

# HEALTHY AND SAFE

COMMITTED TO COWORKING  
COMMUNITY WELLNESS



## Community Wellness Standards for Staples Studio

MAY 23, 2020



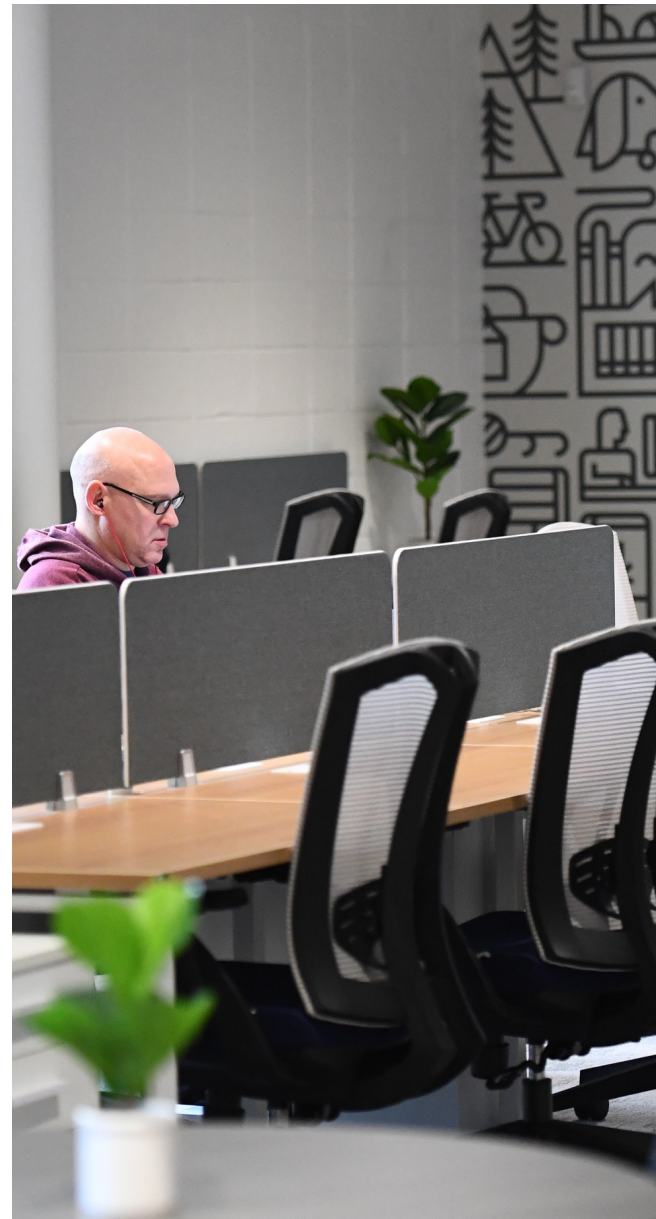
# PRIORITY: YOU

From the day we opened, our team has been devoted to creating a welcoming and productive space to help you achieve your goals. Our commitment to a healthy and safe workspace for you is the same.

Our priority continues to focused on providing you and your team an environment that is as comfortable and as safe as possible.

We appreciate your patience and support as we made the decision to put your health first, by following guidance issued by the CDC and the Commonwealth of Massachusetts to close our coworking spaces. We used that time to develop a comprehensive plan of health and safety protocols outlined here in our Community Wellness Standards.

We are excited to get back to work with you and continue to help you achieve and grow.





# HEALTHY CHANGES

As part of our dedication to help build a healthy and productive space for you and your team, we are introducing a series of improvements developed in collaboration with workspace experts.



## WELLNESS STANDARDS

These standards are meant to provide our community clarity about new changes for health and safety and how our members can help.



## SANITIZING STATIONS

To help members be healthy and safe, new sanitizing stations stocked with critical cleaning supplies will be added throughout each Studio.



## ENTRY PROTOCOLS

Now more than ever, where you work is important. With entry protocols we help ensure everyone entering Studio understands our wellness standards.



## ENHANCED SANITIZATION

In addition to enhanced cleaning protocols, a team of Sanitization Specialists will join Staples Studio to provide daily, continuous cleaning.



## PHYSICAL DISTANCING

We know physical distancing does not come naturally, so we are implementing changes that help make it easier to distance safely.



## TOUCHLESS ELEMENTS

We are working to reduce the spread of germs in high-traffic, high-touch areas by implementing new touchless devices and fixtures.







## WELLNESS STANDARDS

# Introducing new standards for community health and wellness.

Through our new Community Wellness Standards, we are committing ourselves to providing a coworking space that helps our members feel productive and ready to work.



### Committed to Healthy & Safe

The health and safety of our member is our top priority.



### Guided by Experts

Our wellness standards were developed with workspace health experts and guidance the CDC, WHO and State of Massachusetts.



### Continue to Evolve

We will evolve our standards based on feedback and guidance from members, expert advisors and the State of Massachusetts.



