

Health & Safety Policy

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At Work214, we have always been committed to maintaining the health and safety of our employees, members and guests. And that has not changed. Doing great work and staying healthy go hand in hand.

As we navigate COVID-19, we are always hard at work investing in the tools and processes for making Work214 as safe as possible for now and in the future.

The following outlines our health and safety protocols for our members and guests.

FACE COVERINGS & MASKS

Employees: All Work214 team members are required to wear a face covering.

Members & Visitors: As of July 3, 2020 a new [Texas Statewide Face Covering Order](#) by Governor Abbott went into effect.

1. Face coverings are required to enter the Work214 building for members and any guests.
2. Face coverings are required to be worn in any open, common area where 6ft of social distance cannot be maintained.

IMPROVED HVAC VENTILATION & FILTERING

We have upgraded the HVAC filters in the common areas to MERV 13 in order to remove more airborne bacteria & viruses.

Outdoor air is constantly being added to our indoor areas. We have reconfigured the HVAC system to add the maximum amount of outdoor air allowed by our system. The HVAC system is **always running (as in 24/7)** in our common areas, meeting rooms and restrooms. In addition, the restroom exhaust fans are also running 24/7.

INSTALLED AIR CLEANING HVAC SYSTEM

We have installed bipolar ionization to all of our HVAC systems throughout the building. These newer bipolar ionization systems work to safely clean indoor air, leveraging an electronic charge to create a high concentration of positive and negative ions. These ions travel through the air continuously seeking out and attaching to particles. As these particles become larger, they are eliminated from the air more rapidly.

Additionally, positive and negative ions have microbicidal effects on pathogens, ultimately reducing the infectivity of the virus. In laboratory tests, these bi-polar ionization systems have been [tested and shown to significantly reduce MRSA, Staph, Norovirus, human coronavirus](#), and [SARS-CoV-19](#) within time periods as short as 30 minutes. [Additional case studies can be found here.](#)

Bottom line: The air within the Work214 will have a significant reduction of viruses, bacteria, odors, dust & more.

CLEANING & SANITIZATION

During weekdays, we have hired a commercial janitorial company to perform an extensive cleaning of the entire space nightly.

Additionally, the Work214 team is continuing to implement increased sanitization and disinfection multiple times a day for high touchpoint areas, such as door handles, elevator buttons, stair handles, phone booths and all common areas.

We have installed automatic hand sanitizer stations and wipe stations throughout the space. They are strategically placed around high traffic areas in the space.

For meeting space and phone booths, after each use, a team member will sanitize and spray with Lysol. There is now a required 15 min period downtime between meetings.

SOCIAL DISTANCING

In order to create a distant friendly environment, we have reduced capacity in all shared areas.

In our shared kitchen and common areas, we have removed several tables to decrease seating capacity and to increase the physical distance between tables to at least 6 feet.

For our meeting rooms, we are reducing the max and recommended capacity for our meeting rooms.

OUR SHARED AMENITIES

Our community area is a high touch area and we put considerable thought into how to continue to provide the amenities our members enjoy. We've added the following items to help have a safer kitchen experience.

- Pre-wrapped plastic cutlery sets are available
- Disposable gloves are available
- Single-use coffee and tea cups are available
- Disinfecting wipes & hand sanitizer are available

LOOKING INTO THE FUTURE

We know that your health and safety isn't just a one-time response. We will continue to update this page with information and any changes regarding Work214's response to COVID-19.

Last Updated: Oct 7th 2020