

- 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.

Printed / Typed Name

Date

Signature