

COVID-19 Hygiene & Safety Concept

for Satellite Coworking Spaces

from 1000 Satellites

Mannheim, November 2021

(version 6)

Our Covid-19 concept, which we continuously revise, explains how we enable safe working at 1000 Satellites in our coworking spaces. The health and safety of our guests and employees is our top priority.

Therefore, we have designed a comprehensive hygiene and safety concept, following the recommendations of the Federal Ministry of Labour and Social Affairs and the Robert Koch Institute, exchanged ideas with other coworking spaces and office providers, and made specific additions on an ongoing basis.

We are always open to your suggestions to continuously improve the Covid-19 concept. Please send us a message at info@1000satellites.com.

Mannheim, November 2021



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Adaptations of rooms and furniture:

1. **Air filtration systems in open-office rooms and meeting rooms**
2. **Hand sanitizer racks** at the entrance and in key locations
3. **Plexiglass partitions** in places where the distance between coworkers can be less than 1.50 m (e.g. community manager counter, meeting tables)
4. **Safety distance of 1.50 m** between desk chairs
5. **Information technology (IT):**
 - Screens and docking station are pre-installed and cleaned regularly.
 - Keyboard & mouse are brought individually (laptop) or can be explicitly requested on site. They are disinfected afterwards.

Adjustments to procedures:

1. **No access if there are signs of flu** (e.g. sore throat, cold, cough, fever) in yourself or someone in your immediate vicinity.
2. **Access to the satellites is only possible with the 3-G rule**, which means that all coworkers, clients, external service providers and guests must either be vaccinated (2nd vaccination must be at least 14 days old), recovered or tested. A rapid test/PCR test must be carried out by a certified institution and must not be older than 24 hours - the PCR not older than 48 hours.
3. **3-G Plus Offer to Vaccinated and Recovered:** At each 1000 Satellites location, we provide free Covid-19 self-tests that can be done in the bathroom at the beginning of the work day. At the workplace, please do not remove the mask until the result is available.
4. **Registration and documentation of the people present** in the satellite coworking space is done by the hour via the booking tool, or for guests via the Luca app. If you are a guest of ours, please register with the community manager upon entering the coworking space and receive instruction on Covid-19-specific behaviour and adapted processes in the coworking space.
5. **Distance rule & mouth protection** obligation when entering the coworking space and in communal zones / meeting rooms
 1. In waiting and common areas, a distance of at least 1.50 m to other coworkers is maintained and a **mouth/nose covering according to FFP2 standard or a disposable medical mask** is worn.
 2. To provide a personal and warm "welcome", the reception areas are equipped with Plexiglas walls.
 3. The mouth-nose covering may be taken off at the workplace as soon as it is ensured that other persons are further than 1.50m away.

4. If there are signs of a flu-like infection, the coworking spaces may not be used. If you need to **sneeze**, use the crook of your arm to protect yourself and wash your hands afterwards.
6. **Increased cleaning intervals** of surfaces and room air
 1. We clean and disinfect surfaces, door handles and other contact surfaces daily. Hand disinfect dispensers are available in all public areas.
 2. In between, coworkers and community managers clean with disinfectant provided, after using temporary workstations.
 3. All workstations are equipped with a sign, which is pushed away when in use and may only be put up again once the area has been disinfected.
 4. Our rooms are equipped with a high-performance air supply and exhaust system. The meeting and open office rooms are also equipped with UVC radiation devices. In addition, the rooms are ventilated regularly.
7. **Use of community, café and toilet areas with increased hygiene measures**
 1. Wash and/or disinfect hands regularly.
 2. Obligatory protection of the mouth and nose (except, of course, for eating and drinking, which is done at an appropriate distance or protected by e.g. Plexiglas walls).
 3. Additional cleaning opportunities for hands and surfaces are directly available at the unit.
 4. Use the toilets only individually and one after the other. Wash your hands elaborately before and after use, flush only with the lid closed.
 5. **Coffee, drinks, and food:**
 - It is recommended to bring your own drinks and food and to consume them primarily individually at your place or outside.
 - Common consumption may only take place in small groups of a maximum of 4 people with appropriate protective measures (see distance rule or separated with a mobile plexiglass wall).
 - Used crockery is to be put in the dishwasher independently after a single use and then disinfected and wiped at the points of contact. Hands are to be washed/disinfected afterwards.
8. **In case of a case:** Should a Covid-19 case occur in one of our coworking spaces, all visitors to the affected satellite from the previous week will be informed immediately and asked to get tested and quarantined if necessary. The space will be cleaned and ventilated thoroughly in consultation with the Health Department, provided the community managers have tested negative.

If you have any questions, uncertainties or ideas for improvement, please contact the Community Manager or send an email to info@1000satellites.com.