



On with the Butter



A COVID-19 Re-opening guide



Back to The Butter

The Verkspace Coworking team has put together the follow guide to provide you with an update to some the changes you can expect when you return back to the space, after this prolonged time away.

Feeling Ill?

HAVE ANY SYMPTOMS THAT RELATE TO COVID-19? STAY HOME, CONTACT OFFICIALS & YOUR COMMUNITY MANAGER. PLEASE STAY HOME AND TAKE THE TIME TO GET WELL.

Contact Tracing

WHO & WHERE

Attendance tracking will be mandatory for members at all Verkspace Coworking locations. To make this simple for our members we are requiring everyone tap into their space everyday.

- At 32 Britain, every member must "thumb in" at the front door, so that we can track who has been on site.
- For members at 410 Adelaide, we ask that all members use their fob at the door.
- Please do not enter behind another member without tapping/thumbing in.

Before arriving each day members must complete a self-assessment by visiting:
<https://verk.space/check-in>



Common Spaces

04

GLOBAL CHANGES TO HOW WE WORK IN OUR SHARED SPACES

CLEAN HANDS

All members, guests and staff are required to wash their hands for 20 seconds using soap and warm water, immediately up arrival or re-entry of any Verkspace Coworking location.

AIR FILTRATION

We have worked with our landlords to improve the air filtration within our locations. This includes the following:

- Increased outdoor intake to increase the amount of fresh air;
- Upgrading to MERV 11 or 12 air filtration;
- Installation of UV Light filters which will kill bacteria and viruses in the air;

CLEAN DESKS

To ensure the health and safety of all of our staff including cleaners, we ask that all members be responsible for cleaning their desk surfaces including desktop, keyboards, mice and touch points on your chairs. Cleaning supplies will be readily available in the space for you to complete this.

DESK DIVIDERS

Desk dividers will be made for those who wish to have an additional barrier to transmission. Please see your community manager to acquire one of these for use.

Common Spaces (con't)

05

LOUNGES

Lounges may see an adjustment in spacing of furniture; we ask members to respect these changes and leave the furniture in place.

Soft surfaces and decor touch points such as books, pillows and throws will be temporarily removed from the space.

EVENTS

Our large gatherings involving food and the kitchens will be temporarily postponed until further notice.

Our Beercart Friday will resume in a modified format with members remaining at their desk meeting virtually in Google Hangouts.

WASHROOMS

Please ensure you are washing your hands for at least 20 seconds after using the washroom, using the paper hand towels for turning off taps and opening doors;

The common washrooms at 410 Adelaide have been recently renovated by the landlord to include touch-less fixtures.



Common Spaces (con't)

KITCHENS + EATING AREAS

Members are asked to wash their hands when they enter any shared kitchen space.

Sanitizing supplies will be in place to wipe down any touch points including but not limited to:

- Fridge handles;
- Drawer Handles;
- Coffee Machines/Hot Water Spouts;
- Dairy containers;
- Microwaves;

Shared cutlery will temporarily be removed from the kitchens; we ask that members bring their own for the time being.

Members who do not feel comfortable using the shared glassware is asked to bring in their own mug or water bottle, wash them by hand and leave them at their desk overnight.

Due to reduced seating capacity in the dining areas, we ask that members refrain from working in these areas.

When available, meeting rooms adjacent to eating areas will be booked out for members to use as an extended lunch room from 12pm to 2pm. If you need to use the meeting rooms for meetings, please ensure you have booked the room the day before. Members using the space for lunch are asked to sanitize their surfaces before leaving the room.



Common Spaces (con't)

07

MEETING ROOMS

All of our meeting rooms will be operating at a reduced capacity to ensure physical distancing for members and guests.

Hand sanitizer and other sanitizing solutions will be made available for use by members and guests.

At the end of each meeting we ask that all members wipe down and sanitize their meeting rooms, signing off on the in-room checklists that this has been completed.

To ensure proper contact tracing we ask that you be diligent in ensuring your usage time is corrected on Cobot if your usage changes.

SIGNAGE AND MARKINGS

If it wasn't important, we would not be putting up some of these less than attractive signs. That being said we ask that you take the time to read the newly posted literature and adhere to it at all times.

You'll notice the following throughout the space to name a few:

- "Stand Here" and "wait here" floor signs to mark 2 meter distances;
- Traffic flow arrows to reduce hallway congestion;
- Hand washing guidelines;
- Sign-in Policies;

20 seconds

WASHING YOUR HANDS IS THE BEST LINE OF DEFENCE. WASH THOROUGHLY FOR 20 SECONDS EVERY TIME YOU ENTER & RE-ENTER THE SPACE AND COMMON SPACES LIKE KITCHENS.

