

To our ThinkHub Members,

Your safety and well-being and that of our team are our number one priority. We will continue to monitor guidance and mandates from our local and state governments. In response to the latest developments surrounding the coronavirus (COVID-19), here are the latest changes and updates to our space until further notice:

Sanitation and Safety Measures

- Members with an onset of Covid related symptoms or feeling unwell, should mask-up and leave the premises to get immediate medical help
- Members who are supposed to be in isolation for Covid should refrain from entering the premises.
- Any member who is unwell that could be non-covid related should also refrain from entering the premises.
- The ThinkHub has a daily sanitizing crew to clean common areas.
- A sanitizing station has been placed in the main entryway and kitchen entrance. All members and guests will be required to sanitize their hands upon entry.
- Guests will need to follow all entry procedures and will be restricted to the lobby area.
- Comply with markers if placed in front of the desk for social distancing.
- Masks will be mandatory when walking around the coworking space. For example, please wear a mask from your coworking desk to the WC. Masks may be removed at your discretion while you work in your private office or at your selected desk for the day
- Members will be given a designated table in their area. Coworking members are restricted to their space and the conference room.
- Desks, tables and chairs have been rearranged to allow for proper social distancing. Dividers may be placed in certain areas to create safety barriers. Please do not rearrange the layout without approval by our team.
- Depending on the weather outside, air-conditioning may be switched off and doors/windows kept open for maximum outside air circulation

Membership, Access and Amenities

- Our Shared Kitchen is available for use by our members and their guests
 - A hand sanitizing station has been placed at the main entrance
 - We encourage members to bring their own cups and utensils
 - Disposables will be provided if a member chooses to use
 - Coffee/tea will be poured into your utensil or a disposable
 - We ask that members wash or sanitize their hands before and after use of the coffee or tea

Meeting Rooms

- We will be requiring all members and guests to use face coverings while using our meeting rooms.
- Free access to the conference room to be used only by active members of the same team
- To follow through with proper social distancing, the Conference Room will be available for Virtual Conferencing and for the occasional small in-person meeting consisting of 4 - 6 people. Zoom ID and projector can be requested to be used from conference room.
 - Sanitizing kits have been placed in Conference room. Please sanitize any touch points before and after your meeting
- Let the staff know after the usage of the conference room is complete for them to prep it for the next team.

COVID-19 Certification and Liability Release Notice

BEFORE ENTERING ThinkHub Coworking, read this notice carefully. The safety of our community is our utmost priority. As the COVID-19 pandemic continues, we are closely monitoring the situation and following guidance from the Centers for Disease Control and Prevention (CDC), our government, local health authorities, industries best practices, and feedback from our community. If you have any questions or concerns, please contact us at info@thinkhub.space.

BY ENTERING THINKHUB COWORKING, YOU ARE AFFIRMING AND REPRESENTING THAT:

1. You have **NOT** tested positive for COVID-19, or you are NOT presumptively positive for COVID-19 based on your health care provider's assessment of your symptoms.
2. You have **NOT** been tested for COVID-19 and are awaiting to receive test results.
3. You are **NOT** currently experiencing, or have NOT experienced any of the following symptoms in the last 10 days:
 - Cough
 - Chills
 - Muscle Pain
 - Shortness of breath
 - Fever of 37.2 C or higher
 - New loss of taste or smell
 - Nausea, diarrhea, vomiting
 - Sore throat
4. You have **NOT**, in the past 10 days, been in close contact with anyone who experienced any of the above symptoms or has experienced any of the above symptoms since your contact.
5. You have **NOT**, in the past 10 days, been in close contact to anyone who has tested positive for COVID-19.
6. You **WILL** abide by stated guidelines for current social distancing, which includes **wearing a mask, and practicing the social distancing protocol** while using common areas at the Hub
7. **ThinkHub Members:** Have read and agree to comply with the current ThinkHub Operational Procedures, in place for use of the ThinkHub as a Member. Members who host guests (based on our current policies) are responsible for their guests at all times.
8. **Violations:** All Users of the ThinkHub agree that violations to the ThinkHub Operational Procedures in place at this time may result in being asked to leave the facility and/or breach of membership agreement.

LIABILITY WAIVER NOTICE

The ThinkHub management team is committed to providing a safe environment. By entering the ThinkHub facility, all Users (Members, Guests, Staff) agree that the certification and affirmation above was answered truthfully and to the best of your ability. In addition, all Users agree to release the ThinkHub Coworking from any liability for the unintentional exposure or harm due to COVID-19.

Thank you for your understanding and patience during this unprecedented time. We look forward to welcoming you all back to our space when the time is right!

The ThinkHub Team