



Providing a renewed, healthy workplace

Our actions amidst COVID-19

- 02 Reopening, together
- 03 Our environment
- 04 Cleaning Standards
- 05 Changes to our spaces

Reopening, together

As we are beginning to welcome back our community at iBase, we recognize that we have a responsibility to make our members whether long term or short term feel safe and comfortable.

While social distancing will not be going away any time soon, community and collaboration are still vital to our everyday lives — and maintaining a safe place to do so is essential. We want our community to know they are welcome to work together at iBase and our spaces are safe and available to do so.

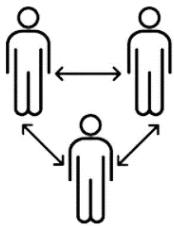
Because of this need, we are making changes and enhancing our spaces while offering services to protect wellbeing of our community and member so we may continue working in a safe and healthy work environment.



Our Environment

We have made new changes and updates to our spaces offering the highest level of hygiene safety and social distancing best practices.

Prioritizing Personal Space



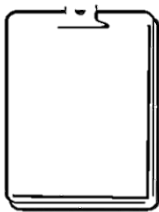
We have modified all shared and common area spaces with 50% capacity seating and designated buffer zones, our community members can enjoy the space while still maintaining a healthy physical distance from colleagues and fellow members.

Exceeding CDC Guidelines



We've implemented the highest cleaning and sanitation measures to ensure the health and wellbeing of our community. We are disinfecting common spaces frequently and offer sanitation stations throughout our spaces.

Friendly Signage Reminders



Our new standards and procedures will be reinforced with strategically-placed signage and wayfinding stickers and tape—friendly reminders to members and guests that the wellbeing of our community depends on all of us to do our part.



Cleaning Standards

At iBase Spaces members can expect the highest level of cleaning and sanitation standards that align with guidance provided by the CDC, WHO, and local health organizations.

This includes:

- ✓ Increased frequency and scope of cleaning and sanitization of all high-touch surfaces.
- ✓ Availability of hand sanitizer, sanitizing wipes, alcohol sprays, and gels throughout the building at convenient sanitizing stations.
- ✓ Supply of masks and gloves available to our community for use. iBase staff required to wear face coverings at all times.
- ✓ Installation of touch-free sink faucets and soap dispensers throughout all restrooms and kitchens.
- ✓ Eliminated touchpoints in kitchens with use of paper plates/cups/bowls, single-use dairy products, sugars, and condiments.



A workspace recreated with you in mind

As we navigate through the new standards of life with COVID-19, we will continue to look ahead at our new opportunities and how we can evolve and grow together. Our teams are working tirelessly to ensure that new procedures and guidelines are met within our space and measures are taken immediately if necessary.

Ultimately, our #1 priority will continue to be the safety and health of our community and members.

That's our promise to you.

We'll see you at work.

Sincerely,

iBase Spaces Management

