

# FUELED COLLECTIVE

## *COVID-19 Preparedness Plan*

Fueled Collective is committed to providing a safe and healthy workplace for our team and member community. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. Our Fueled team will train, implement, and improve this plan over time. Our goal is to mitigate the potential for transmission of COVID-19 in our spaces, and that requires full cooperation among our team and member community. Only through this cooperative effort can we establish and maintain the safety and health of our team, members and spaces.

The entire Fueled Collective team is responsible for implementing and complying with all aspects of this Preparedness Plan and we will enforce the provisions of this policy. We incorporated suggestions and feedback from our internal team as well as the suggestions from our community. Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19 and addresses:

- employee policies and health screenings;
- member policies and health screenings;
- hygiene and respiratory etiquette;
- space configuration and protocols for social distancing;
- cleaning and sanitation procedures; and
- communication, training, and effective implementation by management and staff.

### **Policies and Health Screenings for Fueled Collective Employees**

Our team has been informed of and trained to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess our team's health status prior to entering our spaces and for them to report when they are sick or experiencing symptoms.

Fueled Collective's employees have been informed of our PTO and sick and safe policies, as they pertain to their employment status and promote them staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Accommodations for employees with underlying medical conditions or who have household members with underlying health conditions have been implemented.

In addition, we have created the following protocols to increase awareness and safety:

- **Self wellness reporting** | All employees have been informed that they need to report any flu or cold-like symptoms. If those symptoms are experienced, the employee will be removed from any of the location schedules. We will adjust coverage, and when possible allow them to work from home.
- **PPE** | Gloves and masks have been provided to all location staff for their protection. PPE will be required for our employees during specified activities such as mail sorting and distribution, coffee service, etc.; they are optional at all other times.

### Staff Exposure to COVID-19

Fueled Collective has implemented a policy for employees to inform their supervisor and co-workers if they have been exposed to a person with COVID-19. If they have, we will require them to self quarantine for a minimum of 14 days and will notify employees and members that may have been in contact. The person’s identity will be protected. The Fueled Collective team and cleaning vendors will increase cleaning efforts immediately for any objects of spaces that the individual(s) may have been in contact with.

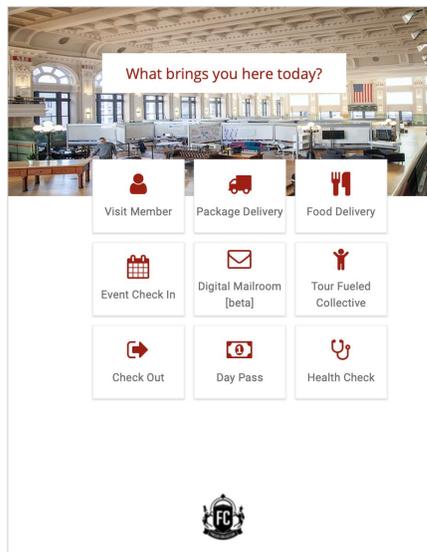
### Staff Diagnosis of COVID-19

If a Fueled Collective employee who has been in our spaces tests positive for COVID-19, we will follow the *Official Diagnosis Sanitation Procedure* outlined later in this document.

## Policies and Health Screenings for Fueled Collective Members

Members have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess members’ health status prior to entering the workplace and for members to report when they are sick or experiencing symptoms.

- **Self wellness check** | Upon entering any Fueled Collective location, members will be required to complete a health check on our front desk ipads. There will be a “no touch” option to complete this check and we will have hand sanitizer available for use before check-in. Members who are experiencing symptoms should not enter the space.



In addition, we have created the following protocols to increase awareness and safety:

- **Guest Access** | Fueled Collective will be open to accompanied guests. Guests are required to follow the same health screening procedures as members. In addition, members are responsible for letting their guests into the spaces, ensuring they follow the health screening requirements, and accompanying them at all times while in the space.
- **Locked doors + Business hour access** | Until further notice, all Fueled Collective perimeter doors will remain locked, with key card access only and restricted to business hour access, regardless of

membership level. Exceptions will be considered. Please email [access@fueledcollectivemn.com](mailto:access@fueledcollectivemn.com) to request. This restriction allows us to limit traffic in our spaces only when it is manned by Fueled Collective employees and ensures we are cleaning any and all surfaces that may have been touched. All members must badge in so we know who has been in the space on any given day in the event there is a reported case.