YOUR WORKSPACE

Hot or dedicated desk and private offices;
there are some changes to
the way you work.



Hot Desk Members

A DIFFERENT WAY TO DROP-IN

One of the largest changes sees our hot-desk capacity being adjusted to ensure members can work while maintaining physical distancing. This will include a reduction of seats in our hot-desk areas, while converting some of our available dedicated desks to be used by hot-desk members.

To ensure there is a space for you to work when you arrive, we are requiring hot-desks to reserve a seat on Cobot, much like a meeting room. For contact tracing purposes, please ensure your booking is adjusted in Cobot to correctly reflect your usage.

Hot desk members will be asked to clean down and sanitize the workspace once they are done with them.



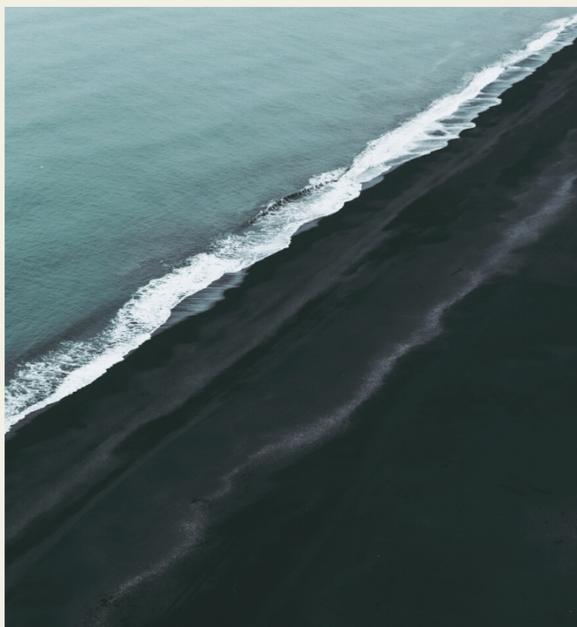
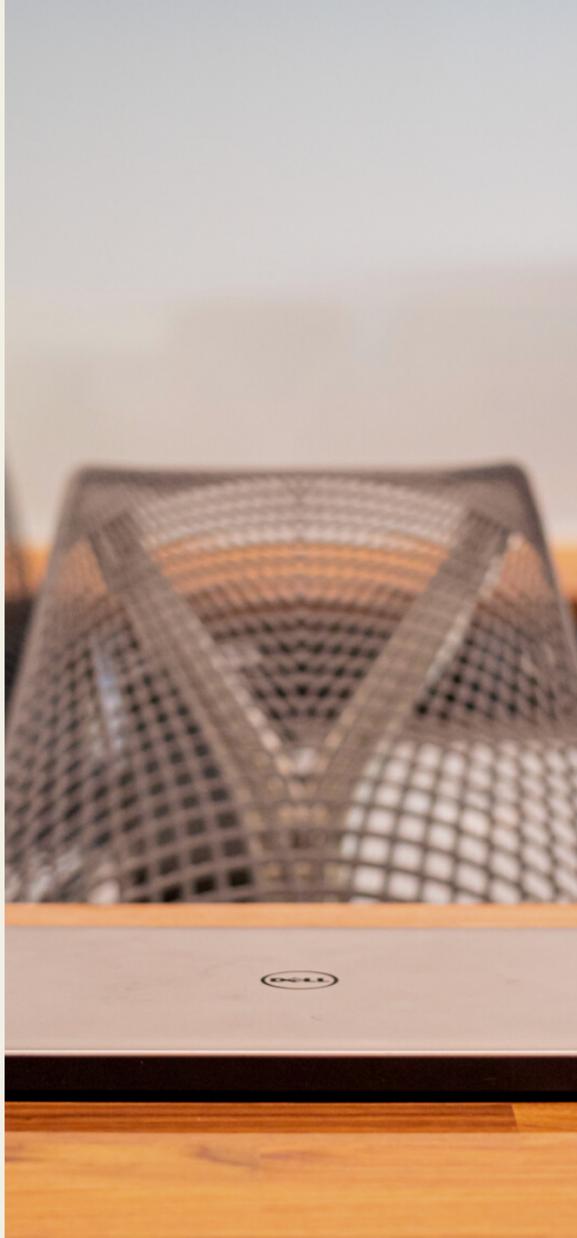
Dedicated Desk Members

DOING YOUR PART TO KEEP CLEAR

While we do provide an above average amount of space for our dedicated desk members, we realize that everyone has a different comfort level when it comes to getting back to work. If you don't feel comfortable in your current seat, please do reach out to Edward about arranging a move.

