



INTELLIGENT OFFICE

Intelligent Office Health and Safety Guidelines

We at Intelligent Office – Boulder, keep the safety of our clients, guests, and employees to be our top priority. We continue to follow current recommended guidelines for COVID-19 workplace safety. We ask that members and guests join us in doing their part to achieve a safer work environment for all of us. Below are the precautions we have put into place.

We all practice personal cleanliness.

Please wash your hands and cover your mouth. We are currently advising everyone to wash their hands for at least 20 seconds with soap and water.

Cover your mouth and nose with a tissue or the inside of your elbow and try to distance yourself from others when coughing or sneezing and proper hand washing immediately.

Mask recommendations and courtesy.

Boulder County Public Health's two public health orders requiring masks in public indoor spaces and in schools have expired.

Individuals may choose to mask for reasons which may not be obvious from their appearance. We are and ask our members and guests to be courteous to others.

We are committed to keeping our facilities clean.

Please note that we are committed to regularly wiping down "high-touch" areas such as door handles, copier screens, iPad screens, elevator buttons, shared areas, and conference room furniture and phones with disinfectant wipes.

Our conference rooms remain open for business.

We disinfect our -day use conference and executive office rooms upon the end of every use.

We monitor and sanitize our kitchens.

For the time being, we have added disposable coffee mugs, glasses and silverware and utensils in our kitchenettes.

We wash our dishware daily in dishwashers.

Our Greetly App will welcome members and guests:

To provide an additional resource to our members and their guests, our Greetly App, located on the iPad at our receptions desk is available for easy, immediate check-in, directly on the screen or through their mobile phone by scanning the QR code on the iPad.

Should our staff be quarantined, Members of Intelligent Office can access our Business Centers with the use of our key fob system at their discretion. We are committed to doing our part to keep our members and guests safe to the best of our ability and optimize our approach as added information becomes available.