

Workco's Health & Safety Measures / COVID-19 Response

As our daily lives continue to be impacted by the effects of COVID-19, we are doing everything we can to help our community members run their businesses. We want to assure you that the health and wellbeing of our community members and employees is our highest priority. We are following recommendations by local governments and the World Health Organization (WHO) to implement measures for hygiene and physical distancing. Our strict check-in process will keep track of members, guests, and vendors to reduce the chance of transmission. We have arranged our workspace to make physical distancing easy to follow and minimally disruptive.



Enhanced cleaning

Workco recommends that all desks be spaced 6' apart in accordance with physical distancing guidelines. We also urge our tenants to perform regular cleaning/sanitization procedures on high-touch surfaces and items throughout your workday to ensure their own health and safety.



Private Offices

Workco recommends that all desks be spaced 6' apart in accordance with physical distancing guidelines. In addition, staggered or rotating schedules are recommended when possible to lower the number of people in a space at a given time. We also urge our tenants to perform regular cleaning/sanitization procedures on high-touch surfaces and items throughout your workday to ensure their own health and safety.



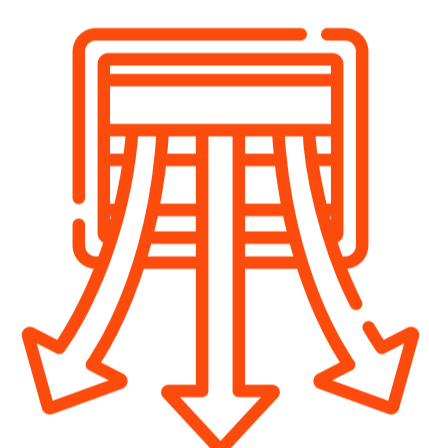
Low-Touch, No-Touch and Hands-Free

Along with enhanced cleaning measures, Workco has implemented a low friction, touch-less sign-in process. Additionally, most of our commons areas feature hands-free sanitation stations along with low-touch areas throughout our workspace to help decrease the spread of germs.



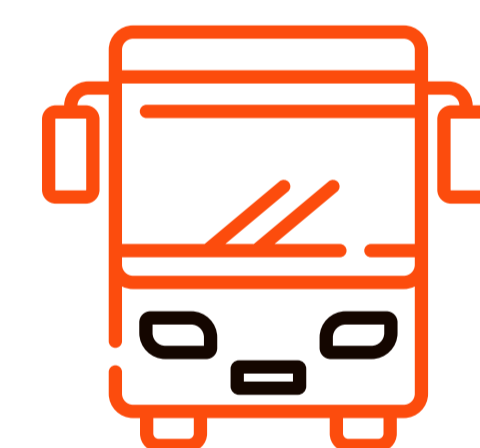
Kitchen/Beverage/Food Amenities

Our kitchen will be open but with limited occupancy to reduce heavy foot traffic. Face coverings will be strongly enforced in this area due to traffic volume and occupant proximity. We've also displayed behavioral and hygiene guidelines in this area to ensure continued safety.



HVAC Air Quality

Our brand new, enhanced HVAC system is designed to increase fresh airflow and minimize airborne transmissions and bring you the highest filtered air that meets today's health standards. On occasion our system will be run additional hours to further improve air quality.



Tours and Visits

We have implemented tour guidelines to make it possible for you to visit our space. If you have booked a tour, our Workco team will be informed about your visit so they can prepare accordingly. When you arrive, we will explain the physical distancing policy you will need to follow to comply with health and safety guidelines. We are only able to offer tours to two persons at a time. If you happen to have more in your group, they will be able to wait in our lobby.



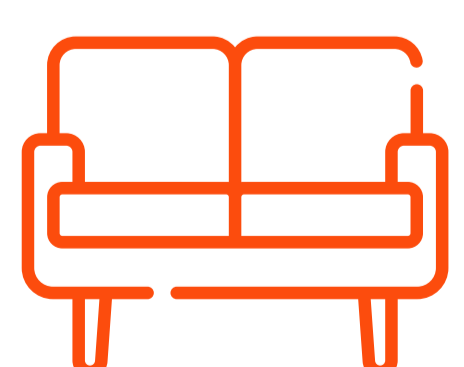
Communal/Coworking Spaces

Workco has configured the furniture in our communal areas to help members stay 6' apart throughout their workday. Communication visuals have also been placed throughout the space to remind members about hygienic best practices and the importance of maintaining a safe distance while still enjoying our beautiful commons areas.



Your Access

Because COVID-19 is affecting us in different ways, access can vary day to day. Our location remains accessible for tenants 24/7, with exception of a deep cleaning due to any unforeseen circumstances. In this instance, your Community Manager will inform you directly.



Conference Rooms/Meeting Rooms/Huddle Spaces

Our conference and meeting rooms, including huddle spaces have been adapted to give occupants more personal space. We have reduced capacity by removing chairs and installing visual cues that indicate where each chair should be placed as well as sanitization stations and antibacterial wipes for guests.

What We Know for Sure

Here at Workco, we know where you work, meet, and conduct business is incredibly important to you, and we believe the same. Our dedicated team including cleaning contractors, community managers, maintenance personnel and others are working continuously to help foster a safe and healthy workplace. Our Workco team wishes you continued good health and we look forward to growing, learning, and thriving with you.

Let's Work Together!