Felt desk dividers will be available for use if you wish to have them in place. Please speak to your community manager about having one set-up at your desk.

Dedicated Desk members will be asked to clean down and sanitize the workspace at the end of their day, including surfaces like keyboards, mice, laps and touch points on your chairs.



Private Office Members

MAINTAINING YOUR PRIVATE SPACE

Some team members may not feel comfortable having outside people in their space such as the cleaners. If you do not wish to have the cleaners in your space overnight, please place your waste-bin outside of your door, to show this, while ensuring your waste is collected.

Felt desk dividers will be available for use if you wish to have them in place. Please speak to your community manager about having one set-up at your desk.

Office members will be asked to clean down and sanitize the workspace at the end of their day, including surfaces like keyboards, mice, laps and touch points on your chairs.



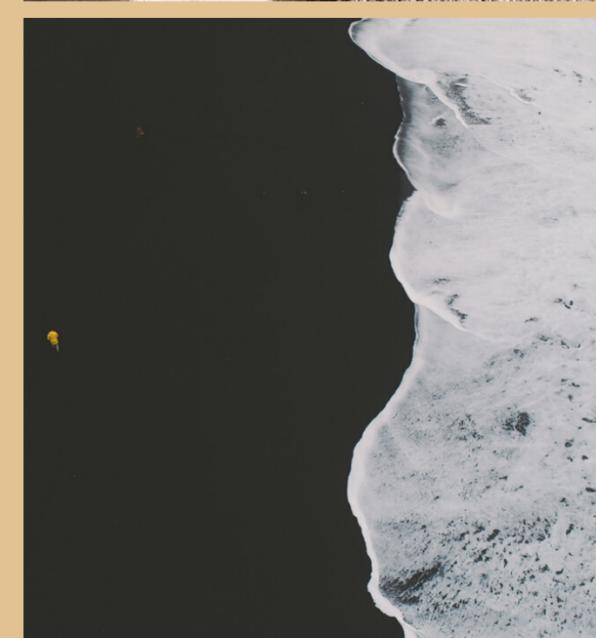
Daily Cleaning

OUR CLEANERS

Our cleaning team is through the space regularly to ensure the space is ready for use. They've been instructed to take extra care when it comes to the cleaning and sanitizing of high traffic touch-points such as handles and faucets.

Our community managers are also focusing on sanitizing these high touch-points multiple times a day during normal desk hours.

On top of this we're providing hand sanitizers at all of our entrances and throughout the space to ensure people in the space are able to keep clean at all times.



Guest Policy

HOSTING AT VERKSPACE

Part of the reason for being a member is to host your guests and clients in our spaces. We ask that you inform your guests of our policies by directing them to our guest information page on the website prior to their arrival.

Guests must complete full contact information and self assessment upon arrival, to assist us with our contract tracing methods. All guests are required to wash their hands for a minimum of 20 seconds before proceeding into the remainder of the space;

Guests must sign out at the end of their visit with the Front Desk;

Guests are welcome in the space during Front Desk Hours (9am to 5pm).



Cycling to Work

TO AVOID PUBLIC TRANSIT?

AT 32 BRITAIN

Please see the front desk about storing your ride, in the lower level storage area.

AT 410 ADELAIDE W

Make use of the bicycle and shower facilities in the bicycle locker room on the ground level



Masks & Non-medical Face Coverings

NOT MANDATORY

Due to the many factors involved with proper face mask use, we will not be making the use of face coverings mandatory in the space.

We do encourage members who are comfortable wearing masks to do so in situations where physical distancing is not an option.

Please consider that there are many pre-existing health conditions that may prevent other members from wearing a mask; no one should be made to feel uncomfortable if they are not wearing a mask.

Disposable masks will be made available at the front desk for members and guests upon request.



Doing Our Part

WE'RE ALL IN THIS TOGETHER

Getting on with the butter is a group effort; we don't claim the steps outlined in this document will bring about the end to COVID-19, but we believe based on the available health information that it will help in reducing the risk of contractng the virus.

We also realize that some of these procedures may not be enough for everyone to feel safe about returning to work. If there is something you feel we could be doing better, please share your thoughts.

All members are expected to behave in a way that encourages a sense of safe community within Verkspace; we hope it won't come to this, however failure to support any of the policies, or behaviour that consistently causes other members to feel uncomfortable may result in being asked to leave the space for the day, or temporary loss of access.

If you for any reason think you may come into contact or have been diagnosed with COVID-19 please inform our Community Management team immediately, so we can begin the process of contact tracing; your information will remain confidential.

