

WORK&CO OFFICES SIX FEET SAFE

Our COVID-19 Response Guide

At Work&Co Offices, we are taking all measures to ensure our workspaces provide a safe and productive environment that enables your business and well-being to thrive. With the national dialogue focusing on workplace re-occupancy, we are dedicated to provide a productive, supportive and safe workspace to rebuild and renew your business.

Our workspaces are designed for private, undisrupted work with full support so you can focus on your business. To accommodate social distancing and other “Six Feet Safe” practices, we are making adjustments in common areas, reception and other spaces.

Work&Co Office spaces: Six Feet Safe

The following are some of the “Six Feet Safe” adjustments we are putting into place:

- “Six Feet Safe” signage in cafe, lobby, and reception areas.
- Hand sanitizers throughout Work&co space.
- Frequent cleaning of high-touch surfaces, including door handles, café countertops & coffee machines, refrigerators, conference room surfaces, and other surfaces.
- Use of gloves by staff when handling mail, packages, and other “in-transit” materials.
- Reduced seating in reception, cafes, chat rooms, meeting rooms, and other common areas to accommodate “Six Feet Safe” spaces.
- Creating “Six Feet Safe” zones around reception desks, printers, cafes, and other community areas.
- Use of only disposable and recyclable cups, utensils and plates in the café; and single use condiments and other items.

SAFETY MEASURES:

AVOID TOUCHING YOUR FACE

ALWAYS A MASK

STAY HOME IF SICK

STAY SIX FEET APART

SANITIZE AFTER HANDLING MAIL

WASH HANDS FOR 20 SECONDS

CAFÉ PROTOCOL:

DISPOSABLE ITEMS ONLY

PLEASE BAG ALL ITEMS

ALL DISPOSED FRIDAY AT 4PM

COVID-19 SIX FEET SAFE Protocols Summary

Your Business and Safety Is Our First Priority

As we follow the developing environment around Coronavirus (COVID-19), we have policies in place to help prevent the spread of the virus and limit the impact on our WORK&CO Office Users and our center's community.

Following recommendations from the World Health Organization (WHO) and Centers for Disease Control (CDC) we are implementing the following enhanced health and safety policies.

SOCIAL DISTANCING: Signage is posted at the elevators, lobbies, cafes and restrooms to encourage Work&Co Office users and guests to avoid congregating in our common spaces. Meeting rooms, lobbies and other common areas provide seating based on the six-foot distancing guidelines.

HYGIENE: We ask that everyone follow these important guidelines about hygiene:

- Wash your hands frequently
- Use your arm or sleeve when coughing or sneezing, not your hands, and use hand sanitizer regularly.
- Please dispose of tissues immediately and wash hands or use sanitizer any time you have used tissues.
- Refrain from touching your nose or mouth. If you do, please wash your hands afterwards.

CLEANING: We have enhanced cleaning procedures in place to protect our team members, our Work&Co Office users and our guests. These include:

- Cleaning shared surfaces regularly with disinfectant.
- Providing hand sanitizer.
- Asking our Work&Co Office users and their guests to help sanitize common surfaces that you have used.

CAFÉ: We continue to provide complimentary coffee machine use & water in our cafe. To ensure a clean environment, we do not provide any reusable utensils, dishes or drinkware. Please use Disposable paper and plastic items. In addition, please use single-use, individually wrapped condiments for your beverages.

- Signage is posted to limit the number of individuals in the café at one time to conform with social distancing guidelines.

IF YOU ARE SICK: For the safety of our team and the Work&Co Offices community, we ask anyone who is displaying even mild flu-like symptoms - including fever, cough and cold - to stay home. Not only is this common courtesy, it will help you recover more quickly and keep your immune system strong. Please notify our staff if you are diagnosed with COVID-19 and have used our space in the past 30 days.

WORK&CO OFFICES WILL CONTINUE TO UPDATE PRACTICES BASED ON NATIONAL AND LOCAL GUIDELINES AND DEVELOPMENTS. WE'LL ALWAYS PUT YOUR BUSINESS AND YOUR SAFETY FIRST.