

A photograph of a modern dining area. In the foreground, a dark, rectangular table is set with two wooden chairs featuring cane backs. A small vase with dried flowers sits on the table. In the background, a large, dark, conical pendant lamp hangs from the ceiling, and a large, oval-shaped mirror with a wooden frame is mounted on the wall. The scene is lit with soft, natural light from a window on the right.

Our Collective Response

As the world changes and responds to the effects of Coronavirus, we're striving to uphold our standards of hospitality and design within our own communities by introducing various protocols, procedures and PPE that will ensure our existing and future membership's comfort and safety. Please note that we will continue to make required adjustments as we receive updated governmental guidelines.

Designing a Healthy and Safe Environment

To ensure our members and community teams feel safe, we are introducing a clear set of standards for social distancing and cleaning procedures that every location will follow. Our Austin location serves as the case study.



●	Designated Seating	▲	CDC Guidelines
○	Social Distance Floor Markers	🌡️	Temperature Check
●	Hand Sanitization Station	🧴	Sanitizing Spray & Wipes

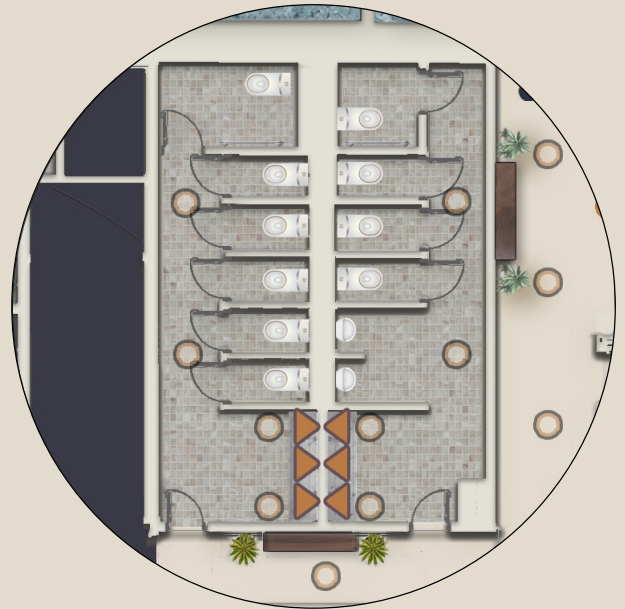


Entry Sequence

Touch-less hand sanitizer stations and temperature checks will be placed at each main entrance, along with a clear sequence of signage to indicate safe distancing. Plexiglass shields will be installed at reception desks to keep employees and members safe.

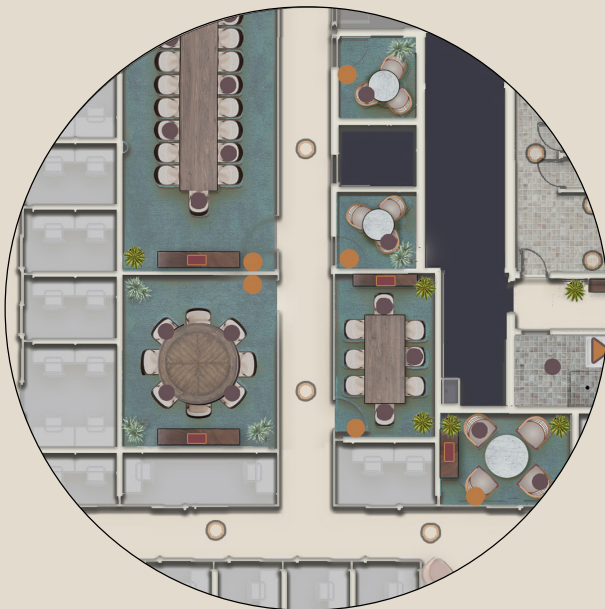
Increased Sanitization

An initial electrostatic deep clean will be performed at all locations. In addition to hand sanitizing stations placed generously throughout our spaces, we will also implement rigorous daily deep cleans in all high traffic common areas. HVAC systems will continue to circulate air at 300 cubic feet per minute and will bring in a constant flow of (approximately 20%) fresh air into our spaces.



Occupancy Policy

Conference rooms, lounge areas and other gathering spaces will be available at a reduced capacity. These areas will be clearly demarcated with suggested maximum capacity signage as well as seat markers to communicate safe distances from each other.