- **Updates/communication plans** | We are committed to continuing to provide regular member communications as well as updates to this plan as conditions change. Updates will be posted in our member portal.

### **Member Exposure to COVID-19**

If a Fueled Collective member has been notified that they have been in contact with someone who received a positive COVID-19 diagnosis, then the following procedure must be followed:

- The exposed member must notify Fueled Collective by emailing [prevention@fueledcollectivemn.com](mailto:prevention@fueledcollectivemn.com).
- If the exposed member has not been in the space, then we encourage them to self quarantine for at least 14 days.
- If they have been in the space, then we encourage them to self quarantine for at least 14 days AND the Fueled Collective team and vendors will increase cleaning efforts for any objects and/or spaces that the individual(s) may have been in contact with.
- Fueled Collective will notify employees and members that may have been in contact with the exposed member.
- The exposed member's identity will be protected.

### **Member Diagnosis of COVID-19**

If a Fueled Collective member who has been in our spaces tests positive for COVID-19, we will follow the *Official Diagnosis Sanitation Procedure* outlined later in this document. Members who receive a positive diagnosis must email [prevention@fueledcollectivemn.com](mailto:prevention@fueledcollectivemn.com) to notify.

## **Hygiene Etiquette**

Basic infection prevention measures are being implemented at our workplaces at all times. Employees and members are encouraged to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially prior to any mealtimes and after using the toilet. All members will be asked to wash their hands prior to or immediately upon entering any of our locations. We will also have hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

We have direct ordering access with approved green cleaning products that will be regularly stocked at our locations to ensure there is always adequate supplies to complete our committed cleaning protocols.

## Respiratory Etiquette

Employees and members are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers and visitors.

## Space Configuration and Procedures

Social distancing is being implemented in the workplace through the following space configuration and procedural controls:

### PROCEDURES

#### 1.1 Hours of Operation

Until further notice, all Fueled Collective perimeter doors will remain locked, with key card access only and restricted to business hours access, regardless of membership level. Business hours are Monday-Friday, 8am-5pm. Exceptions will be considered. Members must email [access@fueledcollectivemn.com](mailto:access@fueledcollectivemn.com) to request exceptions. This restriction allows us to limit traffic in our spaces to only when it is staffed by Fueled Collective employees and ensures we are cleaning any and all surfaces that may have been touched.

#### 1.2 Flexible Work - Staff

Fueled Collective staff that are not required to physically be in the space are able to work remotely.

#### 1.3 Signage

The various areas within each space (e.g. kitchen, meeting rooms, etc.) will have area-specific signage posted. This signage will note the guidelines that pertain to that particular part of the space. In addition, general guidelines signage will be posted throughout the space.

#### 1.4 Personal Protective Equipment

Staff will be required to wear personal protective equipment (PPE) during specified activities during their work day (e.g. Sanitation Sweeps, Coffee Service, etc). During the rest of their day, those items will be optional. Fueled Collective will provide those items for staff when needed/wanted.

At this time, members are not required to wear personal protective equipment. However, they are encouraged to do so and must bring their own.

#### 1.5 Staff Feedback

Three times per week staff will virtually meet with their managers. Discussing this COVID-19 Preparedness Plan is a standing agenda item for these meetings. This allows them to brainstorm and provide feedback, including but not limited to concerns for their safety, suggestions for improvements, or issues regarding compliance.

## **1.6 Gathering and Sharing**

Members and staff are prohibited from gathering in the space socially in violation of the social distancing guidelines. Members and staff are also prohibited from sharing PPE. In addition, we encourage members to bring their own tools and equipment (e.g. pens, chargers, headphones, etc.) into the space with them each day. However, if a tool is needed they may stop at the front desk to borrow them. These tools will be sanitized once returned to the front desk to ensure cleanliness for the next user.

## **SPACE CONFIGURATION**

### **2.1 Commons**

Collaborative, open workspaces will be divided into two categories. Rather, we are replacing them with individual, reservable desks. These desks will be reserved by the full day and are available to all membership levels at no additional cost, however, they must be reserved in advance through the Fueled Collective Member Portal. Before and after each reservation, staff will sanitize the entire reservable workspace according to the Individual Desk Checklist.

In addition, these work spaces will be spaced out so that they follow CDC social distancing guidelines. Walkways with appropriate distancing through and around desks will be marked on the floors to minimize contact.

