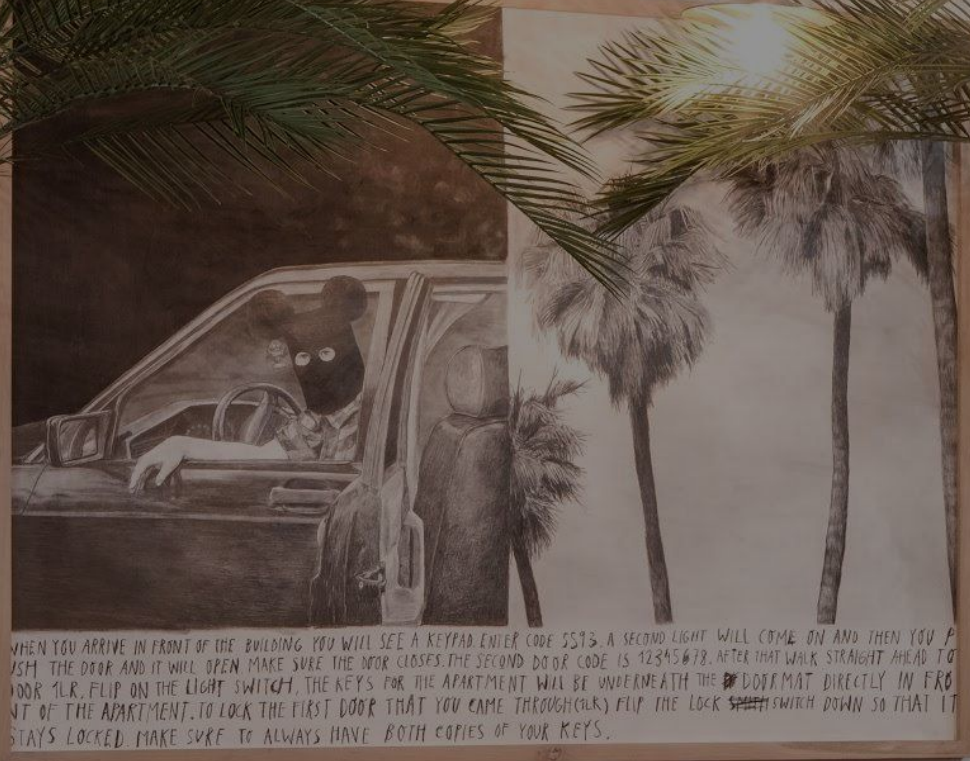


May 2020



# Future-proofing our Workspaces.

Flexible offices in changing times

MINDSPACE



# Times of Change

The COVID-19 pandemic has introduced changes to our lives, and to our work environment as we know it. While working from home is possible with today's technologies and infrastructure, it proves to be challenging in various aspects, predominantly due to our need in human connection, as we are clearly social beings.

The physical office is here to stay, and the need for flexibility increases. a flexible workspace allows flexible financial management and allows you to focus on your core business and not the complexities of commercial office space leasing, which can be very time-consuming.

**The need for organizing professional, safe workspaces that comply with regulations while saving costs, calls for a level of expertise that only a few companies possess. Mindspace has the professional expertise to deliver this anticipated level of service for the long run.**

This document shares our approach to our customers and spaces, in these rapidly-changing times. Our priority is our members' health and safety, while providing them with the flexibility they seek.



# Flexible Offices

## The Ideal Solution for Changing Times

### Flexibility



Flexibility is what we do best and it's what many companies are looking for right now. Low commitment, flexible growth or reduction options, and no capital expenditures required - we offer flexibility in pricing and space, a perfect adaptable solution.

### Reduce Risks & Long-term Commitments



Mindspace is an excellent alternative for companies seeking offices with flexible terms. You can grow or shrink\* at any given time, reducing long-term financial commitments.

### Private Offices



Fully furnished, 'plug and play' offices for teams of any size, no matter how large or small. Full floors with separate entrances available, providing the privacy and isolation needed on one hand and accommodating social distancing on the other.

### Split Employees to Keep Social Distancing



Teams can be split off from larger departments, reducing the risk of possible infection while maintaining business continuity.

### All Inclusive



We take care of everything for you - help you save time and put your attention on your business.

