



# Health and Safety Protocol

## Entering the Community

- Temperature checks will be conducted with every entry and re-entry.
- If a member or guest does not have a mask, they will be denied entry. A member may purchase a mask for use at the reception. Each person is required to wear a mask (working alone in an office or in a meeting room with the door closed is the only exception).
- Hand sanitizer should be used on entry (sanitizer will be available at the reception).
- Masks should be worn everywhere and at all times in the space except when someone is in a single person office with the door shut. Individuals must have a mask available inside their office in case anyone knocks and comes in. Each person must wear a mask in all community areas like hallways, lounge, reception, copy area, **Masks must cover the nose and mouth at all times.**

## Workspaces, Meeting Rooms, Lounge, Kitchen

Cleaning & Sanitizing:

- Common areas, high-traffic areas, door handles, and light switches will be cleaned with sanitizer on a regular basis (every two hours or more if it is a high-touch area).
- 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.
- Meeting room tables and chairs, and remote controls will be cleaned after every meeting with sanitizer .
- Meeting rooms will be de-densified with fewer seats and areas marked as 'reserved' to encourage physical distancing.

## Workstations (Coworking & De-densification)

- Each seat needs to be at least six-feet apart and meeting rooms should have more space between the participants. Open coworking areas need to be properly spaced. Seats may be marked 'reserved' to create proper and safe spacing.

## Hygiene guidelines for all

- We have installed hands-free sanitizers for everyone's convenience.
- Please bring your own mask and sanitizers for your personal/daily use. Masks will be provided for those who don't have one and can be purchased at the reception.
- Everyone should be washing their hands frequently.
- Use your arm or sleeve when coughing or sneezing, not your hands, and use hand sanitizer regularly.
- Dispose of any 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 unwell – stay home.