

COVID-19 Hygiene & Safety Concept

for Satellite Coworking Spaces

of 1000 Satellites

Mannheim, May 2022

(Version 8)

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 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 other office providers, and made specific additions on an ongoing basis.

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

Mannheim, May 2022



Dr. Gregory von Abendroth
(Co-Founder of 1000 Satellites, Microbiologist)

Adjustments of rooms and furniture:

1. **Hand disinfectant stand** at the entrance and in important places
2. **Plexiglass partitions**, in places where the distance between coworkers can be less than 1.50 m (e.g. selected meeting tables)
3. **Safety distance of 1.50m**
4. **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 will be disinfected afterwards.

Adjustments to processes:

1. **No access if there are signs of flu-like effect** (e.g. sore throat, cold, cough, fever) in oneself or in a person in one's immediate environment.
2. **Access to the satellites only possible with the 3-G rule.** This 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 must not be older than 48 hours.
3. **3-G Plus offer to vaccinated and recovered people:** At each 1000 Satellites location, we provide free Covid-19 self-tests that can be taken in the bathroom at the beginning of the working day. Please wait with removing the mask at the workplace until the result is available.
4. **Registration and documentation of the people present** in the satellite coworking space is done via the booking tool, or for guests via the Luca app. If you are a guest, please register with the community manager upon entering the coworking space and receive instructions on Covid-19-specific behaviour and adapted processes in the coworking space.
5. **Distance rule** when entering the coworking space and common areas / meeting rooms
 1. A distance of at least 1.50m to other coworkers is maintained in waiting and common areas.
 2. Wearing a mouth-nose covering is voluntary and recommended in situations where the distance of 1.50m to other persons cannot be maintained.
 3. If there are signs of flu, the coworking spaces must not be used. Should you still have to **sneeze**, use the crook of your arm to protect others and wash your hands afterwards.
6. **Increased cleaning intervals** of surfaces and indoor air
 1. We clean and disinfect surfaces, door handles and other contact surfaces daily. Hand disinfection dispensers are available in all public areas.

2. In between, coworkers and community managers clean with disinfectant provided, after using temporary workplaces.
 3. All workplaces are provided with a sign which is pushed away / put down when in use and may only be put up again after the surface has been disinfected.
 4. Our rooms are generally equipped with a high-performance air supply and exhaust system. Some of the meeting and open office rooms are also equipped with air filter units. In addition, the rooms can be aired regularly.
7. **Use of community, café and toilet areas with increased hygiene measures**
1. Wash or/and disinfect hands regularly.
 2. Extensive hand washing is recommended before and after using the toilets, and the disinfection of the area is possible at one's own request with disinfectant provided.
 3. **Coffee, beverages and food:**
 - Used dishes are taken care of after a single use in the dishwasher, which can be disinfected and wiped at the points of contact, and hands can be washed / disinfected afterwards.
 - The coffee machine can be cleaned before and/or after use with disinfectant provided.

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