# Conventional Lease vs. Flexible Space

	Conventional Lease	Mindspace Flexible Solution
<b>Costs</b> 	<b>Expensive.</b> An average of 6 to 12 months deposit, capital is tied up until the end of a lengthy term.  Capital expenditure required for initial set up and ongoing operations.	<b>Cost effective.</b> 1.5 months deposit only, refundable within 60 days of contract termination.  Providing full transparency on costs (no variable operating costs - e.g. service charge, insurance, cleaning, utilities, security, front desk staff etc.)
<b>Exit Strategy</b> 	<b>No clear exit strategy.</b> Minimum of 5 years' commitment, no contingency plan to exit in case of negative economic circumstances	<b>Viable exit strategy.</b> Approachable Management team who is actively looking for ways to support and nurture members, while reacting to economic situations. An average of 12 months commitment, starting from a period as short as one month only.
<b>Size Restrictions</b> 	<b>Restrictive.</b> The amount of space available to distribute employees safely is fixed and cannot be increased. Downsizing in case of market pressures is also impossible.	<b>Freedom to react to positive and negative economic demands.</b> Relatively easy to shrink and contract where needed, as well as the ability to grow during favourable times.
<b>Health &amp; Safety</b> 	<b>Health &amp; safety headache.</b> Challenging to keep updated and in line with best practices throughout changing circumstances. Execution of all necessary changes and adaptations in a conventional lease may impose increased demand for capex and logistical difficulties.	<b>Health &amp; safety support</b> Mindspace provides a safe environment, implementing local market restrictions and guidance, leaving you to focus on your core business, as we assist you in keeping your team as safe as possible.



# Health & Peace of Mind in the Office

At Mindspace, the health and safety of our members and their visitors is our first priority.

Since COVID-19's outbreak, we have been closely monitoring the development of events in the world, and have made sure to comply with each country's rules and regulations to ensure our members' health and safety.

With the gradual ease of constraints, and towards return to working from offices, we have created a new standard, reflecting the precautions and services we're putting in place.

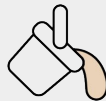
The new standard: "The Mindspace Seal" consists of a series of guidelines and procedures tailored to our unique workspace. This seal will be updated from time to time in the different countries we operate in, to comply with each country's rules and regulations.

As part of "The Mindspace Seal", we've made various modifications in our spaces design, implemented new guidelines and procedures, built new products and services that are tailored to our unique workspace and enable our members to stay safe and healthy while working from the office.





## Guiding Principles of “The Mindspace Seal”



### Cleanliness

We further upgraded our existing high standards of cleanliness and hygiene to provide our members safe and healthy workspaces.



### Safety

Real safety is achieved using new procedures that comply with local regulation, and even goes above to make sure everyone is feeling safe - always.



### Awareness

Clear communication reminders of guidelines are spread around our spaces to keep our members aware and in compliance.



# Offices

Our private offices are the main space from which members work from.

← 1.5m →



# Lounges and Communal Spaces

Mindspace private flexible offices take up more than 90% of our spaces globally. Hence our open space seating take up the minority of our spaces.

The seating arrangements in the common areas allow for a 1.5 meters distance, and distancing reminder floor stickers are placed around the spaces. Additionally, all tables and surfaces are regularly cleaned and disinfected.



We have placed relevant signs in prominent places around our spaces to effectively convey “The Mindspace Seal” guidelines.





# Kitchens

Everyone enjoys a warm coffee or cold beverage, and we adjusted our kitchen supplies to provide more hygienic options. As the kitchen is a higher trafficked area in our space - coffee machines, dispensers, handles, microwaves and other shared devices will be **disinfected hourly**.

**We recommend keeping 1.5 meters from other people** in the kitchen, and eating and drinking in the office as much as possible. Relevant signage is placed as reminders, of course.





# Front Desks and Reception Areas

Our front desks and reception are the first areas visitors and members attend in our spaces. To prevent overcrowding, **floor stickers** will indicate the required distance to be kept and hand sanitizers are placed in all entrances and are regularly refilled.

