space and its contents or to ask the LOOM team for assistance in doing so.
- Capacity is now being reduced to approximately half in all meeting spaces to provide social distancing. For details on changes to capacity, please ask a team member or reference posting throughout the buildings.
- Remote controls and dry erase markers will be sanitized and placed in ziplock bags. Should you have a need for these, see a team member. Once you are finished, return them for sanitation and bag replacement.

- Be aware that, due to the surge of webinars and online meetings, the podcast studio (Media Lab) is now in higher demand. For this reason, it is important that those intending to use the space make their bookings as early as possible.

#### **Guests**

- All event or coworking tour guests must wear a mask to enter either building, regardless of time.
- Tours of event spaces will only be scheduled 7:30-8:30am and 4:30-5:30pm or will take place via video call.
- Tours for prospective coworking members may take place throughout the day but staff will try to perform these during times the workspaces are least occupied by members and have initial meetings within enclosed meeting rooms.
- Walk-in tours will not occur in the Main building unless the spaces in question are minimally occupied. Online resources have been increased and visits can be scheduled via the website, phone or email.
- Guests are not allowed in the Main building except for scheduled tours (see above).
- As always, no children under 13 are allowed in either building. The only exception is if a child is attending a one-on-one class or counseling session with a member within the Studio building or if the child is participating in an after hours private event.
- If you are planning on having a guest for a meeting or for coworking, please let us know and we will help you find an appropriate space in the Studio building. Members should arrive early and ensure that their guests know to go to the Studio building since a waiting area is not provided in the Main building.
- All guest coworkers, day passers and those doing a trial day of coworking must call the day before to enable our team to prepare a dedicated desk to use in the Studio building..
- Duplicate amenities such as coffee and bottled water can be made available in the Studio building or brought to you upon request.

#### **Members ... What is your responsibility to our community?**

- If you are experiencing any symptoms, please stay home. Members must not come to LOOM (either building) if they are sick, have a fever or other symptoms, or have been in contact with someone with COVID-19 in the last 2 weeks and should remain away for at least 14 days. If symptoms progress, let us know so that we can be sure to further sanitize your space and any spaces you may have occupied.
- Coworking check-in has now moved to be fully online in order to limit points of contact. Please check in on the Cobot website on your own computer when you arrive. If you are unsure how to do this, please ask a staff member. This is essential to ensure that you are not charged for meeting room use or other included amenities.
- Please use sanitation stations and wash hands frequently throughout the day.
- We are asking all members to sanitize their stations after use if our staff cleanings have already been completed (such as when you continue to work after 5pm).
- Disinfectant wipes are available throughout the facility. You are encouraged to wipe down surfaces after you use high touch, high traffic spaces such as the rest rooms or kitchen area.
- While we are not closing the kitchen like many coworking communities are, please remember that:
  - members should only use their own personal coffee mug.
  - any LOOM plates or silverware that are used should be immediately and thoroughly washed (with the single use cloths provided).
  - members are encouraged to go ahead and get several snacks to keep at your desk to limit trips to the kitchen.
- You are encouraged to maintain a 6ft distance between all others in the workspace. If there is a member who is consistently not giving you space, feel free to let our team know.
- Join and receive alerts from our Slack network. This is the best way to stay informed of any updates or changes.
- If you have any concerns or suggestions on how to create an even more safe environment, please let us know!

#### **Making the best of it!**

- Alternatives to handshakes are encouraged.... Be creative!
- Bring your lunch or take this time to utilize the take-out services or our local restaurants (and don't forget your LOOM discounts!)
- Eat out in the sunshine in any of our three outdoor seating areas, take calls out in the fresh air and go for daily walks in our beautiful downtown!

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.

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Printed / Typed Name

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Date

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Signature