



CraftWork Health and Safety Policy

THE SHORT VERSION

- We are taking this seriously
- First day back you will SELF check – temperature and a few questions that only you see
- Social distancing required. You know the drill.
- Wash your hands. Wash stuff you touch.
- Face masks are required when entering/ walking through the space. Not at your desk.
- Use disposable blotters for the desks, and signs to let us know when we need to clean.
- We are limiting access to members only (no visitors) while we get up and running
- If you are sick, stay home. Please.

Not heard enough? Read the long version below:

THE LONG VERSION

Health and safety during this challenging time is one of our top priorities. So is maintaining the quality of your experience while working at CraftWork. If we did not offer something different than just working at your kitchen table, you probably wouldn't be a member. We endeavor to limit the impact of the virus on our community while still striving to continue delivering a high performance work experience. Here is our approach:

Member Entry and Re-entry

Based on best practices of other businesses we have researched, we have created a short, self-administered and self reviewed entry checklist. Please take a few minutes to complete when you first arrive back at CraftWork. This simple screening includes a self-administered temperature check. We will NOT collect the information, nor record the results. We just simply want to confirm that you have completed it, and may ask you to retake it in 14 days until this is over.

Visitor Access

For the first few weeks of re-opening, we are asking members NOT to bring guests to visit in the lounge or common areas. We want to ramp up our new protocols effectively, and scale up procedures with our existing CraftWork family first. You can host meetings using the conference rooms or open-air patio, but please ask your guests to complete the entry process and wear masks while walking through our space.

Social distancing

While we all long to finally be back talking and laughing like before, please avoid congregating in *large* groups in common areas and maintain at least six feet when engaged in conversation. Please respect and accommodate any members who ask to work in isolation. Utilize our exterior patio for meetings or work or to gain an additional level of ventilation and separation

Cleaning

We are implementing enhanced cleaning procedures. These include:

- Cleaning shared surfaces regularly with disinfectant.
- Indicating hot desks that are used so they can be wiped down before reuse
- Providing hand sanitizer at the entrance and in strategic locations around our space.



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Facial Coverings

This is the toughest one of all. After a lot of research, conversations with members, and review of current protocols, we have landed on the following:

- Facial coverings WILL BE REQUIRED upon entering CraftWork and when addressing the front desk, or when standing in the coffee area or lounge when others are present. We ask that you wear your covering when walking through the space – on your way to the bathroom, printer etc.
- Facial coverings WILL NOT be required when seated at your desk or in your office. We have created adequate spacing between all desks (8' in most instances) and feel that this more than adequately addresses transmission concerns. We will also be taking advantage of our sliding doors to ensure as much natural ventilation as possible through the space.

Kitchen

We will be monitoring shared kitchen services including coffee, sparkling water and treats. Treats will be wrapped and protected for individual serving. We recommend sanitizing your hands before and after using any shared equipment or surfaces.

We will be moving to smaller, individual milk and creamer packages so only one person touches the product they need. This is still an evolving protocol, so please work with us as we evolve this practice.

Personal Hygiene

Do your part and please follow these important guidelines about hygiene:

- Wash your hands frequently and properly – a minimum of 20 seconds.
- Wipe down surfaces you may have touched or are near when done in the kitchen, lavatory sink, etc.
- Use your arm or sleeve when coughing or sneezing, not your hands, and use hand sanitizer regularly.
- Use your sleeve to open doors when possible
- Please dispose of tissues immediately and wash hands or use sanitizer any time you have used tissues.
- Refrain from touching your nose or mouth. If you do, please wash your hands afterwards.

FINALLY - If You Are Sick

We are asking members who are displaying ANY flu-like symptoms, including fever, cough and cold to stay home. Please! Not only is this common courtesy, it will help you recover more quickly and keep your immune system strong. ***And please notify our staff if you are diagnosed with COVID-19*** and have used our space in the past 30 days.

THANK YOU