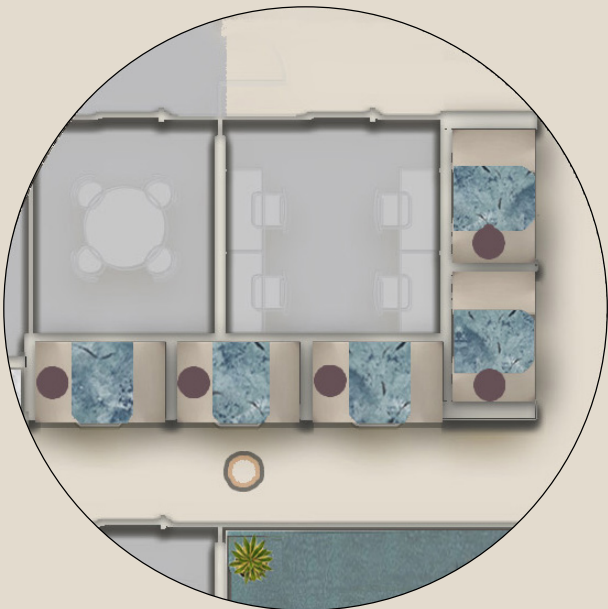
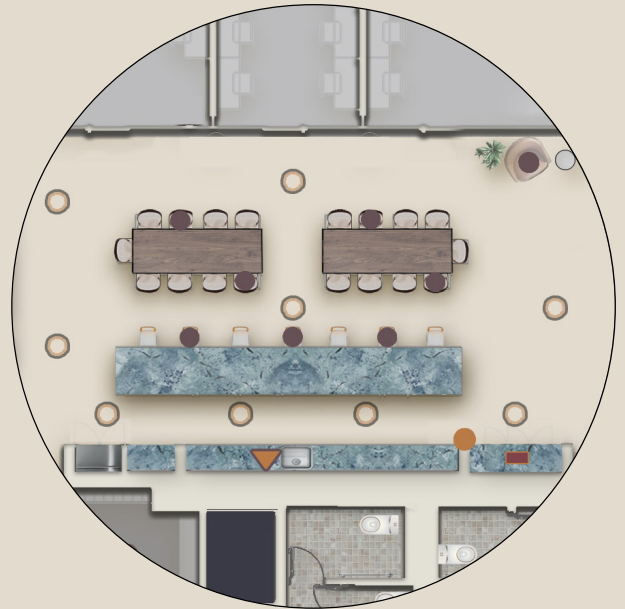


Visual Communication Markers

Within our common spaces you'll find floor markers to visually communicate distancing guidelines. Floor markers are placed in front of kitchens, sinks, copy centers and other common areas to serve as a reminder as well as denote a safe distance between members. CDC posters and suggested hygiene recommendations will be found throughout common areas to reinforce best practices.

High-Touch Surfaces

Sanitizing spray and disinfecting wipes will be placed at various shared work surfaces like kitchens, copy centers and conference rooms to enable members to spray down surfaces, in an effort to give members peace of mind and control over protecting themselves and others.



Single Occupancy booths

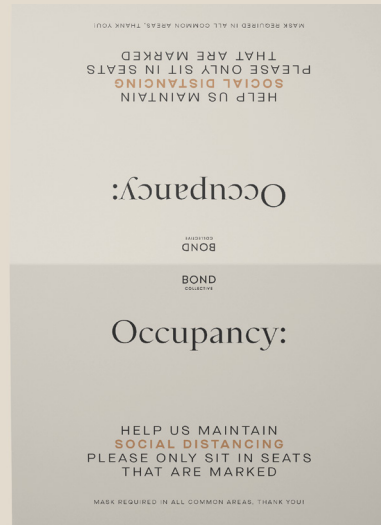
All meeting, phone booths and smaller lunch tables will be reserved for single occupancy with coordinating signage. We ask members to leave phonebooth doors open after each use to maintain the circulation of airflow.

