



# VENTURE X

THE FUTURE OF WORKSPACE

## Policy for Back to Work, Venture X Denver South:

### Cleaning:

#### COMPLETED:

**Set up schedule that will be monitored and communicated to members.** Katie put schedules in each CR and common area that she signs with date and time when clean. She signs off when done and right now it is about every 30 minutes

**Working on disinfection stations:** Baskets installed by front door, in kitchen and by back door. Each basket has bleach wipes and hand sanitizer in it. Can be used when entering or leaving and on personal desks.

**Medical film to manage conference rooms and other items:** Medical film was put on doors, handles and other high touch areas. This is changed every 30 to 60 minutes OR if a member informs us of touching/using as in the phone booth and then we change it immediately (signage to instruct).

**Disinfectant Mist:** Completed at end of April. Entire office was misted with non-toxic sanitizing mist.

**Janitorial services:** Lincoln Properties continues to use a higher grade disinfectant recommended by the EPA in their daily cleaning of the VTX space and all building common areas. They are cleaning high touch points more often throughout the day.

#### To be implemented:

Scheduled misting

Common areas only

Once/quarter

**Shared desks:****Completed:**

Seating only every other seat

Plexiglass installed between face to face seating

**To be implemented:**

Add desks or move seating areas

**Dedicated desk:****Completed:**

Plexiglass installed between front to front facing seats

**To be implemented:**

Staggered Seating after DD member discussions

**Common Areas:****Completed:**

Split common area to "2 areas"; Area 1 is reception to glass wall; area 2 is glass wall, café to offices. Each area is limited to 10 people. Katie (CC) to manage occupancy.

Keep main door propped open

Disposable cups, serve ware, plates, and bowls

Small cocktail napkins out in order to push coffee or if one wanted to use it to touch anything else.

**Signage:** VTX is put up many signs instructing members to wear masks, to wash hands and how, maintaining occupancy maximums, putting their own dishes away so staff doesn't touch them (if they use them, disposable is offered and preferred), cleaning charts.

**Masks:** Masks are required in common space and worn by staff at all times.

Medical film also used here (see above)

No touch dispensers where we can (soap for instance).

**To be implemented:**

Traffic arrows

Closing café altogether or only allowing coffee, no microwave, or eating in common areas

Temperature checks or, at a minimum, onsite thermometer

**VTX:**

Katie will be full time. Michael and Kate Patton will alternate to keep to 50% employee mandated per Governor

**Conference rooms and Phone Booths:**

**Completed:**

CRs are locked and must be opened by staff only

Scheduling of CRs can only be allowed with a 15 minute break between each meeting in order for staff to clean door handles, light switches, arms of chairs, table, etc.

Markers removed and must be checked out by user (for whiteboard)

**Private Offices:**

**Masks:** Masks are required in the building and in the common areas. Inside of each suite the mask requirement is per the company.

**Airflow:** Per Lincoln Properties: **HVAC:** Upon return to the buildings, all filters will have been changed and all outside air flow is being brought in to the greatest extent allowed by the building systems.

**Plexiglass or other dividers:** We can work to obtain and help install for members who want this in their space.