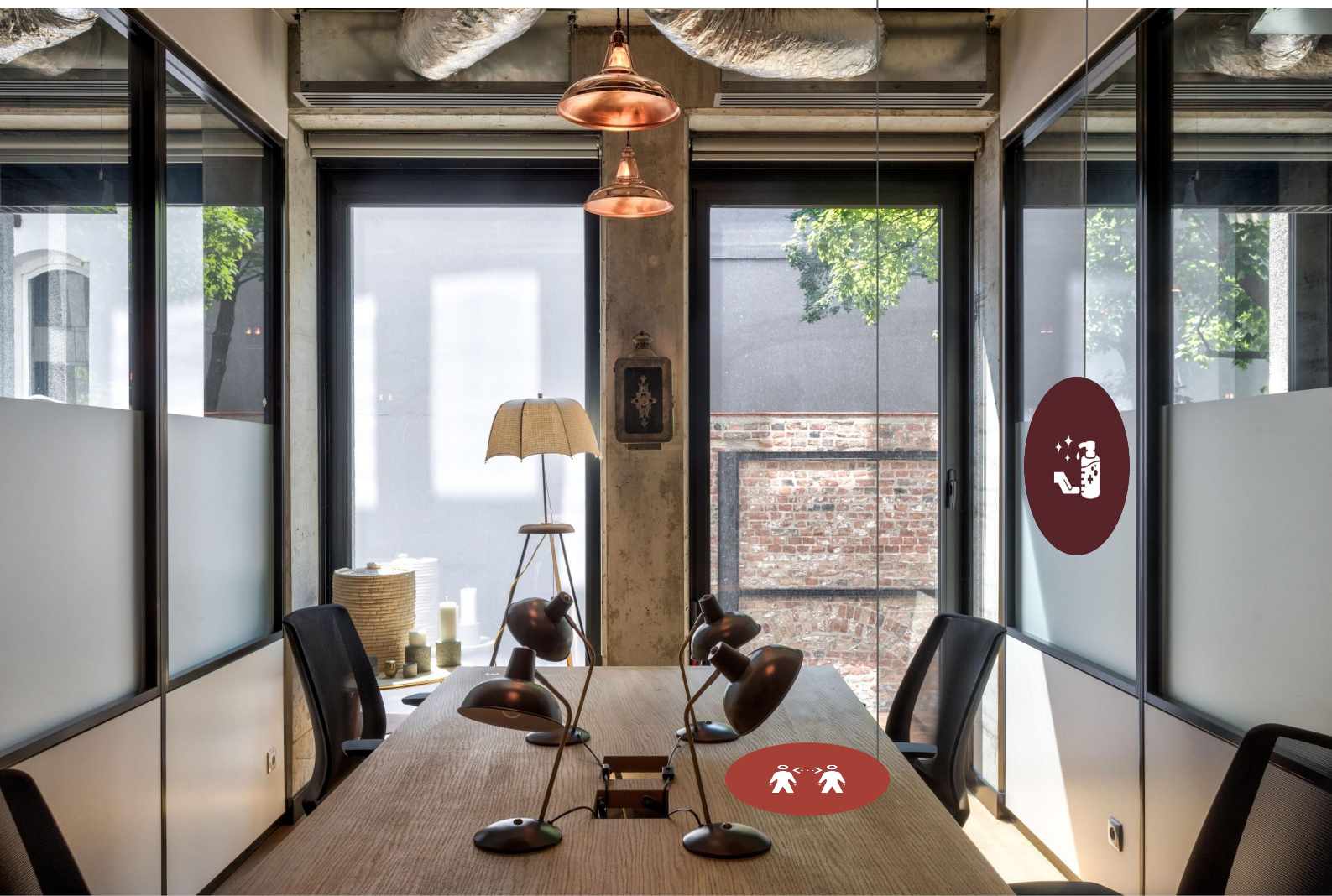




# Meeting Rooms

**Our recommended seating arrangement will comply with the local regulations in terms of social distancing.** Members will be reminded of these regulations through signage on tabletops and TV monitors. In relevant countries, we recommend limiting the number of people in a meeting room.

The meeting rooms are **cleaned regularly throughout the day.**





# One on One Booths

We are making our one-on-one booths private and more safe than ever. Signage will be placed in booths reminding members to comply with “The Mindspace Seal”, whereby **only one person at a time** can sit at the booth. Hand sanitizing dispensers are placed near the booths or in our kitchens and reception areas.





