

LOOM Health and Safety Guidelines for Use of Coworking Spaces. (updated 8/7/21)

Member and Visitor Responsibilities

- **All members and guests (each visit) must sign in at the front of the main building. Signing in states that you:**
 - **ARE or ARE NOT fully vaccinated**
 - **HAVE or HAVE NOT been made aware of and read the requirements below**
 - **HAVE or HAVE NOT come in contact with someone diagnosed with COVID in the last 14 days**
- If you are experiencing any symptoms, please stay home. **Note that not all variants have the same symptoms, so a fever may not always be present.** Members must not come to LOOM (either building) if they are sick, have symptoms, or have been in contact with someone with COVID-19 in the last 14 days 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. *If you suspect you have been exposed or are showing symptoms, let management know ASAP so they may do an intensive sanitation of your typical workspaces and all common areas while you are gone.*
- Join and receive alerts from our Slack network. This is the best way to stay informed of any updates or changes.

General Facilities and Sanitation

- The LOOM staff is thoroughly sanitizing all common areas, high-traffic areas, and high-touch surfaces daily.
- Hands-free sanitizing stations and cleaning supplies are positioned throughout the workspace and all trash cans are touchless. 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.
- In order to keep the kitchen a safe environment
 - members should only use their own personal coffee mug.
 - *plastic cups are provided so that you may refill your reusable water bottles safely.*
 - any LOOM plates or silverware that are used should be immediately and thoroughly washed (with the single use cloths provided).

Workspaces

- **Until further notice, all non-vaccinated hotdesking members will be required to work on the left (Gallery) side of the main building or anywhere in the Studio building.**
- **Dedicated desk members are encouraged to be vaccinated. Vaccinated or not, all must sign the attestation daily.**
- **Only those who are full-time dedicated desk members are guaranteed a particular desk daily. Hot-desking members may NOT leave personal items at flex stations. However, dedicated supplies can be provided and personal storage is available.**
- **All hot-desking members must sanitize any workspaces used prior to leaving the facility EVERY DAY.**
- **All workstations will remain de-densified. Desks are positioned in such a way as to provide 6-12ft of distance between all dedicated workspaces and physical barriers have been placed where possible.**
- **If there is a member who is consistently not giving you the space/distance you desire, please let our team know or mention it yourself.**
- Two foot high vertical privacy panels between most workstations will remain. Workspaces will continue to be oriented to face members away from neighbors as much as possible.
- All spaces in the Studio building, when not in use, can be used as workspace for guests and members who prefer maximum distancing.

Meeting Spaces

- In order to maintain the cleanliness of small spaces, we are requiring COBOT meeting room bookings each time a space is used.
- **All meetings with outside guests should take place in the Studio building unless guests provide proof of vaccination.**
- Meeting rooms must be sanitized between each use. Please add 15 minutes to the end of each booking to ensure time to wipe down the space and its contents or to ask the LOOM team for assistance in doing so. This includes any markers, remotes or technologies used.
- Small meeting room capacities have been raised to a maximum of 5. However, should a member require more distancing for a group of 3-5, they should see management for alternate room placement.
- 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

- Tours for prospective coworking members and event space renters may take place throughout the day but staff will try to perform these during times the workspaces are least occupied.
- Unvaccinated event or coworking tour guests will be asked to wear a mask to enter either building, regardless of time.
- Online resources and video tours have been increased to help reduce the number of visitors.
- As always, no children under 13 are allowed in either building during workdays. The only exception is if a child is attending a one-on-one class or counseling session with a member within the Studio building.
- If you are expecting guests, arrive early to greet them. A waiting area is not provided for those using the Studio building..
- **All guest coworkers, day passers and those doing a trial day of coworking must call the day before. If not fully vaccinated, guests within the main building are asked to wear a mask while utilizing public/shared spaces (not required at private desks).**

HIGHLIGHTS of HEALTHY OFFICE UPDATES

(see front desk for full guidelines, updated 8/7/21)

Everyone, including dedicated desk members, must sign stating vaccination status, non-exposure and awareness of requirements

Non-vaccinated hot-deskers will work in Left side of main building (Gallery) or in the Studio building

Hot-desking members are not assigned a permanent desk and CAN NOT leave personal items at desks

Everyone must sanitize own workstation daily

**All workstations will remain spaced apart
... but you must still be aware of social distancing**

Someone in your “bubble”? Say something

**Private or collaborative meetings with
outside guests must take place in Studio**

*Lastly ... like religion and politics, COVID related topics can be controversial and not everyone shares your views. Unless asked, please refrain from pushing your beliefs on others.
We want everyone in this community to feel comfortable, safe and accepted.*