



Welcome,

As we work to resume normal operations, we continue to be concerned for your well-being during these unprecedented times. In order to stay healthy under the “new normal” created by COVID-19, we will all have to change our behaviors in the workplace and the manner in which we work.

Please know that we are taking reasonable steps to provide a safe working environment for all members of Embarc Collective, employees of Embarc Collective, and guests. We continue to monitor updates from the Centers for Disease Control, as well as from the State of Florida and local health authorities.

We have implemented specific protocols to promote use of facemasks and social distancing where appropriate, hand-washing and respiratory hygiene, enhanced disinfecting and cleaning, and contact tracing. We need to continue to ensure that all individuals who have tested positive for COVID-19 or have been exposed to individuals who test positive are not at the workplace for the time periods suggested by health officials or without clearance from a health care provider.

Even with the best safety precautions, we all assume some risk when we interact with others in the workplace and society. Given the nature of the situation, we cannot and do not warrant that the measures will fully protect anyone from exposure to COVID-19. Precautionary measures are not intended to be a substitute for professional medical advice, health and safety measures recommended by governmental agencies, and/or good practices, such staying home when we are sick and frequent hand washing, that we all must take.

Specific protocols applicable to your use of the Embarc Collective facility are available [here in our Embarc Collective COVID-19 Operating Handbook](#). If you have any questions or want to report any unsafe or hazardous conditions, please direct them to help@embarccollective.com. Most importantly, if at any time you feel unwell and/or you develop any of the symptoms of COVID-19, you must refrain from entering the building, and immediately notify the appropriate member of your team, as well as help@embarccollective.com.

Each of us has a responsibility to adhere to workplace and facility health and safety rules. You may not act in a manner as to endanger yourself, or members of Embarc Collective, employees of Embarc Collective, and guests. If you engage in conduct that jeopardizes the health and safety of yourself, or of members of Embarc Collective, employees of Embarc Collective, or guests, you will be subject to removal from the facility.

By signing below you acknowledge that you have been advised of these COVID-19 disclosures and have received and reviewed the [Embarc Collective COVID-19 Operating Handbook](#). You also acknowledge and agree to abide by all policies, procedures, and protocols implemented to address working in the age of COVID-19.

Luther Barnum	Blockspaces
Name	Company
	01 / 10 / 2022
Signature	Date

CREATING A SAFE & HEALTHY SPACE FOR COLLABORATION



Operating During COVID-19

Updated: May 2021

GUIDELINES TO KEEP BUILDERS BUILDING

With input from government guidelines and feedback from healthcare professionals, we created a comprehensive plan to keep entrepreneurs and the broader community safe at Embarc Collective. We look forward to having you in the space to continue building solutions that are tackling the world's toughest problems.

We are laser-focused on keeping you safe and healthy within the Embarc Collective space. This guide will equip you and your team with everything you should expect as you work at Embarc Collective.

We will continue to monitor updates from the Centers for Disease Control, as well as the State of Florida and local health authorities and may update this document as their guidance evolves.

Welcome back
and thank you in
advance for your
patience as we
collectively adjust
to these new
norms.



SAFETY-FIRST APPROACH

The health and safety of our members and the broader community is our top priority as we adjust our Embarc Collective space operations during COVID-19. We have four priorities as we support you in your work and in collaborating with others.

1 TRANSPARENCY & COMMUNICATION

Our goal is to make sure our members and visitors of Embarc Collective have all the information and resources they need to understand how to operate in the space. We're committed to keeping you informed and have open lines of communication for ideas on how to make this process best for all. Please share feedback and questions in our `#help-desk` Slack Channel or help@embarccollective.com.

2 FACILITY & SPACE USE

Our space has been reconfigured where needed to facilitate safe gatherings and provide additional work areas for users wishing to distance. We're hosting hybrid and in-person events with safety in mind, and all events must abide by our COVID-19 protocols. Masking and physical distancing are required for all users of the space who are not fully vaccinated.

