

## WHAT'S NEW

# BCL Member Guidelines



### NEW WORLD, NEW NORMAL

As distancing restrictions begin to ease, Team BCL is committed to keeping our community safe and healthy through clear, intuitive, easy-to-follow policies that are rooted in science and research. Our guidelines target two areas: Design and Operations (steps we've taken to ensure our well-being) and Behavioral Expectations (changes we all need to take to stay healthy and safe).

With your cooperation, we can ensure that BCL remains a place where individuals, businesses, and communities continue to thrive. Stay well!

\*The following health and safety protocols were created with guidance from Cornell University, the American Industrial Hygiene Association (AIHA), the EPA, and OSHA.

### CLEAN IN, CLEAN OUT



Members & guests will be required to wipe down surfaces in touch points in meeting rooms, phone booths, and flex desks before and after use.

Signage will offer guidance and reminders.

### MASKS REQUIRED

Masks must be worn in any common area, including hallways, bathrooms, phone booths, lounges, elevator, and sitting areas.

Furthermore, wear a mask when speaking on the phone at your desk, or using a standing desk.



### STAGGERED SCHEDULES

If you are an office member, or share a dedicated desk with someone, we strongly urge you to consider staggering your schedules.

If this is impossible, masks must be worn at all times.



### GUESTS

We urge you to limit the number of guests you host at BCL. Meetings should be limited to five people.

Members are responsible for communicating BCL's health guidelines to guests, and ensuring their compliance.



## WHAT'S NEW

# BCL Common Areas



### SANITIZING STATIONS

You will find sanitizing stations throughout the space, including:

- Touch-free hand sanitizer dispensers
- Disinfectant wipes for common areas and your desk/office
- Napkins for opening doors or other high-touch items



### SANITIZING SCHEDULE

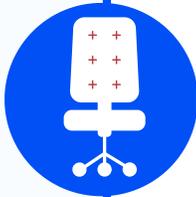
BCL staff will sanitize high-touch areas a minimum of 3x per day, in addition to our regular janitorial service at night.

Lists are posted with room-specific sanitizing tasks and the time of the most recent cleaning.

### REDUCED SEATING

We have reduced flex desks, meeting rooms, and lounge seating by 50%.

Please limit your time at the lounge tables and be sure to make a reservation anytime you sit at a flex desk.



### MASKS REQUIRED

Masks must be worn in any common area, including hallways, bathrooms, phone booths, lounges, elevator, and sitting areas.

Furthermore, wear a mask if speaking on the phone at your desk.



### HANDS-FREE

BCL has gone hands-free! Here are some touchless features you'll find:

- Bathroom faucets
- Soap dispensers
- Hand sanitizer dispensers
- Light switches
- 3rd floor bathroom doors



### RECEPTION

We will be buzzing visitors in, rather than greeting people at the front door. Please try to remember your access card when coming to BCL.

Thermometers, gloves, and disposable masks are available at the front desk.



## WHAT'S NEW

# BCL Lounge



### COFFEE + TEA SERVICE

Insulated coffee and hot water dispensers use a single touch-point that can be easily sanitized or covered with a napkin. They also reduce the frequency of refilling water and brewing coffee, thereby reducing staff presence in the lounge.



### BEVERAGE FIXIN'S

Single-use creamer, sugar, and honey can be picked up without cross-contamination. We know these aren't optimal, but feel this is the safest option at this time.

Please consider recycling the creamer packages in the designated bowl.

### REDUCED SEATING

We have reduced seating in the lounge by 50%.

As a courtesy to other members, please limit your time at the lounge tables so that everyone has space to eat.



### APPLIANCES

Napkins are available for safely touching the microwave, fridge door, drink dispensers, or sink faucet.

The ice machine and cold brew kegerator have been taken out of use to reduce high-touch surfaces.



### SANITIZING SCHEDULE

BCL staff will disinfect all high-touch surfaces a minimum of 3x/day, in addition to our regular janitorial service at night.

A sign on the fridge will indicate the time of the most recent cleaning.



### REFRIGERATOR GUIDELINES

Weekly cleaning of the fridge will be aggressive to reduce overcrowding and the need to rummage around to retrieve your food. We apologize if something gets thrown out, and hope you understand our reasoning. Please limit the amount of food you store in the shared refrigerator.

