

officeevolution®

Welcome

MEMBERS – This outline documents our protocol for WELCOMING you.

May 1, 2020



# Introduction

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Dear Members,

We have taken great care to develop the framework for a protocol that our franchises will adapt to each of their locations. This framework is informed by the CDC, a coalition of providers that represent several hundred coworking locations across the nation and some good old-fashioned common sense. We invite you review the steps we have taken and to join us in keeping our Ohana safe.

As an essential service, our doors across our network of 69 locations nation-wide have remained open. We have been working diligently to provide mail handling and deliver, answer phones, and keep our private and open spaces clean for our members.

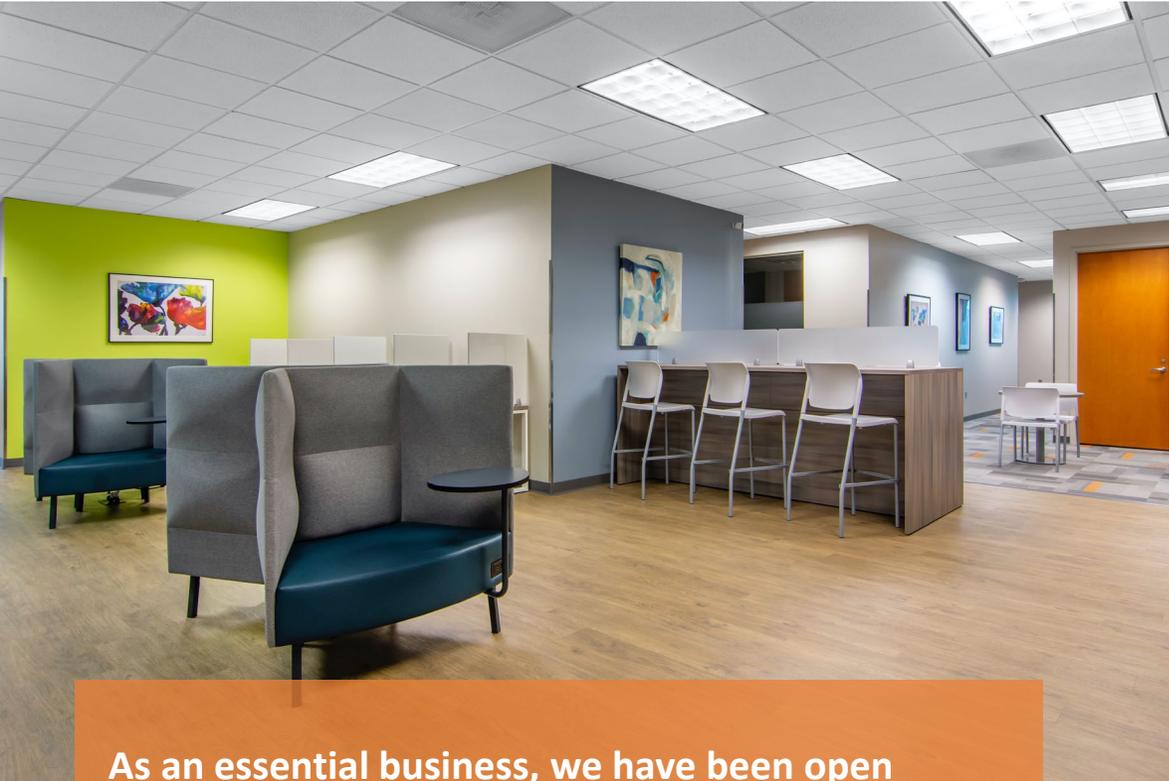
We are ready for you. And we Welcome you. Please know that Office Evolution is a place that is a safe place to be where health, safety, and convenience are important and observed. Business is getting done here. We welcome you to continue to join us.