3 CLEANING & SUPPLIES

We've enhanced our cleaning protocols to align with guidance from the Centers for Disease Control (CDC). In addition to increased frequency of daily and nightly cleaning, we have set up regular disinfectant deep cleanings of high-traffic areas and private offices, and have placed sanitation stations throughout the space.

4 SELF-REPORTING & TRACING

We've set up procedures and materials to help members and visitors self-assess for symptoms before entering the space. Through our partnership with Kognition, we are able to monitor the traffic of members and visitors in our space which can be called upon should we need to provide tracing information.

TRANSPARENCY & COMMUNICATION

UPDATED SIGNAGE

Informational signage posted throughout the space highlighting:

- Protocols for mask wearing & physical distancing, when applicable
- Hand washing & respiratory etiquette
- Testing & vaccination
- Steps Embarc Collective is taking to facilitate a safe environment

FEEDBACK CHANNELS

- Conducting ongoing conversations with members to assess their needs in regard to using the space
- Establishing a dedicated email help@embarccollective.com to confidentially report concerns, questions or issues
- Soliciting questions or submit requests via the help-desk in Slack

RAMPED UP COMMUNICATION

- Timely, safety-centered email communications to our member community
- Dedicated section in the member handbook focused on maintaining a healthy environment and keeping our members informed



FACILITY & SPACE USE



FACE COVERINGS & MASKS

Masks are required for unvaccinated individuals at all times in all common areas including:

- main lobby
- member kitchen
- gray building kitchenettes
- conference rooms
- library
- open collaboration areas where 6-ft distancing is not possible
- group restrooms

SPACES & SHARED ROOM MANAGEMENT

- Conference and meeting rooms available by reservation only so that we can schedule cleaning after each use
- Cleaning blocks built in between meetings for housekeeping to disinfect space after each use
- Dedicating conference rooms, classrooms, and the main event space as additional work areas as needed

GROUP POLICY

- Public and private events will be hosted in the space in a reduced capacity and must abide by Embarc Collective's applicable COVID-19 policies

CLEANING & SUPPLIES

SANITATION STATIONS

CLEANING SCHEDULE

- Deep cleaning and disinfecting of entire facility at regular intervals on an ongoing basis
- More frequent and rigorous cleaning schedule, with focus on high-traffic areas and surfaces

HVAC PROCEDURES

- Upgrading to MERV-10 and MERV-11 rated filters
- Replacing filters every 4-6 weeks
- Monitoring humidity levels and air quality throughout the space

- Hand sanitizer dispensing stations located throughout the facility
- Disinfectant wipe stations placed near phone booths and in kitchen areas to quickly wipe high-traffic surfaces

KITCHEN, FOOD & BEVERAGE

- Wipes available for single-use for high-traffic surfaces such as the Bevi machine, refrigerators, microwaves, and ice machines
- All dishes are cleaned and sanitized in the dishwasher
- Individually wrapped, single-use utensils are provided

PRIVATE OFFICES

- Nightly cleaning of private office spaces
- Included in regular deep cleaning and disinfecting schedule

