



BLENDERWORKSPACE

COVID Resilient Space

July 2020





COVID Resilient Space

Dear Members,

We look forward to welcoming you back to Blender Workspace. The safety and wellbeing of our members and staff is top priority. As a private community, its critical we act responsibly and cooperate with as much transparency as possible.

We are closely monitoring the changing landscape of COVID-19 to make the best decisions possible in support our community. The policies and procedures outlined in this document detail the efforts we are making to mitigate the spread of COVID-19.

Our policy reflects the “Businesses and Workplaces” guidelines issued by The Center for Disease Control and Prevention (CDC), and other governing authorities.

All Members, staff and guests of Blender Workspace are required to follow these policies and diligently ensure compliance by others working at our Space.

This document will be updated as circumstances evolve. Your flexibility and cooperation are essential to providing a productive and safe work environment.

Warm regards,

The Blender Team

Please share comments and suggestions via
covid@blenderworkspace.com

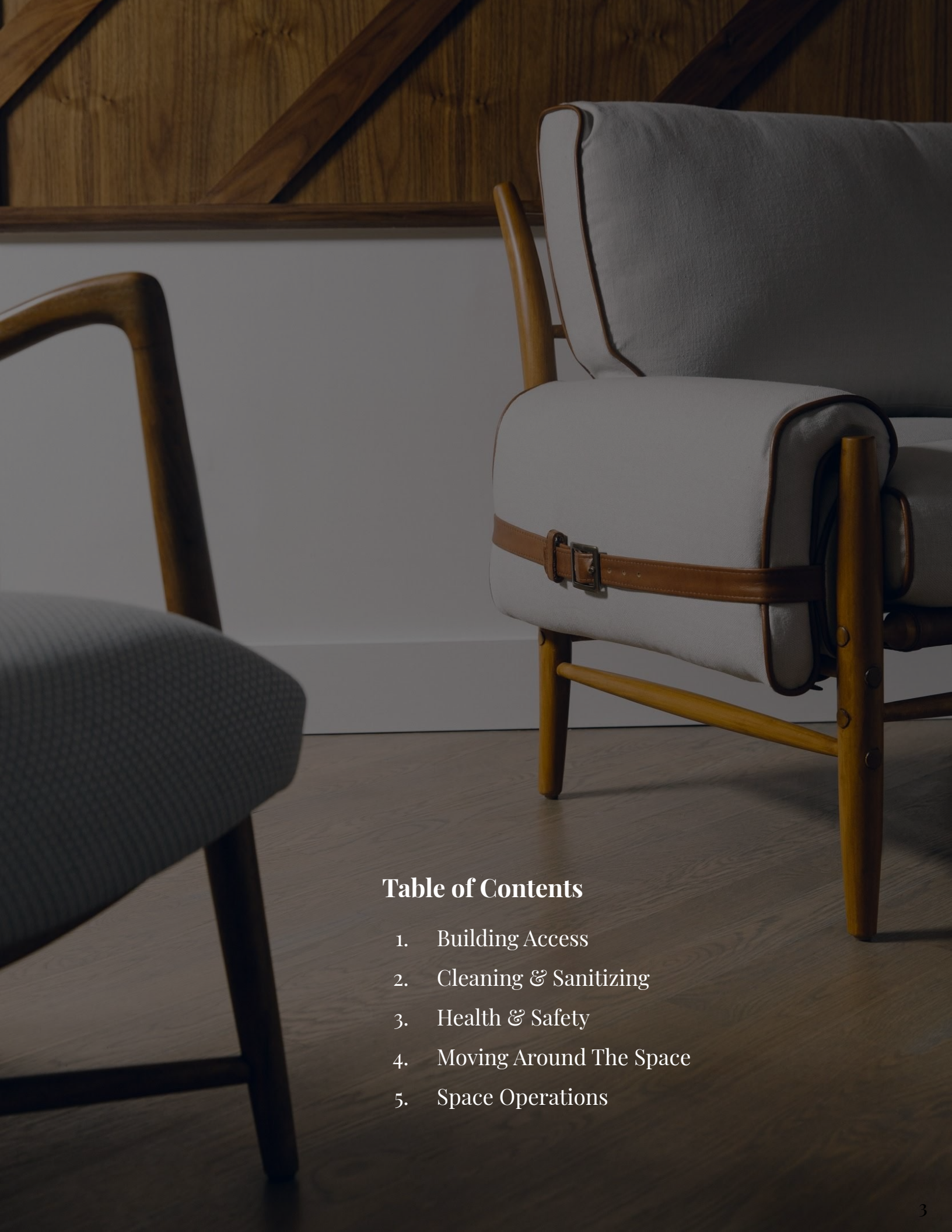



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Building Access: 135 Madison Avenue

- Koeppel Rosen, Landlord's Managing Agent, has increased cleaning and sanitizing for all common areas, including elevator cars, lobby entrances, and stairwells.
- Building porter staff will sanitize high touch points frequently during the work day, i.e. door handles and elevator buttons.
- Face covering must be worn at all times when traveling through the building common areas.
- A touchless sanitizer dispenser is available for your use upon entering and exiting the Main Lobby.
- Elevator capacity will be reduced by 50% and enforced by Lobby security personnel.
- The total number of humans allowed per elevator car will be posted in the Lobby. (4 persons)
- Koeppel Rosen recommends utilizing the fire stairwells and entrance at 27 East 31st Street as needed.

