



COVID-19 Workbar Readiness Plan

May 11, 2020

•WORKBAR•

LIBRARY

Standard Procedures and Cleaning Policies



Custom Cleanliness Stations where Clean is the New Black

Wall mounted cleanliness stations and kiosks will be placed at the entrance and around each Workbar location.

Each cleanliness station will provide:

- Touchless sanitizer dispenser
- Disinfecting wipes
- 3-Ply Masks

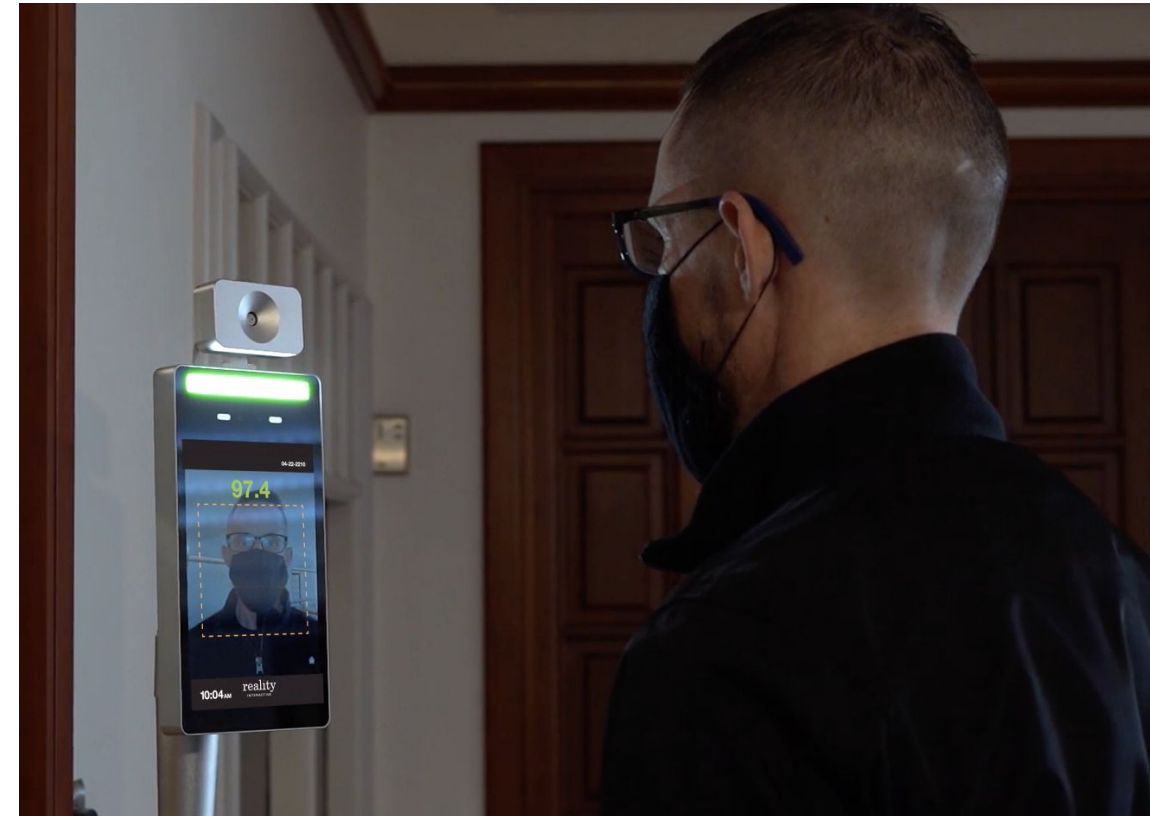


Thermo Scanners-An Easy Way To Self-Check Your Health

Touchless thermo-scanners will be stationed at the entrance of each location (where available). The device uses infrared technology to detect a person's body temperature accurately within 0.5 degrees in seconds and provides an alert for high temperatures. This tool does not store any information. For locations where this technology is not available, we will require members to self check their temperature prior to heading into Workbar.

We ask all members and guests to:

- Upon arrival, take 10 seconds to quickly get your temperature scanned.
- Enter the space to productively work when you receive a green light.
- If you receive a red light, please exit the space and plan to work from home for the day.



Going Touchless

We are providing creative ways to allow for a touch free or light touch work space.

