

Wellbeing, A Human Centric Approach

Guide to Social Distancing
& Safety Back at Work



Communication

As we navigate through our new-normal, we commit to being transparent with our members regarding all the measures we take.

Any possible outbreak within our buildings will be shared immediately. CG will take all necessary measures to ensure the safety of our workplaces.

All updates and changes will be directly shared with our members; including our updated Ground Rules.

Signage will be posted in all communal areas and entrances as reminders of our updated guidelines



Cleaning & Sanitation

We are dedicated to continuing to provide a safe & sanitary environment for our members, employees and guests.

Sanitizing stations will be available throughout the space

Pantries will have disposable cups, plates & utensils

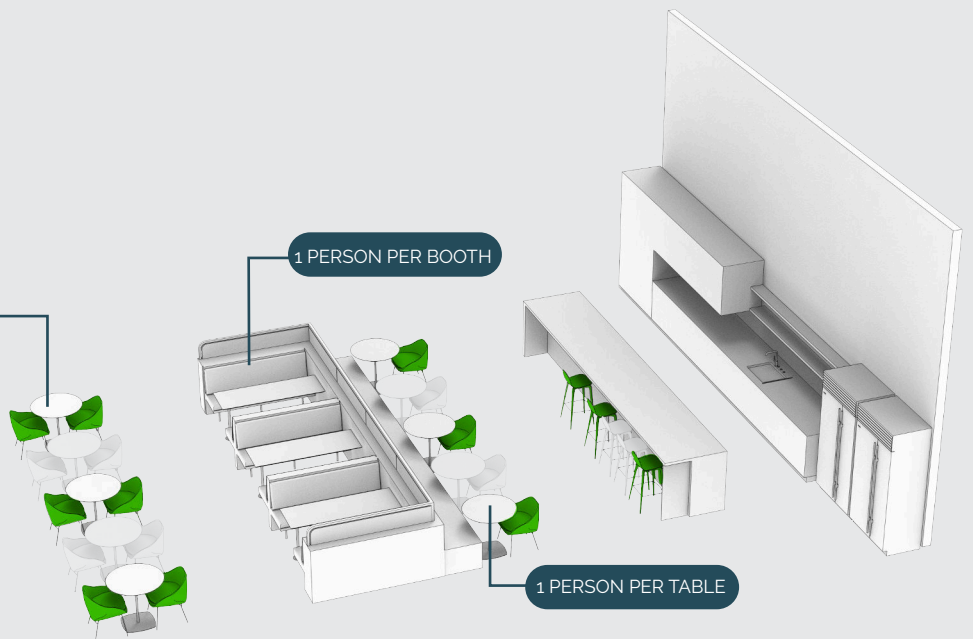
All coffee drinks will be served to-go

High touch point areas in the pantry area will be cleaned on an hourly basis. (*Microwave handle, coffee handle, refrigerator handles etc.*)

1 PERSON PER TABLE

1 PERSON PER BOOTH

1 PERSON PER TABLE



Preventative Screening

To ensure the safety of our members and employees, screening measures will be in place to monitor the sites exposure to potential risks.

- ✔ All guests and vendors will be asked to check in at the host desk and will be required to fill out a questionnaire regarding their exposure to COVID-19, before entering the space.
- ✔ Members are strongly encouraged to take their temperature, prior to entering the building. Our workplace teams will also be able to provide a temperature screening, upon request.
- ✔ Members, guests, vendors and anyone entering the building, will be required to wear a facial covering in all communal areas, pantries, host area, entrances, and hallways.
- ✔ All deliveries will be placed in a designated area and thoroughly sanitized prior to distribution.
- ✔ Tours will be limited to 2 guests.



Professional Distancing

It is our goal to continue to provide you a seamless experience in the space while abiding by social distancing requirements.

Social distancing floor decals will be placed as reminders in all communal spaces

