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July 27, 2020

Hello Brickstar,

While following recommendations from the World Health Organization (WHO) and the Center For Disease Control (CDC), the team at Brick House Blue is asking members and guests to help us prevent the spread of COVID-19.

We are applying the guidelines set by the WHO and CDC for both personal and public cleanliness to our business operations upon our reopening.

More specifically, all guidelines and proactive measures pertaining to the state of Ohio's response to the COVID-19 pandemic, as well as the procedures that will be followed can be found at [www.coronavirus.ohio.gov](http://www.coronavirus.ohio.gov).

We appreciate your support in maintaining a healthy and safe environment for everyone at Brick House Blue. We look forward to welcoming you back to our locations again soon!

Be safe and stay healthy!  
The Brick House Blue team

## I. Member/Staff/Guest Personal Hygiene Guidelines

- Wash your hands frequently with soap and warm water for at least 20 seconds.
  - 20 seconds is about the same amount of time it takes to say the alphabet, sing “Happy Birthday” twice or the full chorus of these popular songs:
    - “Toxic” by Britney Spears
    - “Jolene” by Dolly Parton
    - “My Shot” by Hamilton
    - “Love Shack” by The B-52’s
- Wash your hands especially during these key times when you are likely to encounter and spread germs:
  - Before, during, and after food prep
  - Before eating
  - Before and after treating a cut or other wound
  - After using the restroom
  - After changing diapers or helping a child in the restroom
  - After blowing your nose, coughing, or sneezing
  - After touching an animal, or touching pet food or pet waste
  - After touching garbage
  - After you have been in a public place and/or touched an item/surface that may be frequently touched by others (e.g. door handles, tables, gas pumps, shopping carts, or electronic cashier registers/screens, etc.)
  - Before touching your eyes, nose, or mouth because that’s how germs enter our bodies.
- If you can’t wash with soap and water, reach for some hand sanitizer. Lipid membrane viruses like coronaviruses are killed by alcohol-based hand sanitizer that is at least 60% alcohol. Make sure to use enough so that it covers all the surfaces on your hands. Rub until your hands feel dry, which should take about 20 seconds.

### Additional health safety tips:

- Wear protective face coverings at all times if it does not interfere with your ability to effectively complete responsibilities.
- Do not share headsets or other items that are used near the mouth or nose.
- Use your sleeve or a piece of fabric to provide a barrier between your skin and the handle to open doors if you are not able to push open with your body or arm.
- Since it's safest to avoid any person-to-person contact whatsoever, put handshakes, hugs, and high-fives on hiatus in favor of a no-touch greeting. Greeting substitutes growing in popularity include a simple wave or air high-five, while an elbow bump instead of a handshake further reduces the risk of communicability.
- Maintain a distance of at least 3-6 feet between yourself and anyone who is coughing or sneezing, or exhibiting cold or flu-like symptoms.
- Make sure you follow good respiratory hygiene – cover mouth and nose with your bent elbow or tissue when you cough or sneeze. Dispose of the used tissue immediately.
- Stay home if you feel unwell.

### Alternative Work Hours / Work at night:

Round the clock keycard access is available as a perk of coworking membership. If your goal is to avoid large groups of people during the peak times of regular business hours, working at night could be the answer. Not only would you benefit from a smoother, quicker commute, and fewer disruptions, but since many coworking members maintain a regular daytime schedule, you'll be safer from illness by being exposed to fewer germs.

## II. Brick House Blue Staff Procedures

- Our team is here to ensure everyone at Brick House Blue has a safe and healthy environment to work. As of our re-opening on May 12, 2020, our team performs the following operating procedures every day:
  - Take our individual body temperature upon arrival to space with a digital non-touch thermometer to ensure we are “fit for duty”.
  - Wear protective face masks and gloves at all times when we’re not at individual workstations.
  - Clean our workstations, computer, technology equipment, etc. at the start of a shift, mid-day, and at the end of a shift.
- We will actively encourage sick employees to stay home until they are free of fever (without the use of medication) for at least 72 hours (three full days) AND symptoms have improved for at least 72 hours AND at least seven days have passed since symptoms first began.

