



CARR WORKPLACES HEALTH & SAFETY POLICY

The overall wellbeing of our team members, clients and guests are at the forefront of our thoughts at Carr Workplaces. It is top priority to adhere to the following Health & Safety Policy, as we monitor the spread and impact of the Coronavirus (COVID-19). This policy is informed by guidelines issued by the Center for Disease Control and other relevant global health authorities to help us prevent the spread of the virus, limit the impact on our community, and provide centers that are well prepared for your return.

We have requested enhanced janitorial services in all of our buildings, which in most cases was already increased due to the virus. We have also implemented:

- More frequent cleaning by our staff of shared surfaces and high traffic areas like reception, conference rooms, cafes, lounges, and business centers. Along with the installation of countertop shields/breath guard at the front desk.
- The provision of hand sanitizer, anti-bacterial wipes, and other cleaning products as they become available.
- Training our Team Members on new policies put in place to keep the workplace safe.
- Limiting the number of shared supplies and replacing with disposable options where possible.
- A reduction in seating in our common areas and conference rooms to provide safe distancing.
- Requiring masks to be worn in all areas mandated by the building, and in all common areas within the center.
- Increased placement of trash cans and paper towels throughout the center for use when pulling door handles.
- A nightly cleanout of the refrigerator – any food not removed by close of business will be discarded.
- Temporary discontinued use of ice machines in favor of alternatives.
- Requiring use of center provided disposable placemats if you chose to eat meals in the community café. Please also place all mugs, cups, and other utensils directly in the dishwasher.
- 2 complimentary pencils on each desk for your use when pressing elevator buttons and otherwise.
- If you don't wish for the cleaning crew to enter your office after hours, please signal so by closing your door and leaving trash cans outside your door upon departure.
- If you have a shared office or team room that can't accommodate 6 feet of social-distancing, please consider staggering employees in shifts.
- Partnering with building Property Management to ensure enhanced and preventive measures are taken in areas outside of our space. We will follow up with an update building management provided us regarding policies they have implemented to combat the spread of COVID-19.

Our members and guests play a key role in helping Carr Workplaces combat COVID – 19 and keeping our center safe. We encourage all Carr Workplaces members to create and implement their own health and safety policy that considers the safety of their employees, our staff, and other members. In addition, everyone should take basic necessary precautions as recommended by the CDC as may be regularly updated, including:

- Staying home if you are feeling ill and avoid returning until symptoms are gone. We require any client that tests positive for COVID-19 or becomes aware of an employee or guest that has visited the center who has tested positive for COVID-19 to notify the center by filling out this form detailing the time(s) the individual visited the center and what areas he or she accessed. Those testing positive can return to the Centers once they can provide documentation from a doctor clearing them.
- Practicing good hygiene like washing your hand regularly, avoiding touching your eyes, nose, and mouth, and covering your cough or sneeze with a tissue.
- Properly disposing of personal protective equipment and any other cleaning supplies you have used.
- Practicing social distancing in our common areas and being mindful when you have guests.
- Please consider asking your employees and guests to take their own temperature before each visit to the center and not visit if they register a fever of 100 degrees or higher regardless of being tested for COVID-19. Our center team will be adhering to this policy before reporting to work each day.



We appreciate you putting the health and safety of our employees, members, guests, and community first. We are closely following the recommendations by public health organizations and are committed to taking additional measures as requirements change. In the meantime, do not hesitate to communicate any other concerns you may have by reaching out directly to your center team. We will continue to provide guidance and updates as we anticipate the return to the office.

