



SAFETY FIRST

**HEALTH AND WELLNESS
DURING COVID-19**

JUNE 2020



BLOC'S COMMITMENT

As we reopen our three locations, we realize that physical distancing will be required for the foreseeable future. As we address this reality, we also believe that our need for connection and collaboration will be more important than ever. We are committed to creating a safe environment for our Members to thrive.

The health and safety of our BLOC Members and Community Managers is our top priority. The following guide outlines our plans and strategies for providing a safe workspace and doing our part to reduce the spread of COVID-19.

We want to stress how important it is that our Members help us maintain a safe and healthy work environment by complying with these new policies. If you have any questions regarding anything contained in this guide, or regarding your health and safety at BLOC, please check in with any one of our staff members.

GENERAL RULE OF THUMB: PRACTICE GOOD HYGIENE

- **Distance yourself from others** by at least 6 feet.
- **Cover your mouth and nose with a tissue** when you cough or sneeze, or use the inside of your elbow.
- **Wash your hands** often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.
- **Do not shake hands.**
- **Be considerate of those around you** and respectful of their space.

NEW BLOC POLICIES AND PROCEDURES

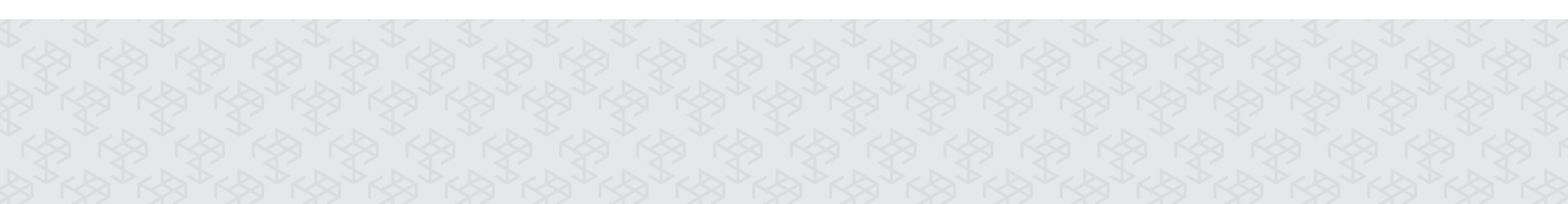
Enhanced Cleaning and Sanitization

- Enhanced cleaning and disinfection takes place nightly on Tuesday, Wednesday, Thursday, and Sunday for each location.
- Disinfectant used is from the [EPA List N](#) and approved to work against COVID-19.
- Common, high-traffic areas and objects such as door handles will be cleaned by staff throughout the day.
- Hand sanitizer and disinfectant wipes or spray will be available for members throughout each location.



Arrival To and From Your Workspace

- **Wear a mask.**
- Stairs can be used.
- **Be considerate** of other people using the entrance/exit and allow adequate physical distancing.
- Please **do not place your bags on the desks or chairs** in the open area. Place them on the floor under your desk.



Workspaces

OPEN DESK AREAS

- Seating capacity has been reduced by approximately 50% to allow for 6 ft. between workstations.
- **Only use desks without do-not-use signs.**
- **Wipe the desk before and after each use,** when you start and end work for the day.
- **Do not place your bags on the desk or chair;** place them on the floor under your desk.



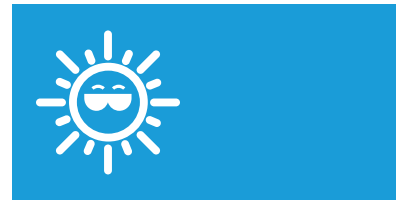
PRIVATE OFFICES

- **It is the responsibility of the individual or team within each office to decide how to handle capacity and seating.**
 - › Talk to your Community Manager if you need assistance or want to talk through options.

Kitchen + Outdoor Area

KITCHEN

- **Wear a mask.**
- **Wash your hands before and after** touching anything.
- Single use items have been added in lieu of communal ones, including: plates, bowls, creamer, individually wrapped stir sticks and silverware. If you choose to use washable dishware, place them in the dishwasher after each use. Do not wash by hand or leave them in the sink.
- Tongs have been provided for retrieving Keurig pods (Solana Beach).
- Limit use to 1-2 people at a time (with 6 ft. distance) and do not congregate.
- **Use a wipe when touching the cold brew and kefir keg handles.**
- Community buffet style food will not be provided. Please **do not bring food items to share** with others.



