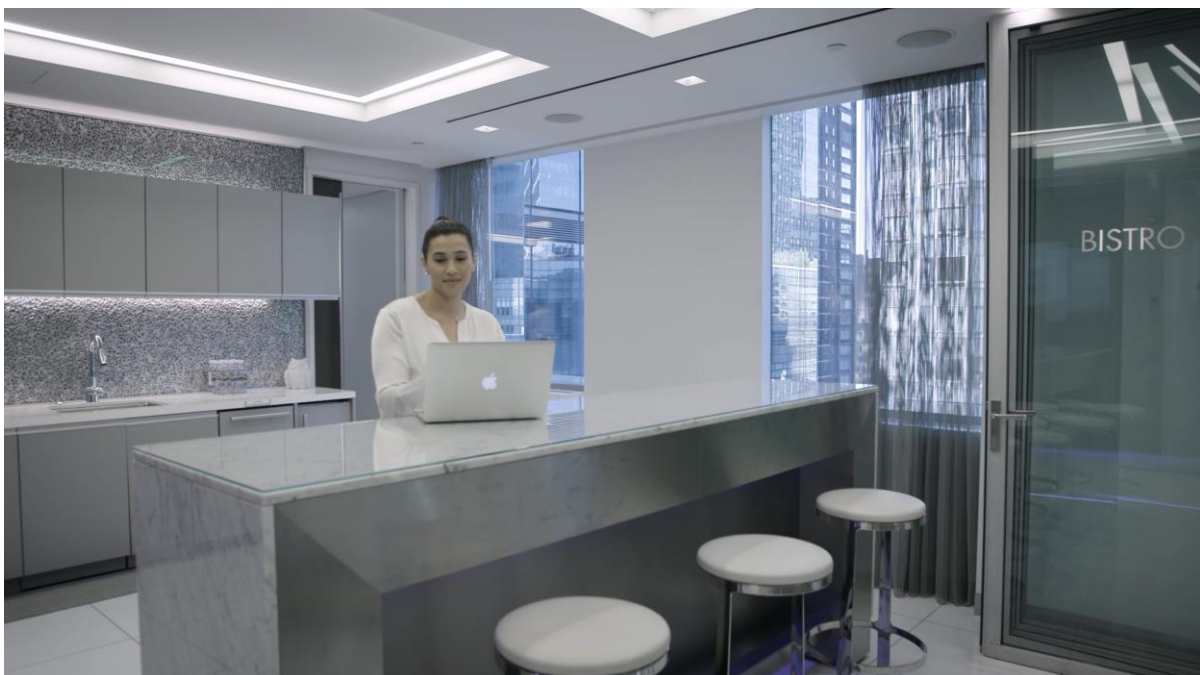


BEHAVIORAL SIGNAGE

As an office environment with shared common areas, the wellbeing of the entire office depends on every individual doing their part. We are clearly outlining policies in highly visible signage throughout Emerge212 spaces.

Within your private office environment, procedures are at the discretion of each company's management. For guidance on the obligations of businesses, please review [these Business Precautions](#) set forth by the Governor of New York.

As the guidance and environment are constantly evolving, the policies enclosed are subject to change.



GENERAL/RECEPTION GUIDELINES

- Maintain at least 6 feet of space between one another
- Wear masks in common areas; gloves are recommended
- Adhere to the signage found throughout the space
- To observe the CDC's social distancing guidelines, guests will be placed immediately into your scheduled conference room or escorted to your office
- Phone calls in hallways and common areas are not permitted
- You are encouraged to open packages immediately, with the use of gloves, and discard boxes by the freight
- Take note of certain hallways that are designated as one-way
- When washing hands is not possible, make use of complimentary hand sanitizer located throughout the space

Health Guidelines per the CDC

- Avoid touching your eyes, nose, and mouth
- Wash your hands often with soap and water for at least 20 seconds
- Stay home when you are sick
- Seek medical attention if you exhibit any early signs and symptoms of COVID-19 including fever, dry cough, or shortness of breath

As the guidance and environment are constantly evolving, the policies enclosed are subject to change.

CAFÉ GUIDELINES

- Adhere to capacity limitations posted outside each café
- Wash hands thoroughly before and after using the café
- Place dishes immediately in dishwasher
- If dishwasher is full or in-use, wash dishes and take with you
- Use of masks is required in all common areas; gloves are recommended

MEETING ROOM GUIDELINES

- Discard of all belongings, recycling, trash appropriately after each meeting in the bins provided
- Chairs have been consciously removed and spaced to respect social distancing guidelines; please do not adjust
- Clients are encouraged to make use of cleaning supplies in all meeting rooms
- There is a mandatory 15-minute grace period between all meetings for Emerge212 staff to disinfect spaces

As the guidance and environment are constantly evolving, the policies enclosed are subject to change.

RESTROOM GUIDELINES

- Wash hands thoroughly with soap and water for 20 seconds
- Masks must be worn in all common areas; gloves recommended
- To facilitate recommended social distancing guidelines, stalls may be roped off or locked
- If all available stalls are occupied, please wait in the hallway until one person exits before entry

COPY ROOM GUIDELINES

- Only one person is permitted in the Copy Room at a time
- Masks must be worn in all common areas; gloves recommended
- Please use the provided wipes prior to using copy machine and supplies

As the guidance and environment are constantly evolving, the policies enclosed are subject to change.