

HUB HTX COVID-19 UPDATE

Our top priority is the health and well-being of our members and our community at large. Here is an update of how we are handling the Coronavirus situation and to let you know what you can expect from HUB HTX during this time. The following protocols will be in place until further notice in order to ensure our executive office holders and members can continue running their businesses in a safe space.

COVID-19 POLICY

HUB HTX (the Organization) is committed to ensuring the health and safety of its members and external visitors within the physical spaces of HUB HTX.

Our policy sets out the minimum steps that HUB HTX is taking in order to manage the coronavirus situation, alongside expectations that are placed upon you to help us make the space as safe as possible.

For the safety of yourself (you / the client), your staff, guests and others in the coworking space, this policy must be followed at all times. This policy refers to you, your staff, interns and other persons your company is responsible for.

Non-compliance with these measures may result in management denying access to the space of a member, or member Organization, or a cancellation of membership.

The following briefing will outline the process and policies of the organization post COVID-19 and this space's commitment to your health and safety.

The term Government in this manual refers to regulations of the United States Federal Government (USA Gov), State of Texas Government (DHHS), Harris County (County) and City of Houston Local Government (COH) and will specify if required.

We will only operate the facilities when we have authority by federal, state, and local governments to do so in a safe manner. Changes to our policies and procedures are ongoing as we continue to comply with federal, state, and local government protocols.

The briefing will form part of our standard induction for all new members or external clients.

COVID-19 INFECTION CONTROL MEASURES. THE FOLLOWING IS A LIST OF CONTROL MEASURES THAT WILL BE CARRIED OUT IN THE SPACE :

- Cleaning and disinfecting in accordance with guidance from Texas Department of State Health Services and public health authority.
- Signage on hand washing are prominent in the space and hand washing facilities are available in the bathrooms and kitchens.
- Signage promoting safe social distancing is displayed throughout the Space.

- Hand sanitizer is provided at all entry points to the space and within the space. Three hand washing stations are also accessible and preferable to our members.
- Frequently touched surfaces belonging to the Organization (including counters, doors, tables, entry and exit points and restroom facilities) are regularly cleaned and sanitized.
- All guests will be required to self-screen before coming into the office:
 - Do not go into the office with new or worsening signs or symptoms of possible COVID-19: Cough - Shortness of breath or difficulty breathing - Chills - Repeated shaking with chills - Muscle pain - Headache - Sore throat - Loss of taste or smell - Diarrhea - Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
 - Known close contact with a person who is lab confirmed to have COVID-19
- All co-working members and guests of executive suites must enter through front entrance only and visibly apply hand sanitizer upon entry.
- Only persons working in executive suites may enter through the rear entry. They must also immediately apply hand sanitizer to their hands upon entry.
- If you observe anything that does not meet this standard, please advise management immediately or as soon as possible in order for us to rectify the situation.
- We would strongly suggest our members and guests consider wearing a cloth face covering (over the nose and mouth) upon entering the premises and when using common areas, including restrooms, kitchen other common areas outside of your private office.

DISTANCING

Government guidelines state that people not coming from the same household or group must maintain a minimum distance of 6 feet from each other. Our common areas have been re-arranged to allow people the ability to work and still maintain a distance of at least 6 feet from the next person. In the case where 6 foot minimum cannot be maintained, guests and members must wear a face mask.

Maximum Number of People allowed per Co-Work Table = 1 Person

If entered in same group = 3 People

Maximum Number of People in Conference Room = 4 People

If entered in same group = 8 People

It is your responsibility to maintain this distance at all times in the center.

IF YOU HAVE CONTRACTED THE VIRUS

No one with a confirmed case of Coronavirus will be allowed on premises of the organization. In the case of an member or employee who was diagnosed with COVID-19, the individual may return to HUB htx premises when all three of the following criteria are met: at least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications); and the individual has improvement in symptoms (e.g., cough, shortness of breath); and at least 10 days have passed since symptoms first appeared.

IF YOU HAVE HAD CONTACT WITH A CONFIRMED CASE OF THE CORONAVIRUS

If you have been in contact with someone who has a suspected case of the coronavirus, you are required to notify management immediately and following the same guidelines as a confirmed case above.

HARASSMENT/BULLYING

The organization operates a zero-tolerance policy to all forms of harassment and bullying in the workplace. We will not tolerate any unacceptable behavior to colleagues, suppliers, members of the public etc.

Any complaints of this nature will be investigated in line with our usual policy and may result in action, up to and including cancellation of your rights to work at the space.

UPDATES TO THIS POLICY

This policy may be updated to observe government regulations and advice. The organization will advise you as soon as possible when updates are made.

YOUR PRIVACY

The organization is committed to your privacy. Your personal information or circumstances related to the COVID-19 situation will not be shared outside the company. All information shared by you will be treated with care and secrecy.

ONGOING COMMUNICATION

HUB HTX is committed to maintaining open lines of communication with all members and guests. If you have any questions regarding this briefing, please feel free to contact Sandra Graves. Your business is our business and we are committed to ensuring that HUB HTX is a space where you can have certainty about the day to day operations of your business, and the health and safety of yourselves and your staff.

email: hub@HUBhtx.com

tel: (832) 433-7114