

# Getting Back to WorkHouse

*Our Guidelines for Maintaining a Healthy  
Workplace*







## ***"The health and safety of our Members is our top priority"***

WorkHouse has always stood apart from traditional co-working facilities in a way that will now be very important, we stand apart because our Members can sit apart. WorkHouse was designed from the beginning to give people more space. Our 12 boutique floors have a maximum of 50 people per floor with ample common areas and a minimum of 6 feet between workstations. Our co-working lounges and conference rooms have always been spacious and we do not over book. Our 5 terraces, roof deck and operable windows give our Members access to fresh air throughout the day.

However, as the health and safety of our Members is our top priority, in this new reality, space is not enough. On the following pages we have outlined our health and safety protocols that have been developed to give our current and future Members the confidence required to return to the workplace.

We look forward to welcoming you back to the 'House.

Debra Larsen  
*Founder*



# WorkHouse Action Plan

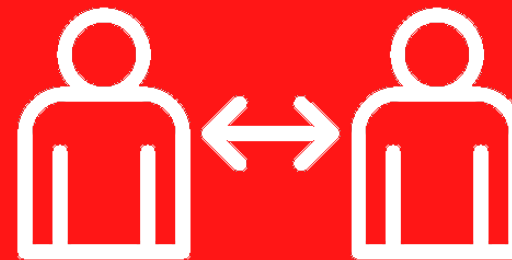
Our health and safety protocols have been developed using CDC and OSHA guidelines and will adhere to any current or future city, state and federal regulations. Our plan will concentrate on five important areas:



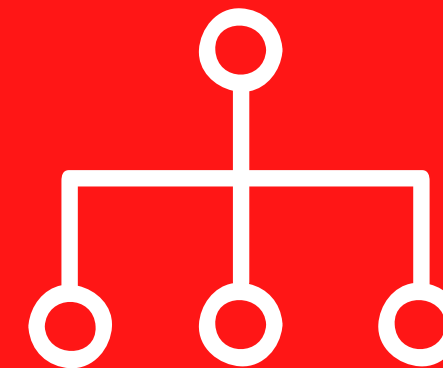
Information Flow



Member  
Cooperation



Distancing



Facility  
Management



Cleaning &  
Disinfecting



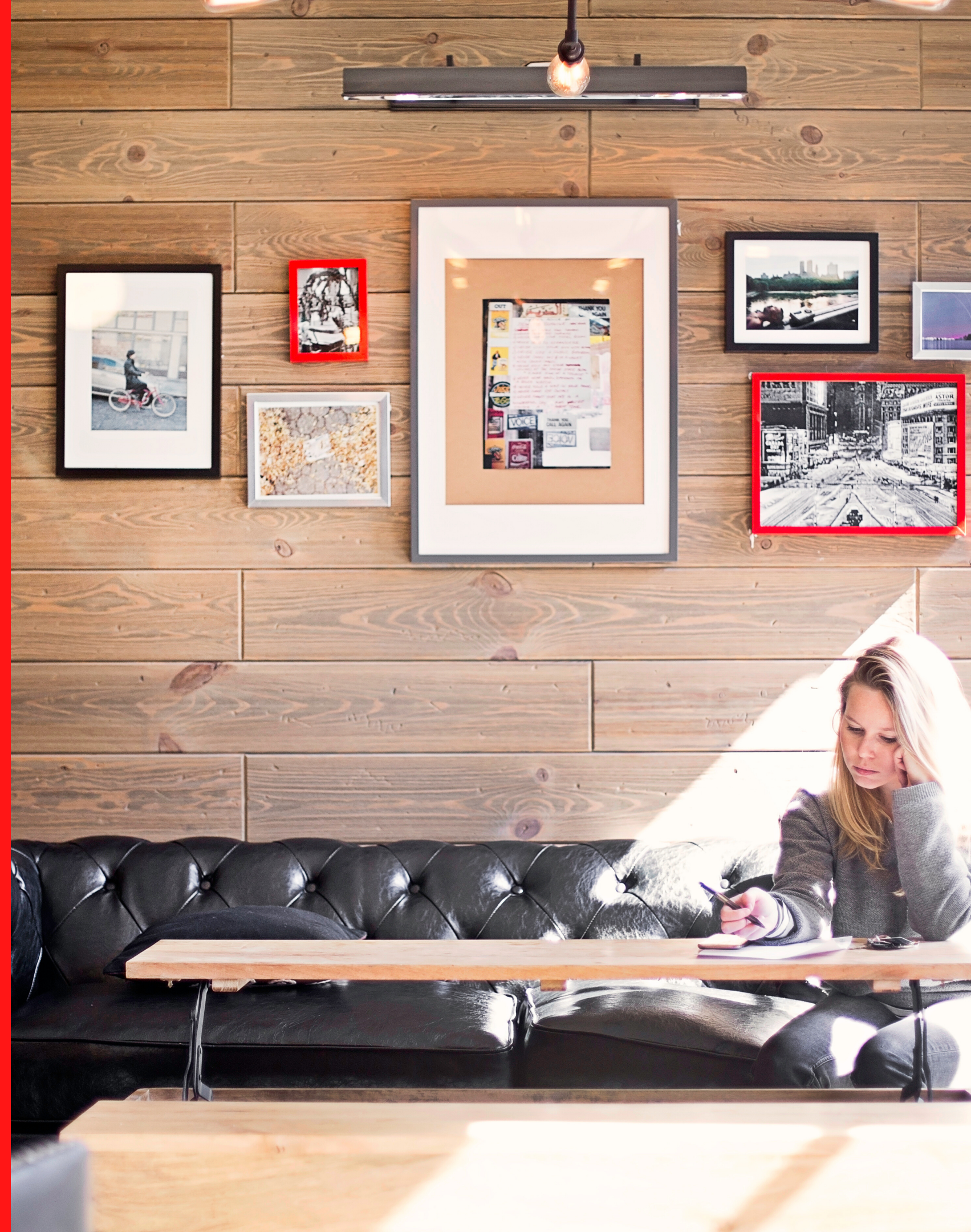
# Information Flow

## Keeping Members in the Know

Information and education will be key over the coming months. WorkHouse will stay at the forefront of knowledge regarding the COVID-19 crisis monitoring safe workplace strategies from the CDC, OSHA, and local, state and federal governments. WorkHouse will pass on that information to our Members through our website, emails and posted signage.

New signage has already been placed throughout the facility to assist Members with distancing, cleaning and other procedures. Updates on service and facility management changes will be disseminated frequently via email.

We will continue to evolve and adapt as we monitor published information and research new ways to keep the workplace safe and healthy. We will always be open to suggestions from our Members.





A photograph of a person with short hair and glasses, wearing a light-colored shirt, sitting in a black ergonomic office chair at a desk. The desk is in a modern office space with large glass windows and doors. The person is looking down at their work. The office has a clean, industrial feel with concrete floors and white walls. A desk lamp is visible on the desk.

# Member Cooperation

## We are in this Together

WorkHouse will rely on Members to adhere to the new protocols regarding distancing, cleaning and most importantly, staying home when sick or exposed to persons who are sick.

Members will be required to wear masks in public areas and conference rooms and require any guests to the facility to do the same. WorkHouse will have masks available for guests to the facility.

Members will be required to clean phone booths, conference rooms, pantries and lounge areas after they use them. Instructional signage and cleaning materials will be available for Member use in each of these areas.

Members are expected to keep their own spaces clean throughout the day and to monitor their employees for adherence to our WorkHouse guidelines.



# Distancing

## Separate but not Apart

New signage has been installed throughout the facility to inform Members and Guests about distancing requirements and cleaning protocols.