- Automatic soap dispensers in bathrooms and the cafe
- Hand dryers or pull style paper towel dispensers in each bathroom
- Providing keychain no touch tool for each member
- Detailed instructions will be provided for using the speakerphone feature of our handheld phones
- Disposable paper products will be provided throughout the space for those “need to touch” areas



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Supplies to Succeed in Health and Cleanliness



There will be supplies to sanitize and disinfect in close vicinity throughout all the spaces. We've got you covered in meeting rooms, bathrooms, the printer area, the kitchen, the neighborhoods, and outside the phone booths.

- The cleanliness stations will be strategically placed for quick and easy access which will include masks, sanitizer, and disinfecting wipes
- Disinfecting wipes to assure everything you touched or will touch can be wiped down before and after use
- Sanitizer will be readily available for everyone
- Waste baskets to assure you that you do not have to wander far to find one
- Tissues and/or paper towels for an easy solution to grab a door knob while having a barrier
- If you are working in a common area-open seating, meeting room, phone booth, etc.-please wipe down the space before and after you use it.

Keeping Our Air and Space Virus Free



Workbar went into this pandemic already being best in class for wellness. We know that the most impactful elements to your health are the ones you cannot see. Our spaces have the highest standard when it comes to air quality. We are also taking extra steps by working with our engineers to make sure our air distribution systems function at the highest level....we take purification, filtration and ventilation as seriously as our coffee.

Our cleaners will be coming in nightly to disinfect all touch point areas in addition to their normal regiment. They will no longer enter private offices or suites M-Th so we ask that all members leave their trash cans outside of their doors when they leave for the day. They will only enter private offices/suites on Friday nights to vacuum, etc., unless otherwise requested. We are trying to reduce the frequency and number of people that go in and out of each space as much as possible. Our Community Managers will also perform touchpoint wipe downs at least twice daily.

Social Distancing



Keeping our Distance While in Motion

As we make our way into a new way of life it's important to be maintain social awareness. We will be actively providing visual cues to safely move around the space while keeping our distance from one another. We want to encourage our members to be able to stretch their legs throughout the day so keep in mind the most recent data suggests that the virus spreads directly from person-to-person over a short distance when there is prolonged contact. Keep interactions short and sweet.

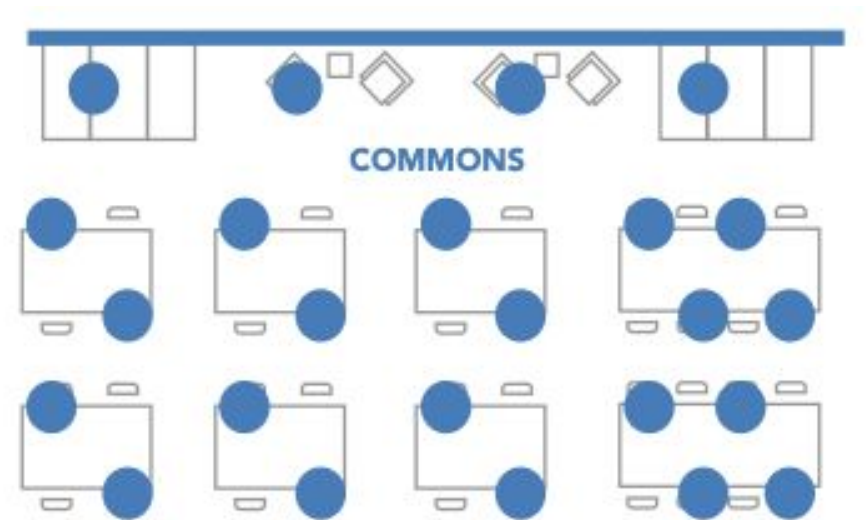


- 6 foot markers will be placed on the floor in high traffic, queue forming areas such as the printer, the coffee maker, the Bevi machine, the front desk, and the elevators.
- We will encourage casual communication with other members and with our Community Managers by incorporating Slack at each of our locations.
- We already have technology in place to cut down on cross traffic in the space.
 - iPads located next to the meeting rooms light up blue when occupied and green when available
 - In Wobbe, there is a green circle next to a member's profile if they are in the space that day so you do not have to wander around looking for people.

Keeping Our Distance While We Work

Not everyone actively thinks about the distance we have between our fellow coworkers. So, we've made it easy for you.