A photograph of a public restroom stall. The walls are covered in a dense, repeating pattern of red leaves and various animals like lemurs, owls, and squirrels. The floor has a black and white geometric tile pattern. A toilet is centered in the stall, set against a dark wood panel. The text "CLEANING & SANITIZING" is overlaid in white serif font across the upper part of the image.

CLEANING & SANITIZING



Cleaning & Sanitizing

Enhanced cleaning procedures for disinfecting and sanitizing of high-touch points and surfaces throughout the Space.

- Members are encouraged to sanitize their workspaces before and after daily use.
- Open Desks and Private Office high-touch points and surfaces will be disinfected every night.
- We encourage members' to assist with sanitizing by keeping desks and other surfaces as tidy as possible
- Increased frequency of cleaning and sanitizing common areas and amenity spaces throughout the day.
- Frequent Cafe & Lounge cleaning during lunch time 12pm and 2pm.
- Disinfecting and cleaning of all soft surfaces with a HEPA equipped filter vacuum.
- All high-touch areas and shared items, will receive enhanced cleaning and sanitization throughout the Space

Heating Ventilation and Air Condition System

The twin 20-ton custom HVAC system is outfitted with HEPA filtration and fresh air intake functionality to provide clean air circulation.

We have contracted our mechanical service partner to be available year round for emergency maintenance repair and regular filter changes.