OUTDOOR AREA

- **Do not congregate** and maintain at least 6 ft. physical distance from others.
- **If you move furniture, please return it to its original location.**

Meeting Spaces

CONFERENCE ROOM

- **Maximum number of four people** may use the conference room at a time (**two for Solana Beach breakout room**).
- **Seating should be staggered** to allow proper physical distancing.
- Conference rooms are regularly sanitized throughout the week.
- **Members are asked to wipe down the meeting table and any other items that may have been touched** (remote, dry erase pens, HDMI cable) after each booking.
- **Leave the door open when exiting** the room.
- **Put your mask back on before leaving** the room.
- Consider including additional time to include a quick wipe down.



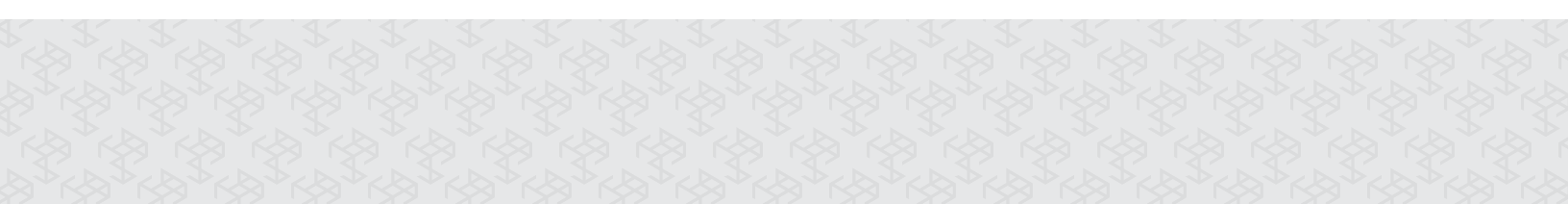
PHONE BOOTHS

- Phone booths are open and available for use.
- **Members are asked to wipe down the desktop, chair, and door handle upon exiting** to ensure the room is ready for the next user.
- Please leave the door ajar upon exiting (Solana Beach and Leucadia only).

Meeting Spaces Continued

GUESTS / VISITORS

- **No more than two guests per member** allowed in the space at any time.
- Members should **log all guests** on the [visitors page inside the members portal](#).
- **Guests are not permitted to use the kitchen.** Member to fulfill any guest beverage requests.
- Guests may only circulate through the space to conference rooms, private offices, and restrooms.
- It is the member's responsibility to inform guests of BLOC's health and safety policies.



Face Masks & Gloves

FACE MASKS

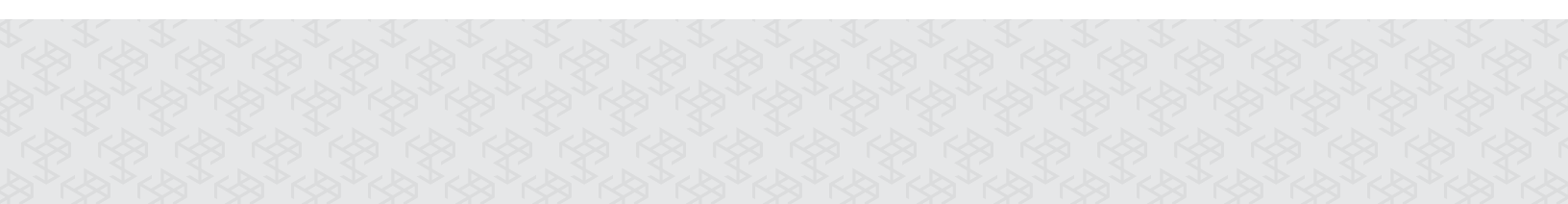
- **Face masks are required** when circulating any BLOC facility, including:
 - › Entering and exiting the building
 - › In the kitchen area
 - › Using the printer
 - › Circulating through the space to areas such as:
 - Restrooms
 - Outdoor spaces
 - Kitchen
 - Phone booths
 - Offices
- Anytime you come within six feet of others (desks will be spaced 6' apart or more in the open area).
- **Mask should always cover your mouth AND nose.**
- **Wash your mask often** and do not use disposable masks repeatedly for several days.
- Private office members and teams may choose their own internal guidelines regarding mask usage when inside their suite.
- If you do not have a face mask, please speak with your Community Manager.
- For more information see the [CDC's Use of Cloth Face Coverings](#).