### **2.2 Coffee Bar**

The self-service coffee bar will not be in operation, until further notice. The bar itself will be off limits and there will be signage placed there noting the closure. In order to still provide beverages for our members, staff will walk through the space at three different predetermined times to serve coffee and tea. Here are the details:

- Coffee/Tea delivery times will be 9:00am, 11:00am, and 1:30pm.
- Staff will be required to wear PPE during coffee making and service.
- Staff will walk around with a rolling cart that has all the necessities.
- Staff will NOT stop at each person and ask what they'd like and then pour their drink. Rather they will stop at predetermined "fill-up" spots along their route to fill up cups with coffee and hot water and then put lids on them so they are ready to go. Then they will walk around and hand out the cups. Once they run out, they will stop at another "fill-up" spot to refill before resuming their route.
- Tea options will be limited to just a few. We recommend that if someone wants a specific kind of tea, that they bring tea bags from home (we will still provide the cup and hot water).

Staff will NOT be entering private offices or dedicated workspaces to offer coffee service out of respect for their space and it's safety. Rather, these members have two options:

- 1) They can place an order for an airpot of coffee. This includes cups, creamer, sugar and any other necessities. This order can be placed at any time, however, we ask members to understand that staff have other responsibilities as well and may not be able to deliver the coffee service immediately.

- 2) They can be mindful of the coffee service times and keep their doors open (for private offices) during those times and be ready to come out of their spaces to retrieve their beverages.

### **2.3 Print Center**

There will be two rules about the Print Station.

- 1) Only one member can be at the Print Station at one time.
- 2) Members are required to use hand sanitizer before touching the machine.

In order to enforce these rules, we will be doing the following:

- There will be a large sign displayed at the Print Station noting the rules of this specific area of the space.
- There will be a six foot perimeter marked on the floor around the Print Station to ensure social distancing.
- There will be hand sanitizer setup right next to the printer.

In addition, we will be removing all communal office tools, including scissors, staplers, tape, etc. These items are available at the front desk upon request. If requested and used, staff will sanitize immediately upon their return.

Members who are apprehensive about using the Print Center have an additional option. They can email their file to the Location Manager. The Location Manager will print off the file, place it in a marked folder and set it out for the member to collect when ready. The Location Manager will notify the member via the member portal to let him/her know that it is ready.

### **2.4 Greeting Desk**

In order to ensure the safety of our staff, a six foot perimeter will be marked on the floor around the Greeting Desk and we will display signage that notes that only one member may approach the desk at a time.

### **2.5 Kitchen**

All furniture that encourages or allows for any sort of social gathering will be removed. In addition, signage will be posted in the kitchens encouraging members to use the kitchen as little as possible and noting the following rules:

- Members are not allowed to leave items in the refrigerator overnight. All items must be carry-in and carry-out.
- Dishes, silverware, and food prep tools/equipment will be removed from the space until further notice. Members are encouraged to bring their own silverware or any prep tools needed along with their food items. This is a carry-in/carry-out situation. In the instance that a member forgets or misplaces a needed item, there will be a limited amount of disposable plates, bowls and silverware on hand.

### **2.6 Meeting Rooms**

In order to ensure safety and compliance in our meeting rooms, we are doing the following:

- We will be reducing the capacity of all of our meeting rooms and removing furniture in a manner that enables us to follow CDC social distancing guidelines. There is no preset configuration as each room is different and will have to be re-configured on an individual basis.
- All communal coasters and other accessories will be removed.
- TV remote controls and dry erase markers/erasers will be kept in a clear acrylic box. This box will have next to it hand sanitizer and a sign that notifies members that they are required to use hand sanitizer before using any of the contents in the box, and they MUST return the contents as soon as they are no longer needed.
- The conference phone will be removed from the main conference table and placed on a smaller table in a corner of the space. On this table will be a bottle of hand sanitizer and a sign notifying members that they are required to use hand sanitizer before moving/using the conference phone, and they MUST return the conference phone as soon as it is no longer needed.

## **2.7 Phone Booths**

In order to reduce as many communal contact points as possible, we are removing the phones from the phone booths. Members wanting to use the space must use their own phones. Phone booths will be cleaned and sanitized on our regular cleaning schedule.

## **2.8 Private Offices & Dedicated Workspaces**

We will make ourselves available to help members reimagine their private offices and dedicated workspaces to adhere to CDC guidelines. This includes providing various product recommendations.