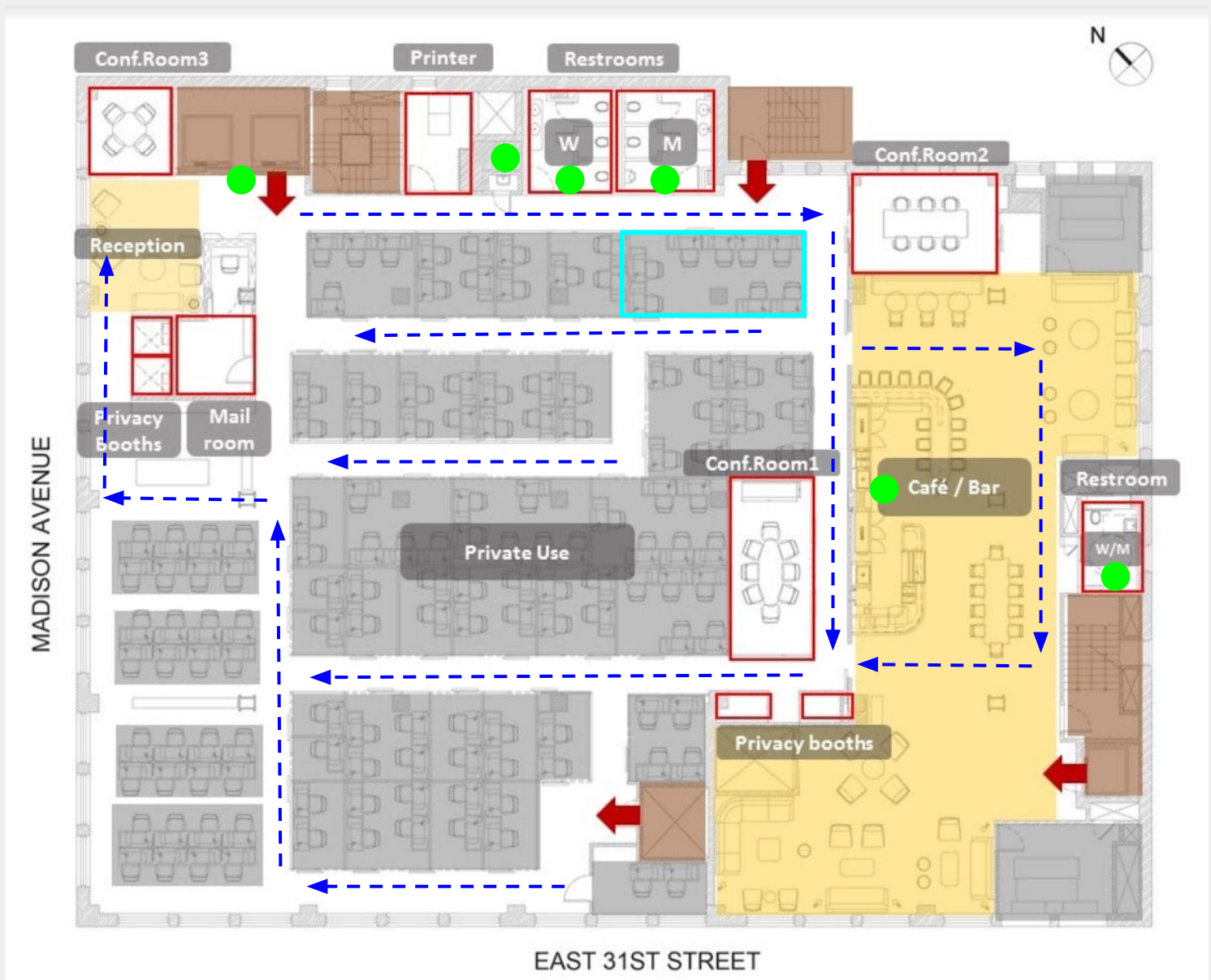
MOVING AROUND THE SPACE



Moving Around The Space

Movement through the workspace should generally be conducted in a clockwise direction. The intention is to minimize points of contact where 6-foot physical distancing cannot be maintained.

- Touchless Foaming Dispenser ●
- Human Traffic Flow - - - - ->
- Common Areas —
- Bike Storage —





HEALTH & SAFETY



Health & Safety

Blender staff are required to wear face coverings at all times. Surgical masks and clorox wipes are available at Front Desk by request.

- Maintain 6-foot personal distance from others.
- Face coverings are required when moving through common areas, hallways, bathrooms, etc.
- Wash hands thoroughly and frequently for minimum 20 seconds before and after leaving your workspace.
- Avoid touching your eyes, mouth, and nose.
- Practice healthy habits, a strong immune system is the best defense against infection.
- Touchless foaming hand soap dispensers are available at all Bathrooms and Cafe sinks.
- Sanitizer stations are available at all shared amenity spaces, i.e. meeting rooms, privacy booths, and lounges.
- Hand washing and/or sanitizer is required prior to using copy machine and other shared business supplies (e.g., staplers, tape).
- Signage is posted for health and safety reminders.
- Anyone experiencing flu like symptoms will be required to alert the Community Manager and leave the space immediately.
- Touchless forehead temperature device will be required at the Front Desk for anyone who appears symptomatic.
- Potential Symptoms:
 - Fever
 - Chills
 - Cough
 - Sore throat or painful swallowing
 - Shortness of breath
 - New muscle aches or headache
 - Other flu-like symptoms

A photograph of a modern interior space. The floor is composed of two materials: a dark wood parquet on the left and a white hexagonal tile on the right. A large, black, abstract sculpture, resembling a stylized 'M' or a bird, is positioned on the white tile floor. The text 'SPACE OPERATIONS' is overlaid in the center.

SPACE OPERATIONS



Space Operations

Our workspace has been upgraded and reconfigured to ensure appropriate physical distancing requirements are maintained. Signage reminders have been posted throughout the Space for PPE, Personal Distancing, and Face Coverings.

Occupancy

Guidelines require density to be reduced by 50%, maximum capacity signage posted in the “Common Areas” below:

◆	Meeting Room Madison (A)	2 humans
◆	Meeting Room Park South (B)	6 humans
◆	Meeting Room Nomad (C)	6 humans
◆	Cafe & Lounge	30 humans
◆	Phone Booths	1 human
◆	Restrooms	4 humans
◆	Printer Station	1 human

Dedicated Desk

Dividers have been installed at every Dedicated Desk Workstation, which also provide acoustic sound insulation and additional privacy.

Mail & Package Handling

All mail and package deliveries will be sorted and stored in the mail and package room behind the Front Desk.

No members are permitted in this room, Staff will send a package alert and retrieve mail upon request.

If you have questions regarding inbound items, please do not approach the Front Desk, simply contact the Community Manager via phone, email, or Slack message.



Space Operations - continued

Food Deliveries

We strongly encourage members to bring food from home so to reduce the frequency of outside deliveries to the floor.

If a food delivery is necessary, please carefully coordinate retrieval in order to reduce the number of people waiting at the Front Desk.

Guest Policy

All guests must be pre-registered with our Community Manager prior to arriving at the Space.

Members are responsible for briefing their guests on Blender Workspace's COVID-19 Safety Plan.

Cafe & Lounge

The hospitality beverage station and snack bar will be managed exclusively by our Staff. *Self-service beverages and snacks will no longer be available.*

All mugs, glassware and cutlery must be placed in the provided receptacle for sanitization at the end of each work day. *Please only use one beverage vessel per day.*

The Member refrigerator will remain locked, any items requiring refrigeration will be handled by Blender Staff.

Lounge areas have been reconfigured to maintain physical distancing and enhanced cleaning methods will be applied to soft surfaces.

Bike Storage Room

To reduce the reliance upon public transportation, bike storage will be available in Office number 5, which can be found across the hallway from the Men's Bathroom and Meeting Room Park South (B). Please alert our Community Manager at frontdesk@blenderworkspace.com if you wish to utilize.



Thank you.

Questions & Inquiries
connect@blenderworkspace.com