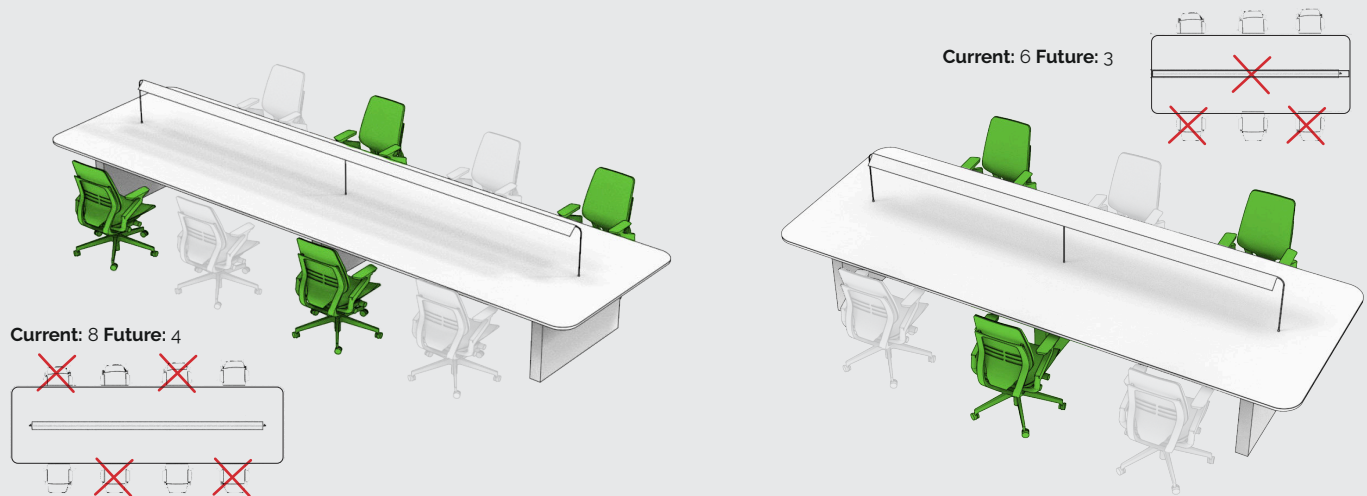
Furniture will be re-arranged in certain areas to accommodate distancing constraints

No events and gatherings will be allowed in the space until further notice.



Open Desk

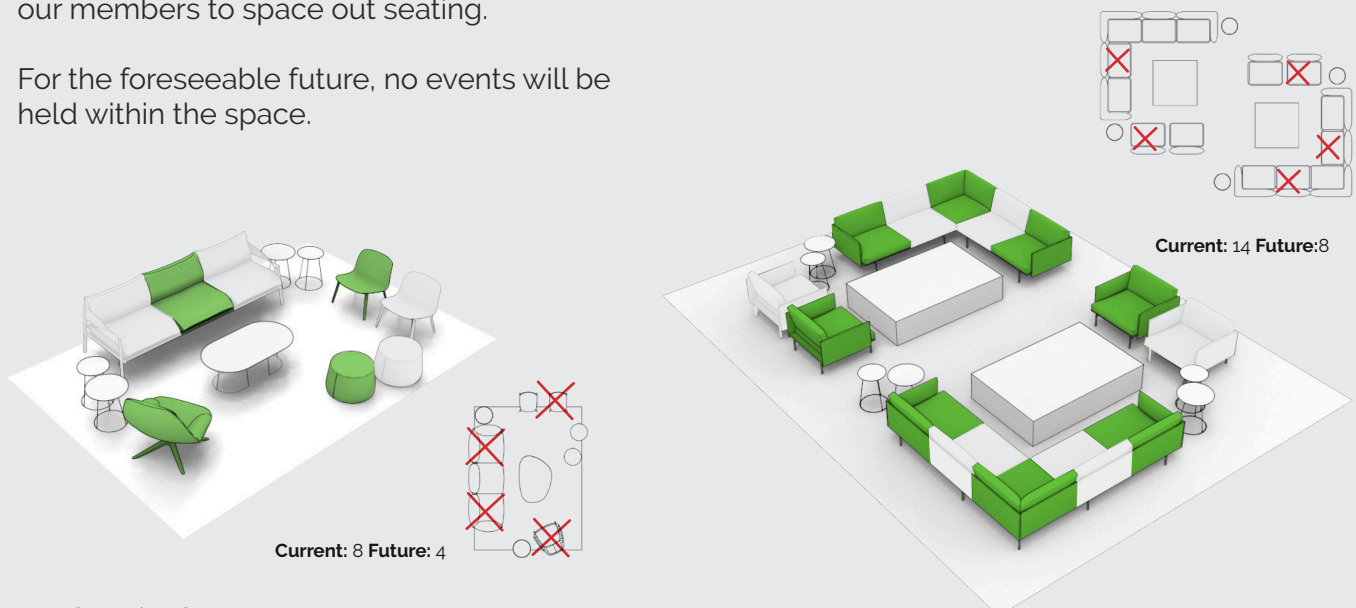
Open desk will be converted to dedicated desk options. please reach out to your workplace team for further information.



