

COMMUNITY WELLNESS INITIATIVES

Working in a safe and
productive work environment

Emerge Forward – Safety First

To Our Clients:

Emerge212 has always been committed to workplace wellness, and this commitment has never been more important than it is today. Our Wellness Taskforce has implemented a variety of measures to maintain a safe, healthy and productive work environment. Enclosed in this document is an overview of the comprehensive policies and safety measures at EmERGE212.

Emerge212 has remained open and we have worked hard to modify our spaces and services with your safety and well-being in mind. The specific policies and tactics enclosed have been informed by the CDC, New York Governor's Office, and the Building Owners and Managers Association (BOMA). As the guidance and environment are constantly evolving, the policies enclosed are subject to change.

We've enhanced our spaces and services to protect the wellbeing of the EmERGE212 community—ensuring that our clients, guests and employees continue to thrive in the office.

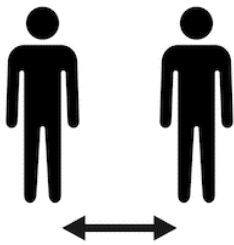
Should you have any questions, please reach out to us.

Sincerely,

Emerge212 Management

WHAT TO EXPECT

Here's how we are making space and services updates to maintain hygiene, safety and physical distancing best practices.



PERSONAL SPACE & PPE

We are implementing several temporary changes to help people keep physical distance from one another. This includes limiting capacity in certain shared areas, removing chairs in conference rooms, orienting hallways to one-direction flows, and more.



CLEANING & SANITATION

Heightened cleaning measures have been implemented. We are disinfecting common areas more frequently and are providing complimentary sanitation products throughout our spaces.



BEHAVIORAL SIGNAGE

Clearly marked signage throughout the office will serve as reminders to employees, clients and guests that the wellbeing of our office depends on everyone doing their part.

As the guidance and environment are constantly evolving, the policies enclosed are subject to change.

PERSONAL SPACE & PPE

Personal space is important to helping prevent the spread of COVID-19. The following will help facilitate distancing guidelines outlined by the CDC.

SIGNAGE & PROTECTIVE SHIELDS

In all locations, signage reminders will be placed on floors and walls. Reception Desks will have a clear shield so Emerge212 Client Service Coordinators can safely continue to support your business.



PLEASE DO NOT STAND HERE

CAPACITY PROTOCOLS

To limit close contact in areas such as Reception, Copy Rooms, and Cafés, capacity protocols will be enforced.

ROOM LAYOUTS

Chairs will be removed from areas such as Conference Rooms to help meeting participants keep more personal space.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE guidelines will follow those set forth by the State of New York. At this time, clients and their guests will be required to wear masks in all shared areas and adhere to their individual company's policy when in private spaces. For their own safety and the safety of others, Emerge212 staff will be wearing masks, gloves and eyewear. For guidelines on acceptable masks, please visit [this page](#) on the CDC's website.

ENHANCED SANITATION STANDARDS

Expect heightened cleaning and hygiene standards that align with guidance from the CDC and State of New York.

INCREASED FREQUENCY AND SCOPE OF DAYTIME CLEANING

In addition to the existing nightly cleaning of all common spaces, we will be adding:

- Conference rooms: disinfected after every meeting/event
- Cafés/Bathrooms/Bistro/Reception Areas: All chairs, tables, counters, knobs, handles, and equipment will be disinfected every 2 hours (from 10:00 AM – 6:00 PM)
- Weekly disinfectant spraying and deep cleaning of common areas (including doors, walls and furniture)

COMPLIMENTARY HAND SANTIZER STATIONS

For instances where hand washing is not possible, complimentary hand sanitizer stations will be located throughout common spaces.

EXPANDED AVAILABILITY OF DISINFECTANTS

Increased availability of disinfecting wipes in common areas.

As the guidance and environment are constantly evolving, the policies enclosed are subject to change.

BEHAVIORAL SIGNAGE

As an office environment with shared common areas, the wellbeing of the entire office depends on every individual doing their part. We are clearly outlining policies in highly visible signage throughout Emerge212 spaces.

Within your private office environment, procedures are at the discretion of each company's management. For guidance on the obligations of businesses, please review [these Business Precautions](#) set forth by the Governor of New York.

As the guidance and environment are constantly evolving, the policies enclosed are subject to change.

GENERAL/RECEPTION GUIDELINES

- Maintain at least 6 feet of space between one another
- Wear masks in common areas; gloves are recommended
- Adhere to the signage found throughout the space
- Phone calls in hallways and common areas are not permitted
- You are encouraged to open packages immediately, with the use of gloves, and discard boxes by the freight
- Take note of certain hallways that are designated as one-way
- When washing hands is not possible, make use of complimentary hand sanitizer located throughout the space

Guest Reception

- Per New York State guidelines, each guest will be required to verbally complete screening criteria confirming if he/she has:
 - knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19, or who has or had symptoms of COVID-19;
 - tested positive for COVID-19 in the past 14 days; and/or
 - has experienced any symptoms of COVID-19 in the past 14 days
- Guests who answer yes to the above, or refuse to answer the screening questions, will not be permitted entry into Emerge212
- To observe the CDC's social distancing guidelines, upon completing the screening, guests will be placed immediately into your scheduled conference room or escorted to your office
- Emerge212 employees will be completing the same screening criteria daily. Clients are responsible for completing this criteria for their own employees and for keeping a log of the entries.

As the guidance and environment are constantly evolving, the policies enclosed are subject to change.

CAFÉ GUIDELINES

- Adhere to capacity limitations posted outside each café
- Wash hands thoroughly before and after using the café
- Place dishes immediately in dishwasher
- If dishwasher is full or in-use, wash dishes and take with you
- Use of masks is required in all common areas; gloves are recommended

MEETING ROOM GUIDELINES

- Discard of all belongings, recycling, trash appropriately after each meeting in the bins provided
- Chairs have been consciously removed and spaced to respect social distancing guidelines; please do not adjust
- Clients are encouraged to make use of cleaning supplies in all meeting rooms
- There is a mandatory 15-minute grace period between all meetings for Emerge212 staff to disinfect spaces

As the guidance and environment are constantly evolving, the policies enclosed are subject to change.

RESTROOM GUIDELINES

- Wash hands thoroughly with soap and water for 20 seconds
- Masks must be worn in all common areas; gloves recommended
- To facilitate recommended social distancing guidelines, stalls may be roped off or locked
- If all available stalls are occupied, please wait in the hallway until one person exits before entry

COPY ROOM GUIDELINES

- Only one person is permitted in the Copy Room at a time
- Masks must be worn in all common areas; gloves recommended
- Please use the provided wipes prior to using copy machine and supplies

As the guidance and environment are constantly evolving, the policies enclosed are subject to change.