Custom Signage

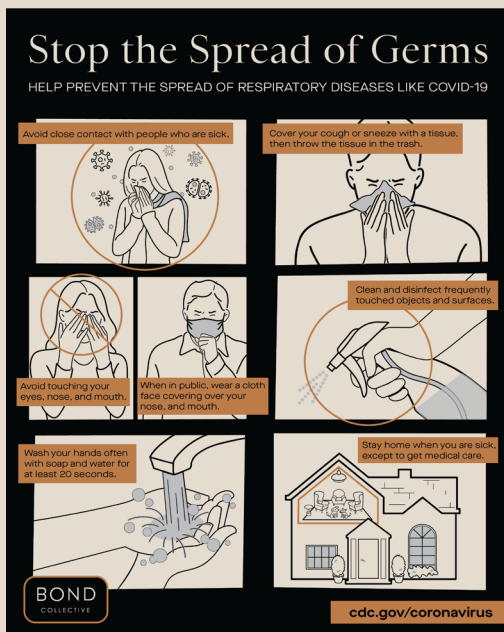
Floor & Tabletop Decals



Tabletop Foldovers



Posters



Precautions

We have been working diligently to create a comprehensive plan where health and safety come first without sacrificing our signature hospitality and design standards.



Precautions

All of our employees will be equipped with appropriate PPE, trained on new procedures, and will take all reasonable precautions to ensure the most comfortable and safe environment possible.

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In conjunction with our cleaning partners, we have enhanced our protocol by focusing on the thorough sanitation of high touch points and common areas. Porters will enter to clean individual units only when scheduled by members' request.

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We will be monitoring our HVAC systems closely and frequently replacing the filters. HVAC systems will circulate air on an average of 300 cubic feet per minute, and will bring in a constant flow of (approximately) 20% fresh air into our spaces.

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In an effort to support members who prefer not to use public transportation, we will be increasing bike storage in all locations.

Should a Bond Collective employee, member, or guest test positive for COVID-19, Bond Collective will immediately share this information with all employees and members of the affected community. The identity of all confirmed positive cases will remain confidential. We will immediately take all necessary steps including deep cleaning, and disinfection to make sure the space remains safe for everyone. We are committed to being fully transparent with our members and staff.

Protocol

We understand that the return to work might be a difficult and emotional transition for some. It is our mission to help our members make this shift back to work in the safest and most comfortable way possible. We are in this together and wish to maintain an atmosphere of mutual respect, with this, we ask everyone to strictly abide by our precautions and procedures.



Protocol

Members must notify community managers of their team's plans to return to the office.

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Every member, guest and tour will be required to submit a "Covid-19 Questionnaire" at the time of check in followed by a temperature reading.

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Bond Collective requires the usage of protective face masks at all times in common areas.

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Members will be provided with a complimentary face mask upon their arrival.

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Happy hours, Breakfast Mondays, Cookie Fridays and any event that would lead to large in-person gatherings will be canceled until further notice.

We trust and respect our members' judgment, and expect that you will make your own choices on how to protect yourself while in your personal office. We do recommend you abide by CDC guidelines. If you would like assistance, our community staff can help supply social distancing markers, branded face masks, and install hand sanitizing stations (for a fee).

Guest Policy

Our updated guest policy ensures the safety of our staff and members.

During this time Bond Collective will no longer permit guest access through third party bookings.

- Each location will have a limit on the total number of guests that can be in the space at one time.

- All guests must submit the “COVID-19 Questionnaire” and register at least 24 hours in advance with their respective community manager.

- Guests will be granted access on a first-come-first-serve basis and are suggested a maximum of 2 hours per stay .

- Guests must check out upon departure on the sign in sheet.

- Bond Collective may need to enforce a guest limit per company as CDC guidelines require.

"At Bond Collective we feel a moral responsibility to stop the spread of Covid-19. Thank you all for your patience and understanding through these extraordinary circumstances. Our thoughts are with everyone affected by this illness. We are deeply grateful to our members, and determined to get back to our communities and restore a sense of normalcy. "

-Shlomo Silber, CEO



NEW YORK

Financial District

60 BROAD ST

Flatiron

115 EAST 23RD ST

Financial District

55 BROADWAY

Gowanus

68 3RD ST

Bushwick

839 BROADWAY

Greenpoint

276 GREENPOINT AVE

PENNSYLVANIA

Center City

1617 JFK BOULEVARD

TEXAS

East Austin

310 COMAL STREET

ILLINOIS

West Loop

20 N. UPPER WACKER DRIVE

Fulton Market

1101 WEST LAKE STREET