

July 13, 2020

Z-Park's COVID-19 Readiness Plan includes our comprehensive standards and guidelines for maintaining a safe and healthy workplace. It's our ultimate objective to provide members with peace of mind while they are in the space, so they can feel comfortable both emotionally and physically. We began working with our landlord in March to upgrade the air distribution system, add cleanliness stations, as well as reconfigure the space to accommodate social distancing precautions. We will continue to make modifications for all of us to adhere to our new normal.

Shared Commitment

Each of us has a shared obligation to maintain our own and others' safety in the workplace. We will provide clear standards and guidelines, including visual cues, to ensure all members and guests understand what is expected of them while at Z-Park. We welcome you to report unsafe practices to member@zgcapital.com anytime you feel uncomfortable.

Standard Procedures and Cleaning Policies

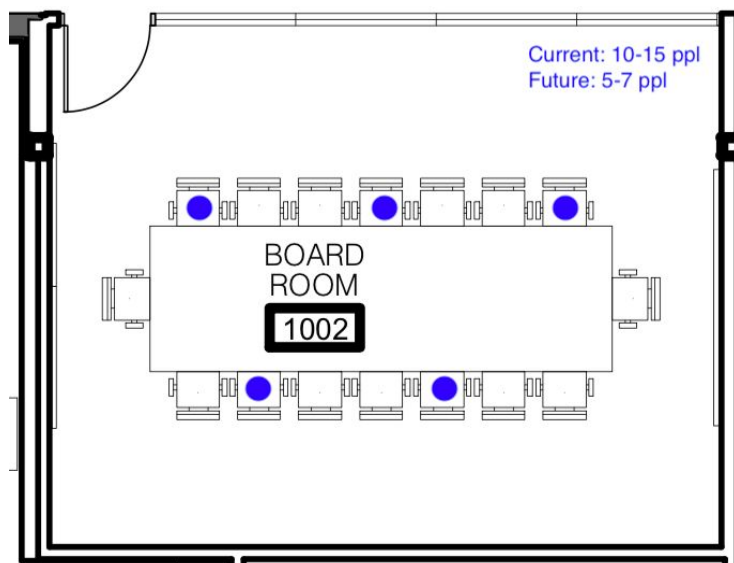
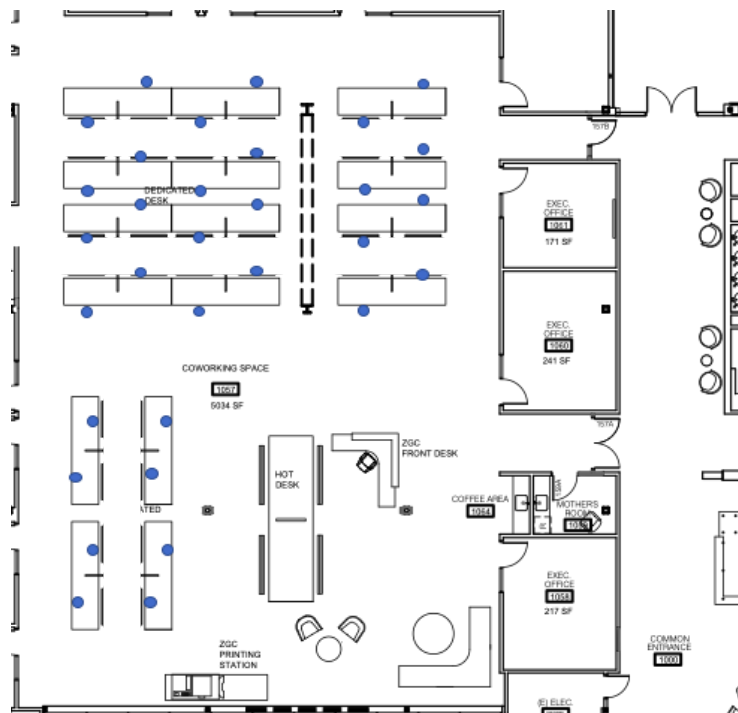
Face coverings are required at all times in the building. There will be supplies to sanitize and disinfect throughout the space, including the front desk, mail center, printing area, meeting rooms, phone rooms, kitchen areas, and restrooms. Due to high demand, touch-free sanitizer dispensers and wipe stations will be ordered as soon as stock becomes available.

Our cleaners will be coming in nightly Monday through Friday to disinfect all touchpoint areas in addition to their regular work scope. This will include the door handles to the front and rear entrances, handles to stair doors, elevator buttons, entrances to the restrooms, conference room tables, sink areas on the first floor and pitch room kitchen area, the big table in the first-floor common area and small tabletops. Our Operations Team will also perform touchpoint wipe downs at least twice daily. Individuals' desktops will not be disinfected unless otherwise requested.