## III. Brick House Blue Cleaning Standards:

- Brick House Blue contracts a professional commercial cleaning team that ensures our locations are safe and healthy for members and guests. They are on-site every weekday evening (Monday-Friday) to sanitize and prepare locations for the following day. Between the cleaning team and Brick House Blue staff, these are the cleaning procedures will be completed daily:
  - **Clorox HealthCare Germicidal Cleaner (CDC approved and hospital grade) used on:**
    - Door handles into Brick House Blue and all common area doors (huddle booths, phone booths, meeting rooms, meeting room refrigerators)
    - Fabric and leather furniture
    - Meeting Surfaces: tables, podiums
  - **nanoSeptic Self-Cleaning Slip-On Sleeves and Touchpoints**
    - Office door handles, meeting room doors, public restrooms
  - **Faucet Disinfectant (CDC approved) used on:**
    - Kitchen counters and work surfaces

- **Anti-bacterial cleaner used on:**
  - Table surfaces
  - Markers
  - Appliance handles/doors
  - Coffee carafes
  - Community Water dispensers
  - Remote controls for AV equipment
- **Trash disposed of from:**
  - Common areas and meeting room receptacles
  - Recycling provided every Tuesday and Thursday via TrashCab
- **All air vents are cleaned**
- Brick House Blue will provide disposable face masks and disposable gloves for members and guests to utilize upon request.
- All plates, mugs, glasses, utensils, or serving dishes will be cleaned using the dishwasher or a dish detergent containing anti-bacterial components.
  - Disposable plates, utensils, coffee cups, and drinking glasses will be readily available for use. Recycling is appreciated where possible.
- The building common areas of each location such as external lobby areas, elevators, and restrooms are the responsibility of the building property developer, Crawford Hoying.
  - ServiceMaster is a professional cleaning crew contracted by Crawford Hoying to complete a daily clean of those areas while following consistent processes and timelines as our Brick House Blue commercial cleaning team.
  - Within the lobby of every building, a hand sanitization unit will be available.
  - Elevator buttons and elevator key-pads are wiped down hourly.
  - The external common areas of each building will be cleaned daily with hospital-grade cleaner and disinfectant.

#### IV. Coworking Member: Your Cleaning Responsibilities:

All members must adhere to the following guidelines:

- DO NOT enter if you are exhibiting symptoms that could be flu-like or if you have or have had a temperature of 100.4 within 24 hours of your visit.
- Members must socially distance themselves from others as much as possible and avoid shaking hands, hugging, or touching other individuals.
- Members must see that all work surfaces (e.g. desks and tables) and objects (e.g. telephones, keyboards, computer mouse, monitor on/off button) are wiped with disinfectant regularly throughout your workday.
- Members must see that office door handles or other frequently touched areas within your workstation/private office (e.g. remote control, external hard drives, markers for whiteboards) are wiped with disinfectant regularly throughout your workday.
- Members must place all dirty dishes, cups, mugs, silverware in the dishwasher to be properly cleaned. Do not leave any items in the sink.
- Use your sleeve or fabric to create a barrier when opening doors, microwaves, or refrigerators when possible.

#### V. Brick House Blue Meeting & Events Safety Standards:

- The City of Dublin has issued a mandate requiring people to wear a face covering throughout the city beginning on Monday, July 6. Once a member or guest enters into Brick House Blue, masks are strongly encouraged for common areas or meeting rooms. Brick House Blue will provide disposable face masks and disposable gloves for members and guests to utilize upon request.
- DO NOT enter if you are exhibiting symptoms that could be flu-like or if you have or have had a temperature of 100.4 within 24 hours of your visit.
- Located within each meeting room and the community areas of each location, Brick House Blue will provide Health and Safety Kits that are available for all members and guests. These kits contain disinfectant wipes, hand sanitizer, tissues, and individual alcohol wipes.

- Members and guests must socially distance themselves from others as much as possible and avoid shaking hands, hugging, or touching other individuals.

#### VI. Reported Cases of COVID-19:

In the event of a reported case of COVID-19 from a staff, member or guest, the following process will be followed:

- If the individual becomes sick during the workday, they will be sent home immediately.
- Brick House Blue will report the incident to our local health district.
- All surfaces that person was in with will immediately be blocked off and professionally disinfected and cleaned.
- Others that came into close contact with the infected individual will be considered exposed and asked to self-quarantine for 14 days taking appropriate medical steps and treatment if/when necessary.

Should you have questions regarding the information provided within this document, please contact a Brick House Blue staff member at your earliest convenience.

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UPDATED JULY 2020  
stay healthy. stop the spread. save lives.