SELF-REPORTING & TRACING

SELF-ASSESSMENT

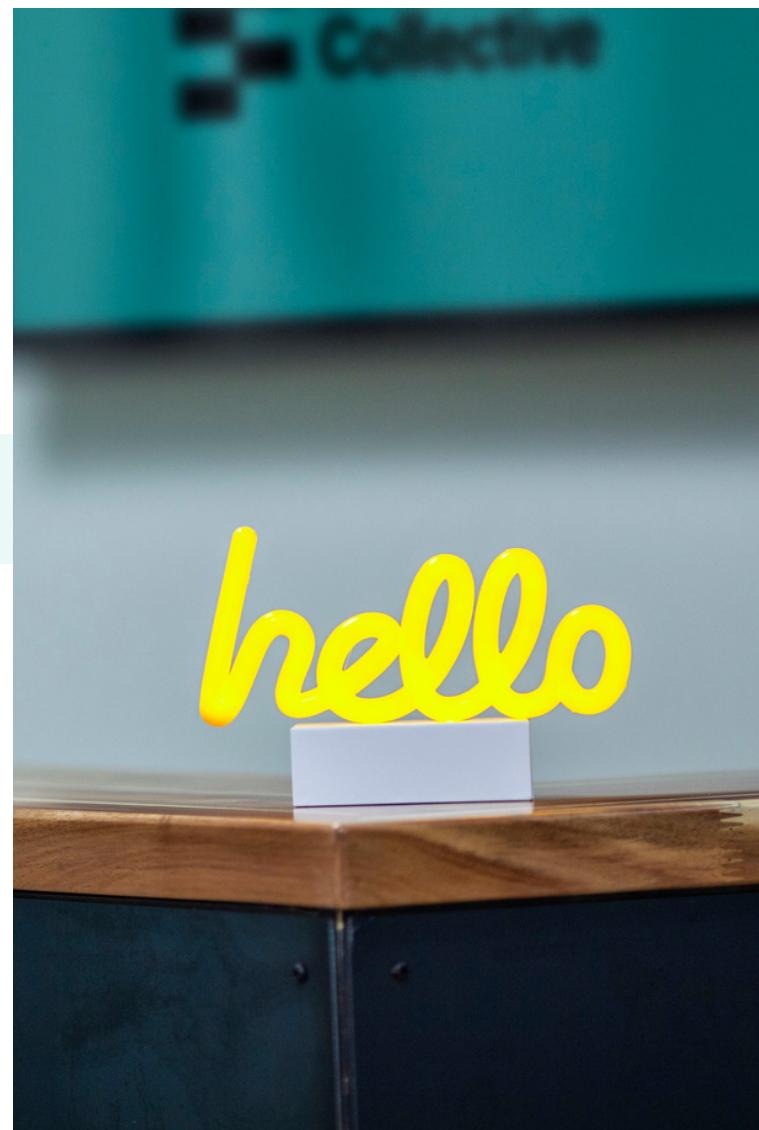
- Standard procedures for self-reporting illness to encourage self-management of behavior and infection prevention upon entry into Embarc Collective each day

CONTACT TRACING

- Procedure for identifying, communicating, and mitigating reported exposure in the space
- Ability to perform contact tracing as needed through our partnership with Kognition to help identify individuals and areas which may have been affected

HEALTH SCREENING

- All persons entering Embarc Collective will be required to complete a health questionnaire



MAINTAINING A HEALTHY COMMUNITY

SELF-ASSESSMENT AND ILLNESS: KEEPING OUR MEMBERSHIP SAFE

We need to continue to ensure that all individuals who have tested positive for COVID-19 or have been exposed to individuals who test positive are not at the facility for the time periods suggested by health officials or without clearance from a health care provider. We will ask you to verify your self-assessment daily upon entry into Embarc Collective.

- If you're sick, please stay home.
- If at any time you feel unwell and/or you develop any of the symptoms of COVID-19, you must refrain from entering the building, and immediately notify the appropriate member of your team and/or Embarc Collective staff.
- If you've been exposed within the last 14 days to someone who has tested positive, please do not enter the building:
 - (Unvaccinated) until you've received a negative test or have been symptom-free for 14 days
 - (Vaccinated) if you are exhibiting any symptoms
- If you have any questions or want to report any concerns, please direct them to help@embarccollective.com.

WHAT DO I DO IF I AM DIAGNOSED WITH COVID-19?

- Please refrain from entering the building.
- Notify the Embarc team at help@embarccollective.com, lakshmi@embarccollective.com, or kelly@embarccollective.com. We will reply with next steps based on your individual circumstances (note: all information will be treated confidentially).
- You may return to the building in the timeframe outlined by [CDC guidelines](#) or when cleared by a health care professional.
- Notify the Embarc team of your intent to return.

MAINTAINING A HEALTHY COMMUNITY

OUR PROCEDURE FOR WHEN COVID-19 IS IDENTIFIED IN THE SPACE

- Ensure that the individual does not re-enter the facility until cleared.
- Run contact tracing report and notify any specific persons who may have been directly exposed.
- Based on contact tracing report, issue a notice to any affected parties.
- Share a reminder of safety procedures and policy to stay home if sick.
- If applicable, issue a general notice to membership and any other affected parties relaying the above information.
- Perform a deep cleaning and disinfecting of any areas affected.