# Print Stations

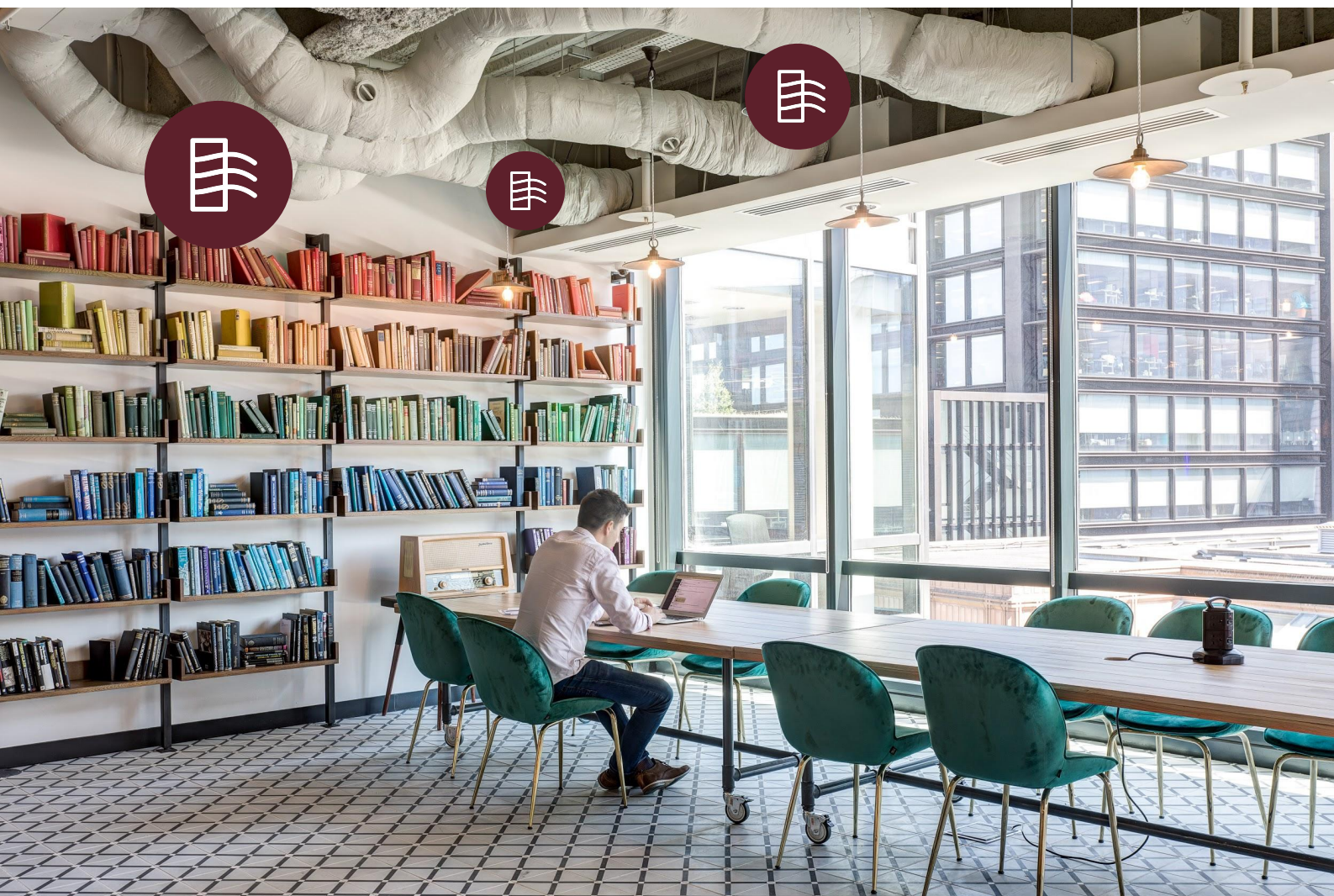
The printing area is used by all members. To prevent contamination from person to person, we've placed **antiseptic wipes** at every print station.



# HVAC

## Air Conditioning and Ventilation

Where possible, we've improved the building's **fresh air ventilation system**, as well as ensure fresh air is circulated by opening windows several times a day.





# Signage

All around our spaces, dedicated signage is in place, to raise awareness and remind our members and visitors of “The Mindspace Seal” guidelines.



# Services We Offer

1

## VIRTUAL by Mindspace

We've created a virtual Mindspace location, providing our members with live online events and activities, where they can meet fellow members online, get educated and exercised. [VIRTUAL](#) also enables non-profit organizations to apply for free workspaces.



2

## COVID-19 Resource Guide

Useful information and programs, such as financial relief schemes, local rules and regulation, and useful info about Mindspace locations, can be found in the [COVID-19 Resource Guide](#).

3

## Happy Hour Delivered

Our members in the physical spaces, enjoy end-of-week treats delivered to their offices.