Common Areas

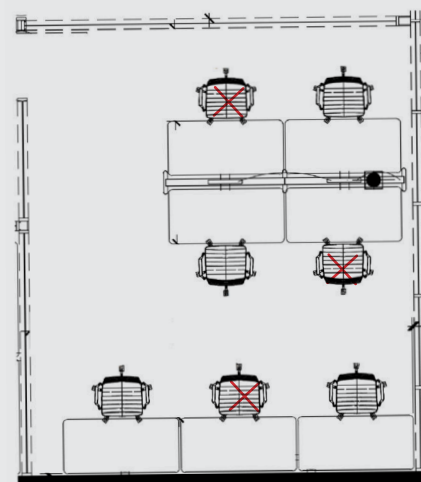
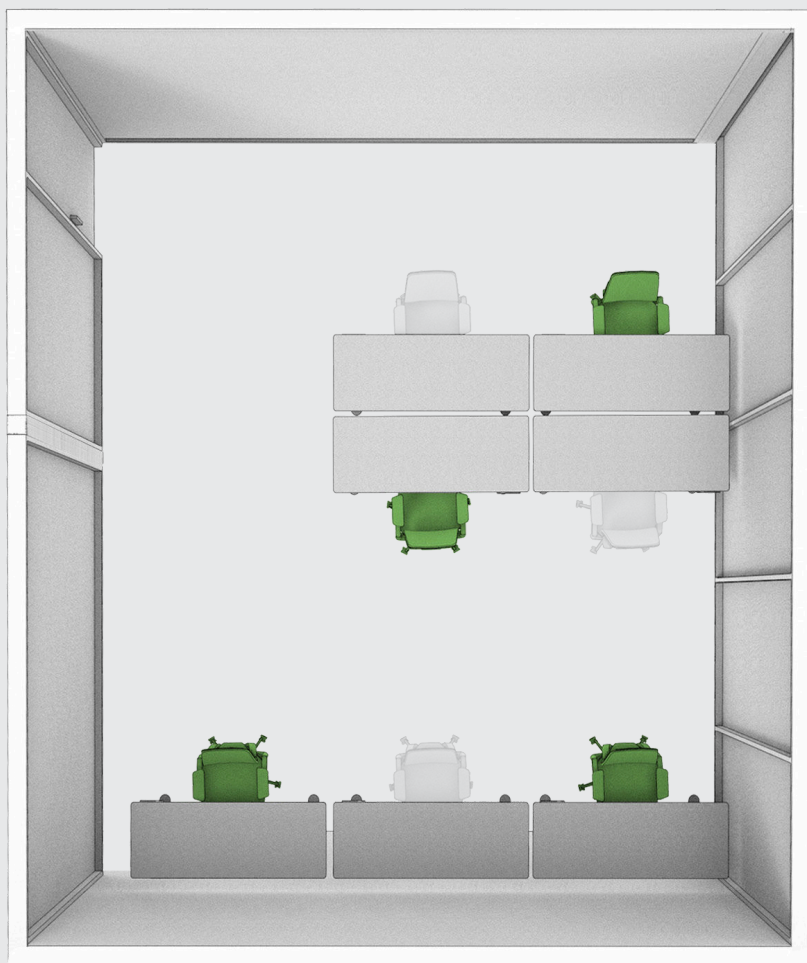
Our common areas will have reminders for our members to space out seating.

For the foreseeable future, no events will be held within the space.



Offices

We recommend you only seat employees back to back and that you alternate occupancy at every other desk. We understand that this may increase the amount of space you need, please reach out to your Workplace Manager to discuss options. CG is made to be *flexible!*

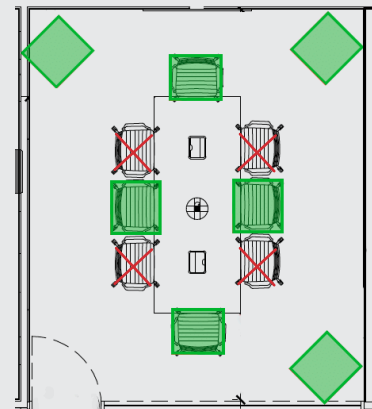


Conference rooms

Furniture in conference rooms will be either removed or displaced to respect capacity/social distancing guidelines.

▣ Disinfecting products will be available in all conference rooms for member use.

▣ All conference rooms will be deep cleaned nightly, and spot cleaned between meetings.



Current:8

Future:7