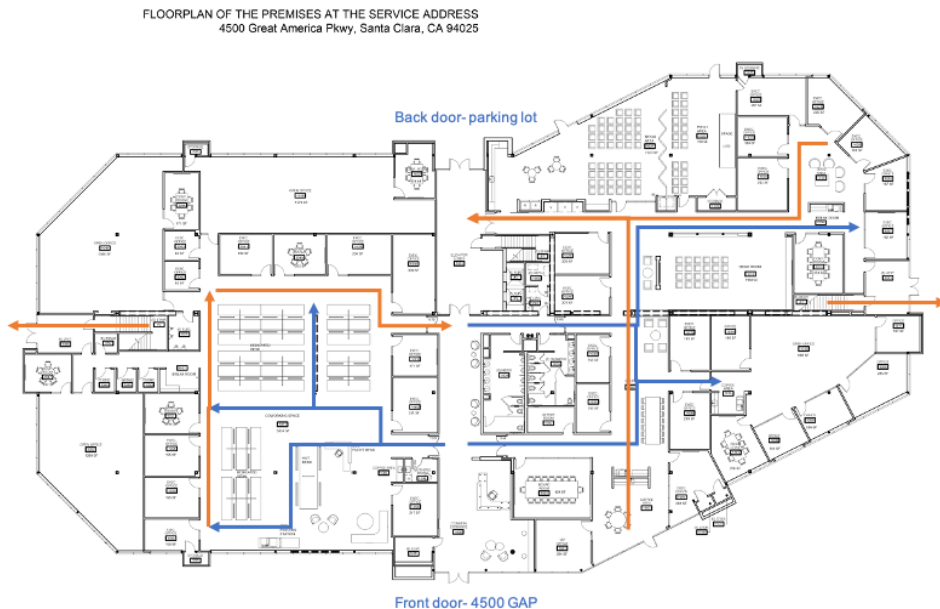
Coffee service is currently closed. Other common facilities such as water and printing stations will be supplied with disinfecting wipes - please disinfect what you touch before and after doing so. Disposable paper products will be available.

Social Distancing

We have reduced capacity in the coworking area, meeting rooms, and lounges. The seat map has been adjusted to reflect at least one desk/6 feet distance between each desk member. Chairs have been reduced in each meeting room to adhere to the recommended capacity limit (2 for R1040 and R1053, 4 for R1016, 5-7 for R1012). Employers should coordinate how many people use their leased space each day to control the density and educate people to follow space rules.



There will be social distance reminders placed in high traffic areas and markers to indicate footprint directions. Four glass doors and one wood door within the Z-Park first floor area are now being used as one-way entrances. Card readers will come soon to ensure space security.



Mail Handling and Deliveries

Gloves and face coverings will be worn by staff when sorting and delivering mails. Once mail/packages are received, they will be disinfected as a precaution.

Other deliveries such as food deliveries, please ask the delivery person to wait at lobby for you to go out and pick up.

Clean Air and Maintenance

The HVAC is now running all day on weekdays to keep the air fresher and cleaner, bringing in lots of outside air.

To comply with social distancing protocol, all maintenance requests should be submitted to member@zgcapital.com and time will be scheduled after business hours if possible for our vendor to come in and fix issues.

Transparent and Guest Policies

Our entire staff will undergo training for hygiene and social distancing measures that are mandated by the government in order to stay up to date on changes and best practices. Our updated plan will reflect new measures as we prepare to fully re-open. The Operations Team will be giving reorientations to members on expectations, standards, and best practices when returning to our spaces.

We always want to know who is in our space and be able to contact them if necessary. Members are required to register their guests with the Operations Team by providing name, email, phone number, and visit time (please email to member@zgcapital.com or register in your Nexodus member account). Meetings should take place in private rooms and you should be with your guest from arrival to departure. You will be responsible for educating your guests on all policies and ensuring they are followed.

Recovery Readiness

We have a [plan](#) if someone has been in our space contracts the virus. Members are required to report confirmed infections of your team and guests to us. We will respond quickly to identify close contacts and close the space off for 24-48 hours to perform a thorough cleaning.

We welcome your feedback on our COVID-19 Readiness Plan – questions, concerns or requests – can be sent to member@zgcapital.com. Please keep in mind that this is a living document that will continue to change as new information is learned.

To learn more about how to protect yourself from Coronavirus (COVID-19), please see [CDC website](#). To learn more about County updates, please see [Santa Clara County Public Health](#) website. We miss seeing you every day and we can't wait to welcome you back!

Sincerely,

Z-Park Operations Team