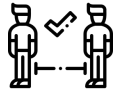




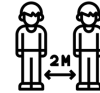
COVID-19 Prevention Protocol

Ensure a Clean and Safe Workplace

In these times, preparing a Collaborative Space to be a safe place for your members is a huge responsibility. This infographic breaks down some general protocols you should be following:



SOCIAL DISTANCING



- Everyone, including members, clients, employees, has to remain at least 6-feet apart, both inside and outside the workplace.
- Do not congregate in workrooms, pantries, copier rooms, or other areas where people socialize.
- Require face masks and coverings for all employees as well as all visitors to the workspace premises. Avoid person-to-person contact such as shaking hands. (Elbow bumps, Toe kicks are acceptable though)



HYGIENE PROTOCOL



- Provide regular and complete sanitization of high touch areas, such as screens, work stations, equipment, doorknobs, restrooms throughout the workplace.
- Stock up on paper towels, disinfectant wipes, and other disposable cleaning supplies.
- Single-use cutlery, dairy products, condiments, and gloves are a MUST.



VISUAL AND GUIDES



- Maintaining records of the members entering and leaving the premises with time and contact information.
- Provide hand washing posters near sinks, social distancing posters in social spaces, signage pointing out the location of hand sanitizer dispensers, etc.
- Create necessary visual aids to keep your members 6 feet apart such as tape or markers to indicate the proper distance.
- Conduct workshops for maintaining a healthy workspace environment. In order to do so, you may reach out to us requesting for more information at info@raumly.com

