

officeevolution®

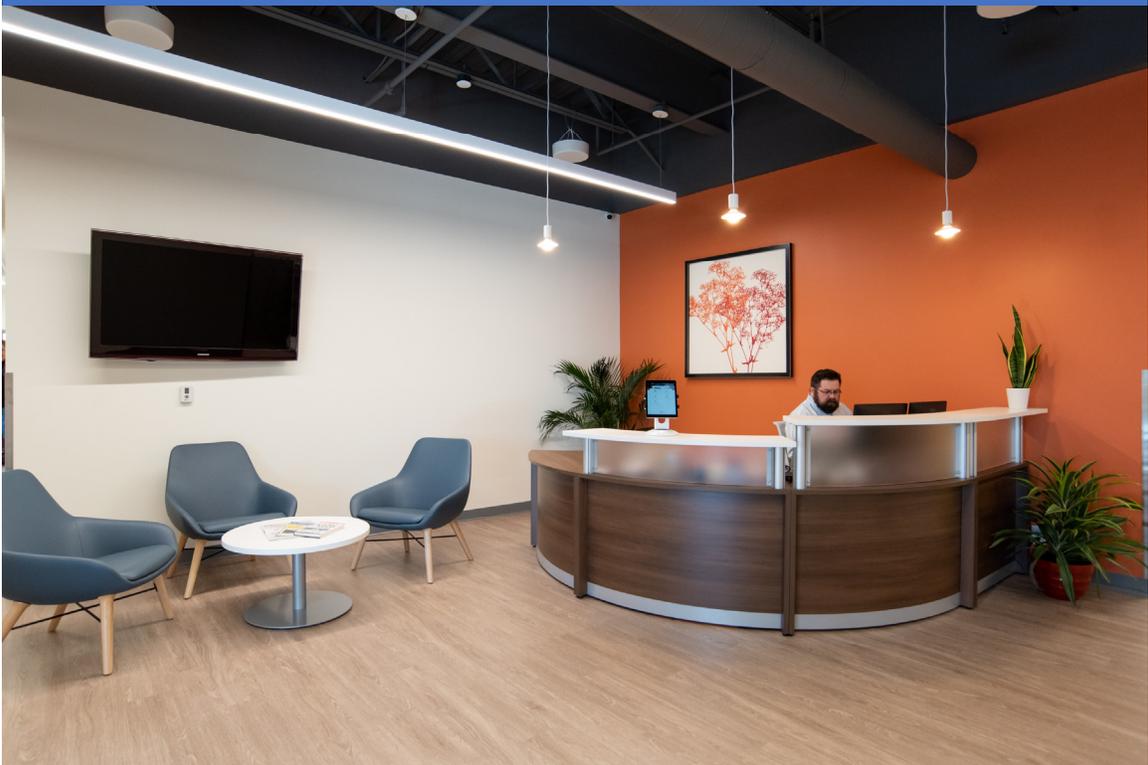


## Our Home, Our Community

- A Safe and Secure Solution -

The OE Difference:

- Next steps moving forward
- New enhanced office environment



## Next Steps Moving Forward

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While social distancing may be considered the 'new normal', Office Evolution **IS** the 'new normal'. We provide a community environment that embraces COVID-19 guidelines by incorporating a higher level of safety & healthy environment to ensure that you can excel to reach your goals.



## New Enhanced Office Environment

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**Our Ohana members are considered our *family and community*. We want our family safe and secure, so we've upgraded our services to maintain hygienic safety and physical distancing best practices with three steps:**

- **Increased cleaning measures - wiping down high traffic areas and providing complimentary sanitation products**
- **Friendly Reminder Signage - reinforcing our members and guests to respect social distancing practices**
- **Friendly reminders to stagger seating and allow for buffer zones while operating in our work place with colleagues & friends**

# Our Enhanced Standards

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## Maintaining our home with new cleaning measures

Our Ohana members will see heightened cleaning and hygiene standards that follow the CDC guidelines

- Increased frequency of cleaning any high traffic work spaces and work surfaces
- Addition of touchless hand sanitizer dispensers, sanitizer wipes, and alcohol sprays throughout the facility
- Reduced touchpoints in the kitchen area, more disposable single use cutlery, condiments, and coffee mugs
- Provision of masks available upon request to our Ohana family members

## Elevator Lobby

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The entry point to the Ellipse Building has clear signage, communicating and emphasizing social distancing and hygiene practices. Signs remind our members and guests that we all have an important role in ensuring our community is safe.

The elevator floors have floor stickers to help maintain distancing in the smaller space.

## OE Reception Desk

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Our Business Community Manager desk is considered a high traffic area. Please follow floor sticker reminders for safe distancing.

**Visitor Kiosk** – Members and guests are encouraged to use our Greetly Kiosk to notify your member upon arrival, allow your member to meet you in the front lobby, and to register all incoming visitors. If you'd prefer a "no-contact" sign-in, simply ask Scott at the front desk to sign you in.

## Coworking Lounges

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We want to maintain our collaborative energy while still following our safety guidelines. We have dividers at each work station to enhance social distancing practices so you can get your work done in a safe manner.

Additional hand sanitizer dispensers and wipes are readily available for use anytime.

## Print Stations / Mail Room

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The print station and mail room spaces include additional hand sanitizer dispensers and sanitizing wipes available anytime.

## Meeting Rooms

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Meeting rooms are enhanced so members can connect safely and comfortably especially since this is where high energy work happens.

New capacity guidelines are posted so chair spacing may accommodate safe distancing.

Additional hand sanitizer dispensers and sanitizing wipes are available.

## Restrooms

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Restrooms are equipped with touchless hand dryers and soap dispensers.

A proper hand washing signage is posted.

The bathroom stall use encourages using every other stall for safe distancing.

# The OE Difference

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All of us at Office Evolution Fishers strongly believe in our Ohana culture. Family is first! We continue to look ahead to help you and our community *thrive* in this challenging environment. We are all in this together. Whatever comes next – **we can do this!**

**Now let's get to work!**