Face Masks & Gloves Continued

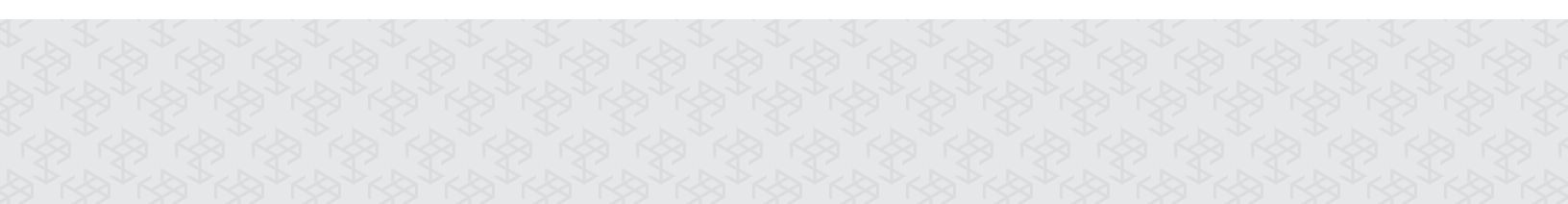
DISPOSABLE GLOVES

- Gloves are meant to avoid cross contamination and may still lead to the spread of germs.
- **Do not wear gloves while at BLOC** and instead regularly wash your hands with soap and water for 20 seconds and use the hand sanitizer provided.



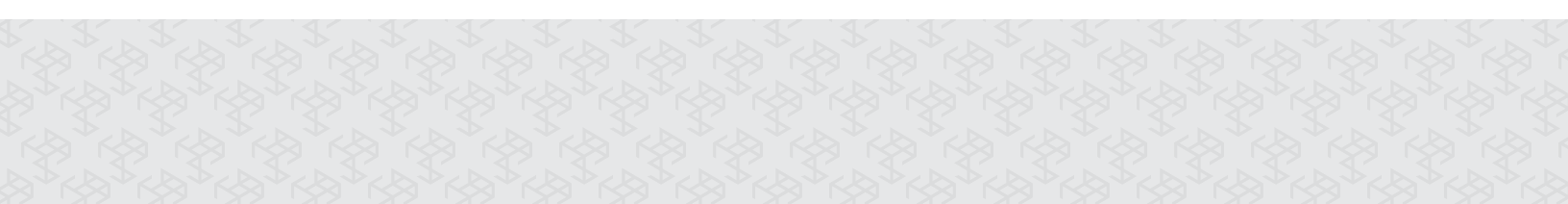
Events

- All in-person member events will remain virtual for the time being. We will update you if and when this changes.
- We will occasionally host virtual events on dates and times TBD.
- Food and candy will not be provided until further notice.



Wellness Checks

- It is recommended that **all members perform their own wellness check each day before visiting BLOC** by answering the following question.
- Since your last visit to BLOC, have you had any of these symptoms?
 - › Cough
 - › Shortness of breath or difficulty breathing
 - › Or at least two of these symptoms
 - › Fever of 100° or higher
 - › Chills
 - › Repeated shaking with chills
 - › Muscle pain
 - › Headache
 - › Sore throat
 - › Loss of taste or smell
 - If you answered yes to any of the above, stay home, do not come to work from BLOC, and follow the CDC's recommendations on [what to do if you are sick](#).
- Community Managers will be performing daily self-temperature checks daily before coming to work as well as performing the same screening above.



QUESTIONS

When will restrictions lift or policies change?

We are closely monitoring recommendations from the city, state, federal government, and CDC. BLOC follows all CDC and government guidance, and will update our policies accordingly as they change.

How will I know all rules are being followed?

Our team is committed to supporting our members and ensuring BLOC is a safe space to work. But as they say, it takes a village and it is up to each individual member and guest to diligently follow our policies and guidelines. If you have any concerns regarding health and safety at BLOC, please speak to your Community Manager. Together, we can protect ourselves, and one another.

Do I have to wear a face mask while sitting at an open area desk?

Policy states that if you come within 6 feet of others, you should wear a mask. If it makes you feel safer to cover your face at all times, we recommend you do so. If you can maintain the appropriate physical distance, it is not required when sitting at an open space desk.