

# mindwarehouse Health and Safety Policy

To our valued clients and guests:

Your health and safety is our top priority. We are implementing policies to help us prevent the spread of virus and limit the impact of illness on our community. Thank you for reading this and supporting our efforts!

Following recommendations from the World Health Organization (WHO) and Centers for Disease Control (CDC) we are implementing the following enhanced health and safety policies.

## **Cleaning**

We are implementing enhanced cleaning procedures in our locations to protect our employees, members and guests. These include:

- Cleaning shared surfaces regularly with disinfectant and electrostatic cleaning.
- Providing hand sanitizer at entry and meeting rooms. Providing hand soap at all sinks.
- Asking our guests to help sanitize common surfaces that they have used with sanitizing wipes when applicable.
- Rotating rooms between reservations so rooms can be left vacant for several hours and then cleaned thoroughly.
- We have also installed Nanoseptic self-cleaning materials on door knobs/levers, restroom push plates, elevator buttons.

## **Hygiene**

Please follow these important guidelines about hygiene:

- Wash your hands frequently and properly. Wet your hands with clean, running water, turn off the tap, and apply soap. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails. Scrub your hands for at least 20 seconds.
- Use your arm or sleeve when coughing or sneezing, not your hands, and use hand sanitizer regularly. Wash your hands. (It's a theme.)
- Please dispose of tissues immediately into trash bins and wash hands or use sanitizer any time you have used tissues. (There's that hand-washing again!)
- Refrain from touching your face. If you do, please wash your hands afterwards. (In case you forgot.)

## **Face Coverings**

All visitors will be asked to wear a face covering when in our public areas such as elevators, lobbies, corridors and restrooms. If you need an extra face covering, please let us know, we have them available.

## **One Way Corridors**

To help with traffic flow, some public areas may be marked with one way directional markings which will allow anyone to better distance themselves while traveling through the space.

## **Kitchen**

We have discontinued shared kitchen services including coffee.

## **If You Are Sick**

For the safety of our space, we are asking any visitors or potential visitors who are displaying even mild flu-like symptoms, including fever, cough and cold to stay home. Please! Not only is this common courtesy, it will help you recover more quickly and keep your immune system strong. Please notify us if you are diagnosed with COVID-19 and have used our space in the past 30 days.

## **Social distancing**

We are strongly encouraging visitors or potential visitors to avoid congregating in our common spaces and can accommodate most guests who ask to work or meet in isolation. All guests need to be at least 6 feet away from each other. We have reduced our seating capacity and reconfigured some areas to allow for proper distancing.

## **Closures**

Finally, we have policies in place and will communicate further to implement closures and further cleaning protocols if we are notified that any person that has used our space recently is diagnosed with COVID-19.

## **Thank you!**

Thank you for putting the health and safety of all our space occupants and local community first. For more information you may also refer to CDC provided signage in our spaces which provides tips on hygiene, handwashing and social distancing, etc. We are closely following the recommendations by the WHO and CDC and will provide updates as needed. In the meantime, thank you for helping continue to keep our welcoming community healthy and safe!