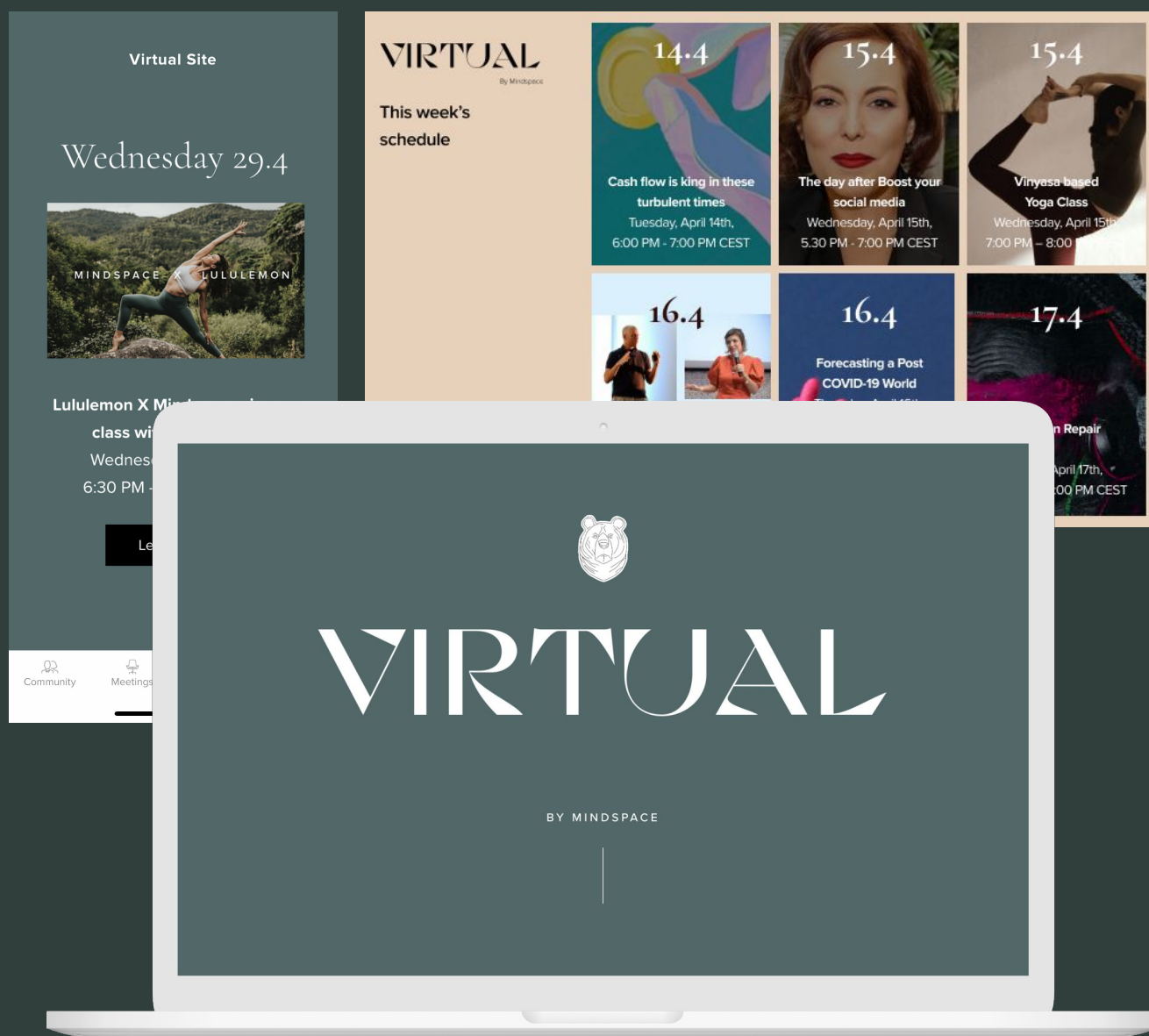


# Community and Events Moved Online, Globally

[VIRTUAL by Mindspace](#)

VIRTUAL is where we support our members, digitally.

Members can join online events and meet fellow members online, offer and receive services from the community, and browse through the COVID-19 Resource Guide for useful information & programs.



# Mindspace Recommends

**Work in shifts** to reduce the number of people in the space at any given time. It is advisable to work in shifts in order to minimize exposure between employees and other members. We advise keeping the same team members in each shift.

**Appoint a Point of Contact** for each company. The employer must appoint a person who will be responsible for maintaining the guidelines.

**Wash your hands** after touching public surfaces, using the restroom, etc. We've positioned hand sanitizing products around the spaces (at the entrance, in meeting rooms, in the kitchens), and these sanitizing bottles will be constantly refilled.

**De-densify.** We strongly recommend to only visit the floor your office is located on to minimize unnecessary foot traffic.





# This is Mindspace.

Mindspace is a global provider of high-end workspace, designed to serve the growing needs of the world's leading SMBs and enterprises.

With a proven track record of fitting Fortune 500 companies with fully serviced, all-inclusive, and bespoke working environments, Mindspace provides a vast selection of tailorable space via large dedicated workspaces, team suites, and private offices.

Every site is staffed by a local team of community managers dedicated to addressing the unique needs of every single member and facilitating connections between different companies.

**The Mindspace community has over 15,000 professionals in 31 prime locations in 16 major world cities** across the US, UK, Germany, Netherlands, Romania, Poland, and Israel.