Kindest Regards,

Mark Hemmeter  
CEO

William Edmundson  
COO

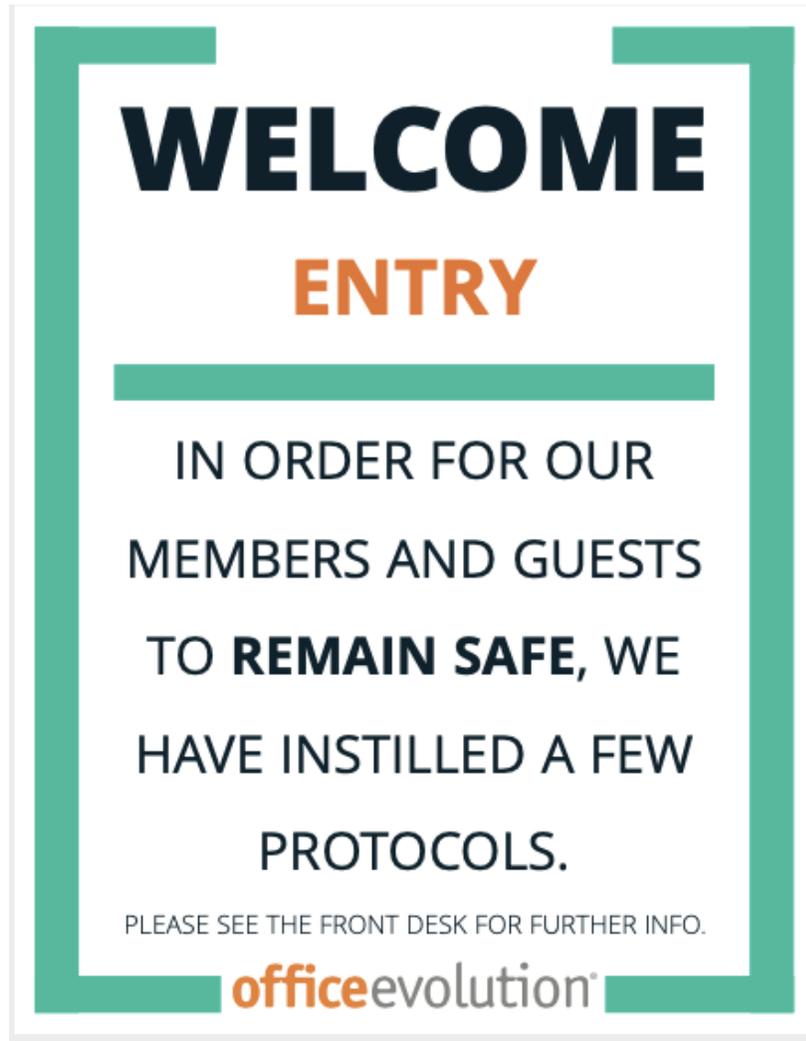
# The Basics



As an essential business, we have been open and supporting our members and their success every day. Here are some of the basics that we have in place to do our part to ensure our community remains healthy.