- We are lowering our capacity in the open space and meeting rooms
- We are adding space dividers between many of the open coworking seats
- We are providing more space between desks in each neighborhood by using placemats on the desks that should remain empty to adhere to the 6ft requirement
- We are adding a density tracker to Wobbe so members can know how many people are in the space at all times
- We are lifting time restrictions so part time members can work when they feel safest (before 9AM or after 5PM)



The New Normal and Staying Connected



Say “Goodbye” to Communal Items

If you don't know where it's been or how it's been washed, don't use it! We will provide a variety of single use condiments and disposables to help stop any spreading of germs, bacteria, and viruses.

- Individually wrapped cutlery kits will be available and include a fork, knife, spoon, salt packet, pepper packet, and napkin
- Single serve creamers and sugars will be available
- Disposable and compostable plates, bowls, and cups will be available
- Disposable paper products will be available throughout the space
- Any communal condiments or amenities will be removed



Keeping the Social in Social Distancing

We may not be able to celebrate National Chocolate Chip Cookie Day or host a meaningful Lunch & Learn in one of our awesome meeting rooms but we can still provide a community for all of our members.



- Our Community Managers will still be hosting virtual events to keep our members engaged and part of something bigger
- We will still be hosting insightful Workbar Live Programming every week
- Members can participate in Workbar Cares which is a members helping members initiative designed to give back to their Workbar community
- Members will still be receiving the Fix-It Friday emails helping them with their day to day lives
- We have invited our members to join our slack channel to stay connected virtually

Protecting Ourselves from Stranger Danger



We always want to know exactly who is in our space and we always want to be able to contact them. We are taking extreme caution and measures in order to keep health and safety our number one priority

- The doors will be locked at all times to prevent nonmembers from accessing the space uninvited.
- Members will need to register their guests with the Community Manager with their name, email, phone number, and date/time of arrival and departure
- Members will need to meet their guests at the front door and immediately escort them to their private room using the most direct path
- Guests are not allowed to work in the open space
- Guests and members must disinfect and sanitize after use
- Members are 100% responsible for their guests

Transparency and Best Practices



Retraining and Reorienting

With so many changes happening to our personal and professional lives it is important to stay up to date on these changes and best practices. We've got you covered so when you enter a Workbar, you can leave your worry at the door.

- All staff members will be retrained on our expectations, standards, and best practices during COVID-19
- Community Managers will be giving reorientations to members on expectations, standards, and best practices when returning to our spaces. These are mandatory for members.
- We have updated our Community Norms to include Coworking Etiquette reflecting the current pandemic
- Members will be given a packet containing all this information and will be required to follow the new standards.



Staying in the know

Sometimes it can be hard keeping everything straight these, so we've got a plan to help you out.

- Best practices and [CDC guidelines](#) will be posted throughout our spaces.
- Monthly virtual trainings will be available to update on any new community norms and as a refresher on current Workbar standards.
- We have a dedicated [page](#) on our website that will have links to all current and relevant communications



Our Recovery Plan



CDC Guidelines

- Members are required to report confirmed infections of themselves and guests to their Community Manager.
- If Workbar receives notice that an infected person has been in the space, we will use the data we have available (key card access, video) to decipher where they had been in the space and we will close that space off for 24 hours to perform a thorough cleaning of the area(s). We will also make every attempt to identify who the infected person had prolonged (10-30 minutes) contact with and inform them immediately and ask that they also quarantine for 14 days.
- Members may be required to download and use an [app-based contact tracing](#) tool. We are not requiring this at this time.
- Members can expect full transparency from Workbar's communications team.
- Workbar will communicate to members by email. Please ensure the email address in Wobbe is the most current one.

Best Practices



- Keep to social distancing
- Disinfect what you touch before and after doing so
- Wear a face mask at all times
- Monitor your health and communicate with the Community Manager
- Don't share anything
- Wash your hands frequently with soap and hot water for twenty minutes
- Use sanitizer regularly, especially after touch something others can touch
- Use disposable paper products when touching handles
- Don't touch your face
- Stay home if you are sick or feeling unwell. Workbar is instituting an unlimited sick day policy for all employees and recommends its member companies do the same.
- Stay updated and check your email
- Stay positive



Thank you

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