MAINTAINING A HEALTHY COMMUNITY

We ask for your patience and courtesy in recognizing our community's various personal comfort levels and concerns throughout this changing experience, and thank you for your continued efforts in keeping our community safe and healthy.

MASKING & PHYSICAL DISTANCING

- Masks are required at all times for unvaccinated individuals except in private offices, while eating or drinking, or while seated in open collaboration areas where 6-ft distancing is not possible.
- Practice physical distancing: stay six feet apart if you are not fully vaccinated.
- In order to support all members of our community, please be mindful and respectful of each individual's need for any continued masking and distancing.

HANDWASHING ETIQUETTE

Per [CDC guidelines](#):

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

SHARING SAFELY

- To allow for sufficient cleaning in between uses, conference and meeting rooms must be booked in advance through Robin. Please do not use a conference room or meeting space without reserving first.
- Do not hand wash shared dishes (use dishwasher only).
- Keep office doors open when possible to increase air circulation in smaller spaces.

RESOURCES & FEEDBACK

Email help@embarccollective.com to confidentially report concerns, questions or issues.

NATIONAL, STATE, AND LOCAL LAWS, GUIDELINES, AND RECOMMENDATIONS

- [Centers for Disease Control: COVID-19](#)
- [Florida Department of Health: COVID-19](#)
- [Hillsborough County: Stay Safe](#)
- [City of Tampa: COVID-19](#)

GETTING TESTED

Visit the [Hillsborough County COVID-19 Testing site](#) for information on state, local, and private testing options.

GETTING VACCINATED

- [Centers for Disease Control: COVID-19 Vaccine](#)
- [State of Florida: COVID-19 Vaccine](#)
- [Hillsborough County: COVID-19 Vaccine](#)

ADJUSTED HOURS OF OPERATION

The hours of Embarc Collective have been temporarily adjusted and will be re-evaluated on an ongoing basis.

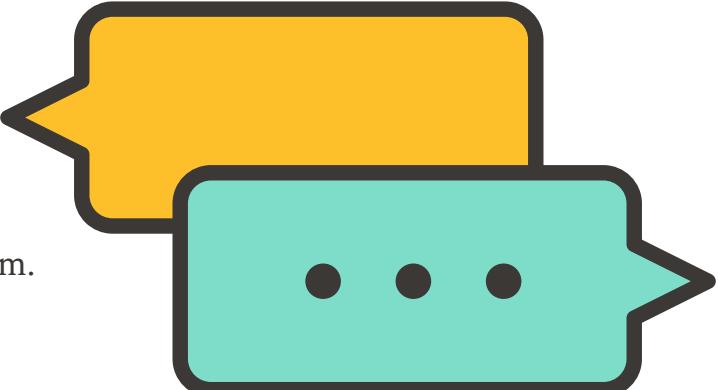
Monday - Friday: 7am - 7pm

Saturday: 10am - 5pm

Sunday: Closed

ENDEAVR CAFE

The cafe is open Monday - Friday 8am - 2pm.



PUSHING AHEAD

To adjust to COVID-19, we continue to adapt and create new norms for our very collaborative community. We believe we have reached a good operating point as we support our physical, in-person community. Embedded in these norms is recognition and respect for the individual needs of each member of Embarc Collective in staying safe and healthy at this time.

We will be vigilant as we push ahead by:

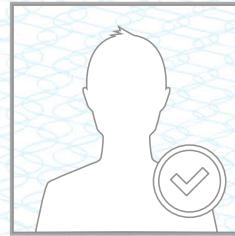
- Conducting on-going assessment and implementation of federal, state, and local guidelines
- Continuing conversations with staff and members
- Preparing for potential subsequent waves and remaining flexible to respond to changing circumstances



Signature Certificate

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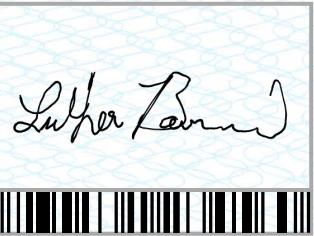
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