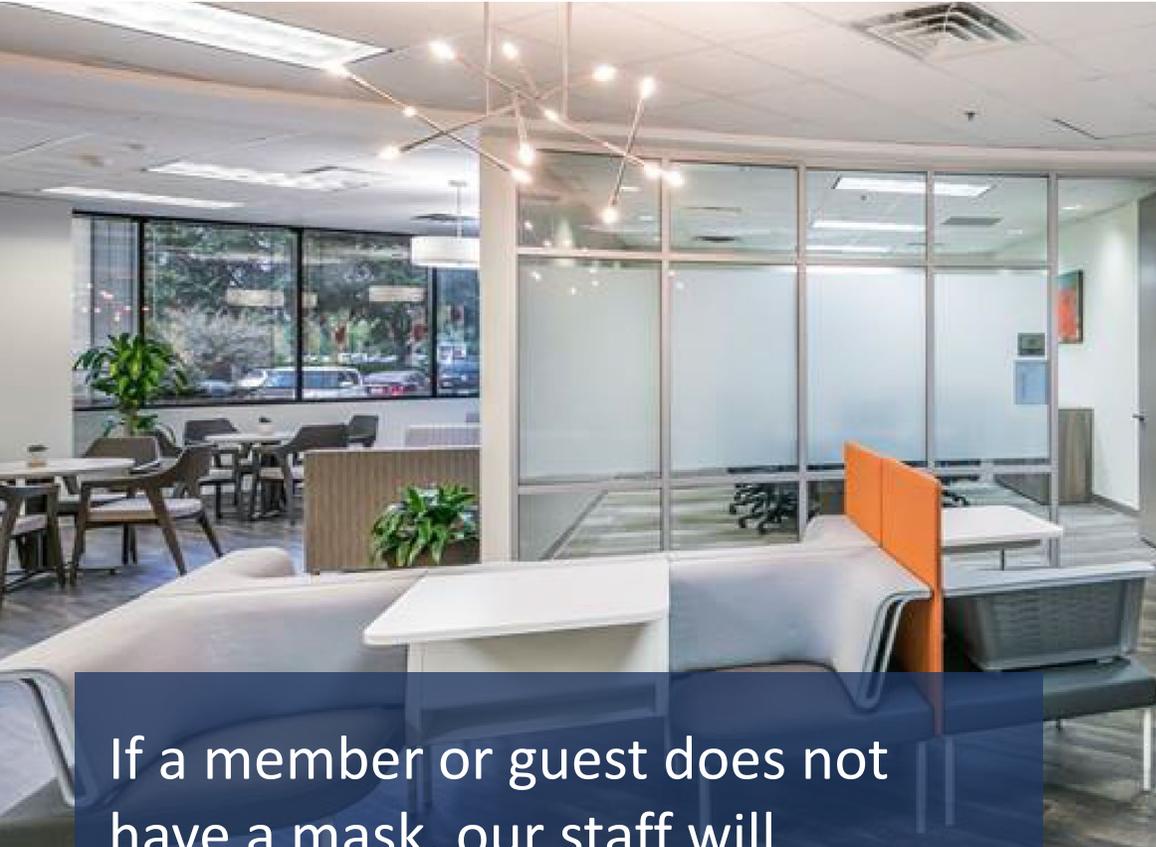
- Everyone should frequently wash their hands.
- Use your arm or sleeve when coughing or sneezing and use hand sanitizer regularly.
- Dispose of tissues immediately and wash your hands or use sanitizer any time you have used tissues.
- If you experience any symptoms, seek medical attention immediately, and please remove yourself from the space.
- If you feel sick or not well – stay home. For further information on how to protect against infection, please refer to CDC or WHO web sites or posted signs in our break room.

# Items we will Provide



- Touchless thermometer
- Disposable masks
- Hand sanitizer and wipes
- Signs throughout the floor reminding members and guests to wear masks, social distance and wipe down surfaces.
- In some locations, disposable cups, utensils and plates will be provided.

# Upon Entering Reception



If a member or guest does not have a mask, our staff will provide one to put on immediately.

- Each person is always required to wear a mask that covers the nose and mouth. The only exception is those in a single-person office with the door closed.
- Our BCM will ask guests/members about symptoms (cough, shortness of breath, sore throat, headache, stuffy nose) and whether they have been around anyone that has been exposed in the last fourteen-days. If the answer to the question is yes, they are not allowed to enter the space until fourteen-days since their exposure.
- Our BCMs will take the temperature of people entering the space. The temperature must be 99.9 degrees or lower to enter. Individuals with a temperature of 100 degrees or higher are not permitted in the space for a minimum of 72-hours.
- All members and guests in the center are asked to be spaced six feet apart.
- Hand sanitizer should be used during every screening (sanitizer will be available at the reception desk).

