

BÜRO'S COVID-19 POLICIES AND SAFEGUARDS

Updated October 2020

SCREENING

Büro employees with any symptoms must stay home until tested for Covid-19. All members are strongly encouraged to do the same. Employees or members who test positive for Covid-19 may only return after completing a 14-day quarantine and obtaining a negative test result.



DISTANCING

Members are encouraged and reminded to maintain a safe distance in all common areas. In addition, the maximum occupancy in our conference rooms and flex seat areas has been reduced by 50%.

FACE COVERINGS

All members, employees and visitors are required to wear face coverings in all common areas of the office including reception, kitchen (except when eating), lounge areas and flex seats.



HAND SANITIZING

Touchless Purell dispensers have been installed in the common areas of all Büro locations for frequent use by members, employees and visitors.



CLEANING

Our daily cleaning protocols have been enhanced and expanded in response to Covid-19. All common areas, bathrooms and high touch surfaces are being disinfected multiple times per day by our staff and professional cleaning crew.

SAFETY KITS

Büro's "Back-to-Work" Safety Kits are available to all members. These kits include washable fabric masks, an 8oz sanitizer bottle (with spray nozzle for convenient cleaning of hands, desk, and other personal belongings) and anti-viral tissue.

AIR FILTRATION

High performance HVAC air filters have been installed at all Büro locations and fresh air intakes have been increased per CDC recommendations.

PHYSICAL BARRIERS

Large plexi dividers have been installed at reception and flex seat areas of all Büro locations to provide additional protection to our employees and members.

We are closely following all guidelines from the CDC and local health authorities and will be updating our policies and safeguards accordingly. Please feel free to contact our staff with any health and safety related inquiries.