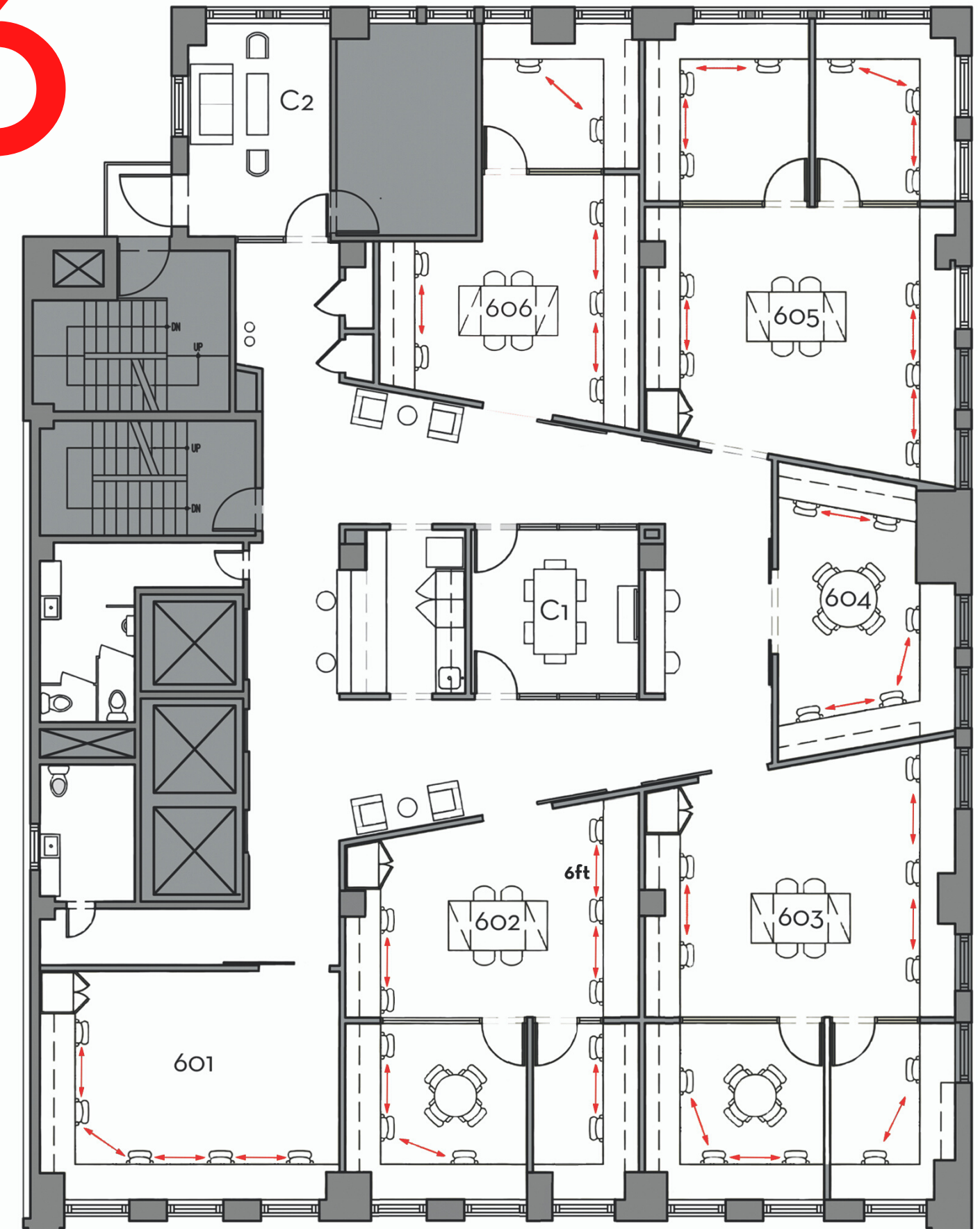
Floor markers have been installed in the building lobby, floor elevator lobbies, inside elevators and reception areas to aid in distancing.

One way corridors have been established on each floor to avoid congestion.

The building lobby attendant will monitor and restrict elevator capacity to allow for 3 persons per elevator.

We have reduced and rearranged seating capacity in conference rooms, lounge areas, pantries and co-working lounges to allow for a minimum of 6 feet between each seat.

# 6







# Facility Management

## The New Order

Though we discourage food deliveries to the building, deliveries will be required to be picked up in the lobby only. If we find this creates too much congestion in the lobby, food deliveries will be restricted.

Conference rooms, bathrooms, pantries and common areas will be cleaned repeatedly throughout the day and after each use by our Members. Cleaning products and signage with instructions will be displayed in these areas.

We will reduce the number of day worker bookings to allow for proper distancing between seats.

Until further notice we will not book outside events on our event floors.



# Cleaning & Disinfecting

## Continual and Thorough

WorkHouse has begun new [cleaning\\_protocols](#) that include heavy duty nightly cleaning and disinfecting. Common areas, bathrooms, conference rooms and pantries will be continually cleaned throughout the day. All cleaning will be done with products approved by the EPA for use against the SARS-CoV-2 virus.

We are installing a HALO.LED air purification system on all floors that will treat every cubic inch of air conditioned space, reducing airborne and surface microbials, bacteria, viruses and mold.

We have also installed a patented Micronized Hydrogen Peroxide Distribution technology in our co-working lounges. This technology by Synexis, is used in hospitals to continually disinfect the air and surfaces.

Sanitation stations have been installed throughout the space in pantries and outside each restroom. Cleaning materials are available in all conference rooms and phone booths.







# Here's to a healthy future

## We are here for you

Upon your return to WorkHouse you will be greeted by the same dedicated and enthusiastic staff as before this crisis who all look forward to welcoming you back.

WorkHouseNYCI 2020