



Safety Guidelines for Navigating COVID-19



A Message to our Members

At OffiCenters, we take our responsibility of being an essential business very seriously and have been open every day since the onset of this worldwide pandemic to support and help sustain your business. While distancing may be part of our new normal, collaboration and connection remain more important than ever and having a safe place to do that is essential. That's why we're enhancing our spaces and services to protect the well-being of our community, ensuring members feel safe, comfortable, and empowered to return to work.

As situations regarding Covid-19 change, we will continue to adapt to challenges that arise in the workspace. Back to work and lifting restrictions does not mean the threats are gone. In fact, just the opposite. We are now going to have to navigate stepping back in to the world with Covid-19 present. We're preparing our spaces and our teams for THIS to be our new normal.

Please visit our website (officenters.com) to our most up-to-date communications surrounding COVID-19.

Please note:

This is not a legal document nor does it contain any information that can be considered binding to any previously executed Agreements between OffiCenters and our members. We encourage you to seek independent legal advice should you require guidance regarding the re-opening or ongoing operations of your particular company and/or individual office. Also, this document is not health advice and we further encourage you to seek such advice from public health authorities and qualified medical professionals.

What You Can Expect

At all OffiCenters locations, our members can expect heightened cleaning and hygiene standards that align with guidance provided by the CDC, WHO, and local health organizations. Our additional safety steps include:

Enhanced Cleaning and Protective Measures

- OffiCenters Team Members have been provided ready to use cleaner approved by the CDC and instructed and trained to perform thorough cleaning of high touch areas regularly and often
- We suggest that members wash or sanitize hands upon entry
- Hand sanitizer stations throughout our workspaces
- Touchless digital thermometers available for self-check
- Protective plexiglass at front desk
- In accordance with the Minnesota State Mandate, masks are required while in all OffiCenters common areas

Decals and Signage

- Physical distancing markers placed in high-traffic areas
- Pre-screening signs posted at entrances
- Educational/prevention signs posted throughout our spaces

In Our Spaces

- Meeting room occupancy has been reduced to 50% maximum capacity
- Protective plexiglass dividers are available upon request in meeting rooms
- 15-minute buffer between meetings to allow for proper cleaning
- CoWorking Spaces adjusted to every-other-seat method to balance flexibility
- All community events and workshops are being held virtually

Individual Building Measures

Guidelines put into place by Property Management including but not limited to:

- Stairwell flow of traffic designations
- Elevator occupancy limitations
- Café, Meeting Room & Gym Facility closures or change of hours
- Building hours and cleaning service protocols
- Building specific guidelines will be provided to members upon request

We're in this Together

OffiCenters is a unique work environment where respect and care for one another is paramount, not only for our success, health and safety but yours, too. We are dedicated to supporting you and ask for your help to enforce the following best practices:

- Require sick employees to stay home
- Ask employees to self-monitor and report symptoms
- Practice social distancing in shared spaces throughout the center
- Consider providing / using disinfectant sprays or wipes for you or your team's individual workspaces
- Use masks or face coverings as required by the Minnesota State Mandate while in common areas

Positive Case Protocol

Communication is critical to the safety of our community. Please review our protocol should someone test positive for COVID-19 in one of our buildings, including members, vendors, guests and employees.

- We will immediately communicate a confirmed case to all members, and to the respective Property Management Team and confirm the date the individual was last in our space.
- As more details are confirmed, information will be shared with members and the Property Management Team (Identity of the individual and their company will remain confidential)
- OffiCenters and Property Management Team have cleaning protocols that will be strictly followed
- Alert your Center Manager if you or a member of your team test positive

Health & Safety Guidelines

Your Safety is Our Priority.



Health Check

If you are feeling sick or have any COVID-19 symptoms such as fever, cough or shortness of breath, please go home. Touch-free thermometers are available at the front desk.



Face Masks

Wearing a face mask or cloth covering over your nose and mouth is recommended while in public areas.



Physical Distancing

Please adhere to the 6 foot physical distancing standard. We encourage the use of barriers while in meeting rooms.



Clean & Disinfect

We have increased cleaning and disinfecting in all high-touch areas.



Wash Hands

Wash your hands often with soap and water for at least 20 seconds.



Avoid Touching Face

Avoid touching your eyes, nose and mouth with unwashed hands.



Covering Coughs and Sneezes

Cover your cough or sneeze with a tissue. Then, throw the tissue in the trash and wash your hands.