### Business as Usual

Please know we will reintroduce suspended amenities and activities like snacks and occupancy limits as soon as it is safe to do so.





## ENTRY PROTOCOLS

# Welcoming you with healthy and safe entry protocols.

Every member should feel comfortable and safe at Staples Studio, so we are introducing a new process for all guests and members entering the space.



### Welcome Check-in

Members and guests should wait for the Studio Manager when entering to ensure awareness of our Community Wellness Standards.



### Masks On Please

Members and guests are asked to wear a face covering while in Studio, following local ordinances and CDC recommendations,



### Clean Hands

Please use hand sanitizer or wash your hands before and after touching shared appliances and equipment.



### Virtual Tours

To help keep our locations healthy and safe, scheduled tours will be conducted virtually.

## BEFORE YOU VISIT

Members and guests entering a Staples Studio location are asked to pass these three health checks.



Is your temperature over 100° F?



Have you been in contact with someone testing positive for COVID-19?



Do you have symptoms like fever, cough, chills, muscle aches, headache, sore throat or shortness of breath ?

We ask that anyone answering yes to one of these questions remains at home to help maintain a healthy and safe coworking space for our community.





## PHYSICAL DISTANCING

# Adjusting layout and flow to support physical distancing.

We ask for your help by following one way flows, seating guidelines and room occupancy limits.



### One Way Flow

Floor decals and wall signs throughout each location will indicate one way flow to support physical distancing.



### Seating Changes

Open seating capacity has been reduced and reconfigured at each location to provide more space between members.



### Maximum Room Occupancy

Each room will have occupancy limits, including open seating, copy rooms and meeting rooms.



### Closed Workstations

Certain workstations will be marked as closed to support physical distancing.

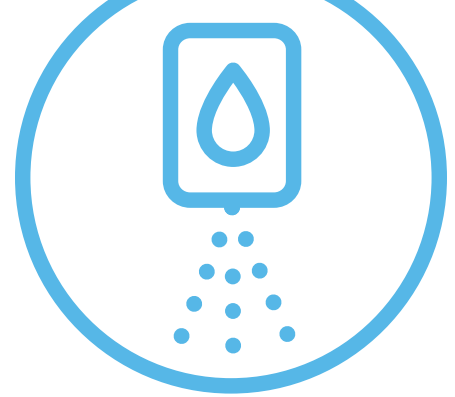




## SANITIZING STATIONS

# Adding stations for sanitization and cleanliness.

We have collaborated with workspace sanitization experts to introduce critical cleaning and sanitizing products and fixtures throughout our locations.



### Sanitizing Stations

Members will have access to sanitizing wipes, latex gloves, hand sanitizer and masks at the entrance of each Studio.



### Reusable Masks

All members will be provided a reusable mask to comply with local ordinances.



### Touchless Dispensers

Touchless hand sanitizing dispensers will be located at all high touchpoint areas as well as entrances and exits.





## ENHANCED SANITIZATION

# Enhancing our sanitization protocols and frequency.

We are dedicated to implementing new policies and practices to elevate the standards of cleanliness at Staples Studio.



### Sanitization Team

A Sanitization Specialist will be hired for each location to help provide dedicated and continuous cleaning support.



### New Cleaning Standards

We have developed new cleaning responsibilities, procedures and standards for our locations.



### Snacks & Coffee

Disposable cups will be provided for continued coffee service, but snacks will be temporarily removed for member health.



### Lunch Containers

Members will be provided a sanitized container to store outside food in the refrigerator.







## TOUCHLESS ELEMENTS

# Implementing touchless elements to reduce cross-contact.

Working with experts we have identified high-traffic and high-touch areas where we are implementing touchless elements or replacements to help slow spreading germs.



### Touchless Access

New fixtures will help to reduce the number of surfaces members need to touch with their hands.



### Touchless Dispensers

We are adding touchless dispensers for paper towels, hand sanitizer and disposable cutlery.



### Expanding Touchless

We will continue to identify and add more touchless elements throughout Studio.



# LOOKING AHEAD

Where work happens has changed radically in the last few months and a productive space to tackle your toughest challenges has become ever more important. We're as eager as you to get back to a healthy, welcoming workspace.

We are proud of the many cleaning and sanitization changes you will see when you return — all made with your health and safety in mind. We also know there is more work ahead and are committed to evaluate and evolve our Community Wellness Standards regularly.

We'll also need the help of our members to dedicate themselves to upholding a healthy community workspace and will be asking each of our members to pledge to do so.

We are excited to see you soon!



**HEALTHY & SAFE  
MEMBER PLEDGE**





# WELCOME BACK

There is no doubt that the workday has looked a little different for all of us this last two months and our team is looking forward to be back with you at Staples Studio.

If you have questions about our Community Wellness Standards, want more information on what returning to work at Studio looks like or if there is anyway we can help, please let us know.



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## Community Wellness Standards for Staples Studio

 **StaplesConnect**<sup>™</sup>