We also will be offering an additional cleaning service on a daily basis that can be purchased.

## **2.9 Dedicated Desks**

Where possible we will reconfigure dedicated desks so that they are at least six feet apart. For those desks that cannot be physically moved, we will work with members to strategically shift them so that they are not stationed within six feet of each other, which will mean that some desks will have to remain vacant for the time being. For those locations where that is also not possible, we will be providing adequate plexiglass shielding around their space.

# **Cleaning and Sanitation**

Regular housekeeping practices are being implemented, including routine cleaning and sanitization. This will be accomplished in three ways:

### **1) Commercial Cleaning Service**

We have commercial cleaners cleaning our facilities a minimum of three times per week (more frequently in some locations). We have updated our checklist with our cleaners to ensure additional cleaning for high-touch surfaces.

### **2) Sanitation Sweep**

Staff will be walking through the spaces every two hours (five times each day) according to the following schedule to sanitize high-touch points.

Schedule: 8AM, 10AM, 12PM, 2PM, 4PM

This is called a “Sanitation Sweep” and will be done according to a predetermined checklist of high-touch points within each space. While performing a Sanitation Sweep, staff will wear PPE and be using a cleaner on the CDC’s list of approved sanitizers.

### **3) Meeting Room Cleaning**

Meeting Rooms will receive a thorough cleaning two times during each business day. These cleanings will take place at 11:30AM and 3:00PM. All rooms will be pre-booked at these times. If a member would like to have a full day meeting or a half day meeting that overlaps with these times, they must reach out to staff to work through that default cleaning booking.

Cleaning will be done according to a predetermined checklist of high-touch points within each room. While performing a Meeting Room Cleaning, staff will wear PPE and be using a cleaner on the CDC’s list of approved sanitizers.

## **Official Diagnosis Sanitation Procedure**

Upon notification that a person who was physically in one of our spaces has received a positive diagnosis for COVID-19, we will follow the following protocol:

- 1) Without sharing names or details, we will immediately notify members of the affected location about the situation, giving them one hour to gather their belongings, rearrange their day if needed, and carefully leave the space. The notification will be through our member portal notification system, and members will receive notifications via text and email. All members must provide their mobile phone numbers and emails if not already on file.
- 2) At the one hour mark, the space will be put on lockdown (other Fueled Collective spaces not affected will remain open and available during this time) and members will not be allowed back until 8:00AM the next morning when we will re-open for regular business.
- 3) At the one hour mark, any staff on site will also be required to leave the space. If it is determined that staff was in direct contact with the person who tested positive, we will ask staff to self quarantine for at least 14 days. Members may choose to self quarantine themselves if they were also in the space, but they are not required to do so.
- 4) During the lockdown period, our commercial cleaning company will perform a thorough and detailed sanitization of the space.
- 5) In addition, we will be notifying the building so that they can also make arrangements to sanitize the common areas of the building.

Upon notification that there are multiple people who were physically in one particular space that have received a positive diagnosis for COVID-19, we reserve the right to initiate the following protocol:

- 1) That particular space will close immediately and not re-open for at least 14 days.

- 2) We will encourage any members that were physically in that location during the outbreak to self-quarantine for at least 14 days.
- 3) Any members that were physically in that location during the outbreak are not allowed to visit other Fueled Collective locations for at least 14 days.
- 4) During the space closure our commercial cleaning company will perform a thorough and detailed sanitization of the affected space.

## Communications and training

This Preparedness Plan, along with all corresponding training documents and checklists, were given to Fueled Collective staff to read and digest on May 8, 2020. Employees and managers then met virtually on May 11, 2020 to go through the plan and training materials in great detail. Employees were able to ask questions and receive clarity. Ongoing communications and training regarding the Preparedness Plan will take place weekly, as it is a standing agenda item for meetings between staff and managers. Management and staff will work through this new plan together and update the training as necessary. Management will also monitor the effectiveness of the program and its implementation by performing frequent inspections according to a Preparedness Plan Inspections Checklist.

This Preparedness Plan has been certified by Fueled Collective management and was posted on the Fueled Collective Member Portal on [date]. In addition, physical copies will be available at the front desk for members wishing to receive the information in that format. It will be updated as necessary.

Certified by:

**[Signature]**

**[Title of management official]**