

BKLYN
COMMONS

THE RE-OPENING





BKLYN COMMONS UPDATED HEALTH AND SAFETY STANDARDS:

THE RE-OPENING

BKLYN Commons is excited to welcome back all of our members! As we continue to work to stop the spread of COVID-19, BKC has updated our operations, cleaning, and health and safety standards.

To keep all of our members and guests safe as we re-open our workspaces, we thank you in advance for your working with us around these new practices.

WE HAVE TAKEN IMPORTANT STEPS TO IMPROVE SAFETY AS OUR MEMBERS RETURN. THIS INCLUDES:

Setting a higher standard for disinfecting and cleaning

Work and communal spaces at BKLYN Commons are being cleaned daily. We will continue to conduct additional deep cleanings and foggings to disinfect surfaces. We also have the option of individual cleaning packages available for purchase.

Free face coverings will be available to all members and guests

Increased frequency of daytime cleaning and sanitization of high traffic areas and touchpoints

Ensuring our cleaning staff is trained and has the appropriate supplies. Including products such as Electrostatic Spray, shown to be effective in combating the spread of COVID-19

Installation of touch-free faucets in the bathrooms and kitchen

Installation of automatic, hands-free doors for all bathrooms

To increase the cleanliness and purity of the air at BKLYN Commons, we have upgraded our Heating, Ventilation, and Air condition (HVAC system) by installing an Economizer, MERV 13 Filters, and UV-C Lamps

The addition of touch-free disinfectant, sanitizer and wipe stations throughout the building

OPERATIONAL UPDATES

BKC staff continues to be here to support you! As of March 2020, BKC has implemented a work-from-home policy to provide employees the option to work remotely.

Our operation and member relations teams are available Monday-Friday from 9 am - 5 pm via email, phone, and chat

Mail delivery will continue as usual. If you are expecting an important package, you can inform us by emailing help@BKLYNCommons.com

FOR COMMUNAL SPACES, MEETING ROOMS AND EVENT SPACES

The health and safety of our staff, members, and guests are our top priority. We have modified seating to facilitate social distancing by reducing capacity and removing chairs.

Workspaces have been equipped with flyers illustrating social distancing and how to maintain a safe and healthy work environment in accordance with the CDC and physical distancing guidelines, we ask that members:

Wear face coverings

Regularly sanitize their work surfaces before and after use

Limit number of in-person meeting attendees

Maintain 6 feet of social distance

Utilize our rooftop space, which is open for the summer and can be used as an outdoor office and for small events



PROCEDURE FOR DISCLOSURE OF COVID-19 EXPOSURE

If a member, guest, or staff test **positive for COVID-19**, we will share information about the times of the day and the workspace areas they have used. The **identity will remain confidential**. Anyone who tests positive for COVID-19 **should not return** until they have made a full recovery and been symptom-free for 14 days.

If a member, guest, or staff notices **any symptoms** that lead them to suspect they may have contracted **COVID-19**, they should **reach out to staff** to determine the next steps.



AT BKLYN COMMONS, WE VALUE THE WELL BEING OF OUR MEMBERS, STAFF, AND GUESTS. WHILE WE BELIEVE THE ABOVE STEPS WILL ENSURE THAT WE ARE MEETING A HIGH STANDARD FOR SAFETY, WE ARE ALWAYS OPEN TO FEEDBACK TO HELP WITH CONTINUOUS IMPROVEMENTS. IF YOU HAVE ANY SUGGESTIONS, PLEASE LET STAFF KNOW ONSITE OR CONTACT US INFO@BKLYNCOMMONS.COM