# Cleaning and Sanitizing



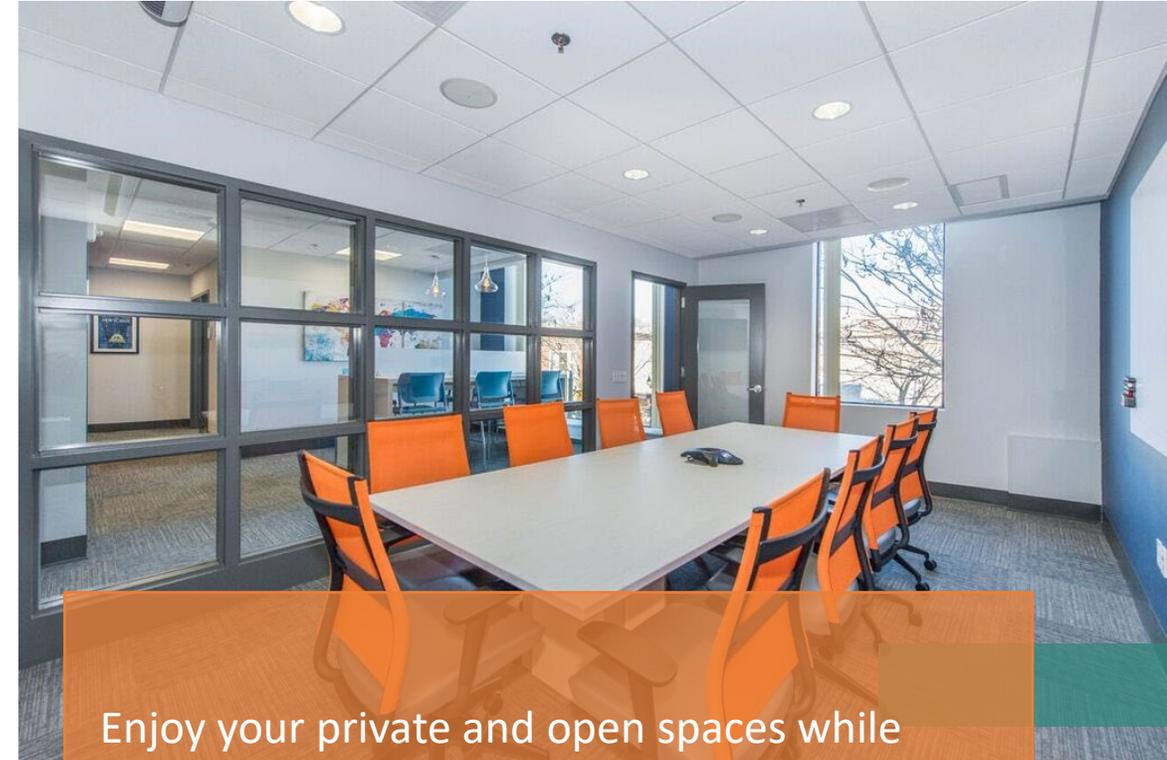
Workspaces  
Meeting Rooms  
Drop-In Space  
Copy and Mail Areas  
Phone Booths  
Copy Area

- Common areas, high-traffic areas, door handles, and light switches will be cleaned with appropriate CDC approved cleaners on a regular basis (every two-hours or more if it is a high-touch area).
- Meeting room tables and chairs, credenzas, and remote controls will be cleaned after every meeting with sanitizer.
- Coworking stations and chairs will be cleaned after a member leaves the space.
- Members are asked to wipe down any common surface area they have touched, such as the copy machine, coworking station, or lounge/kitchen countertops. Cleaning supplies will be provided.
- Copy and mailrooms will be cleaned throughout the day and after the mail is sorted.

# Circulation

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- Members should always maintain social distancing of six-feet and respect others.
- In our larger centers, members, guests, and OE personnel will be instructed to follow arrows posted on the walls in a one-way direction to circulate the space.
- This will exit into common areas of the building at times in order to return to the lobby.



Enjoy your private and open spaces while social distancing.

# Workstations and Coworking Social Distancing

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- Please be sure to follow our posted in instructions to ensure social distancing.
- As a reminder, drop-in/coworking area seats should be marked 'reserved' as needed to create proper and safe spacing.

# Food

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- We ask that you do not share food with other members. And please no buffet-style food service.
- We will provide single-use cups, plates, and utensils.



# Hand Sanitizer and Masks

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- Hand sanitizer is provided in the reception area, break room, copy area, and drop-in space for everyone's convenience.
- Masks will be provided for those who don't have one, but we ask members, guests, and staff who are in the space daily to provide their own masks and hand sanitizer as supplies can be difficult to obtain and quantity limits are still in place for many items.



# Welcome

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We welcome you to continue to enjoy working with us as much as we enjoy working with you.

Office Evolution remains a community where Dreamers, Risk-Takers, and Doers are inspired. Welcome.





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