
ATMOSPHERE COMMERCIAL INTERIORS

the evolving workplace
post covid-19
visitors guide

HELLO

Dear Atmosphere Worklab Visitor,

As a result of the COVID-19 pandemic, we are taking steps to protect our team members, clients and visitors who enter our Worklab in mitigating and limiting the spread of the virus. There are several protocols that we are asking you to follow while in our space to ensure everyone's health and wellbeing.

We believe that wellbeing happens when there is an intersection between our physical, cognitive and emotional health— safety is foundational to all three.

Physical

People need to work in places where they are able to stay healthy and minimize exposure to pathogens that cause illness.

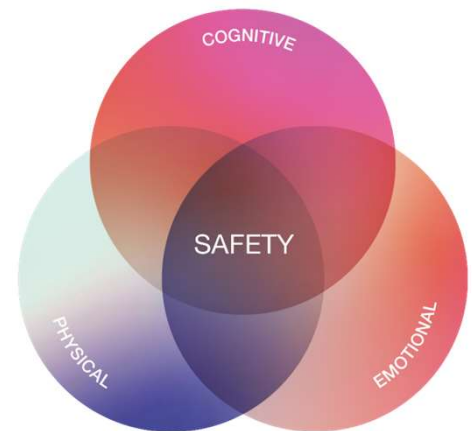
Cognitive

People should not fear for their personal safety because that distracts them from being focused and productive.

Emotional

Everyone needs to feel safe at work. They need to be confident their employers have done everything possible to create safe environments.

We are dedicated to doing all that we can to foster a safe work environment and recognize that many components are involved and that there is no one-size-fits-all approach. This document covers some of our basic health protocols.



CLEANING

An increase in cleaning supplies— hand sanitizers, sprays, paper towels, and wipes— will be available throughout our facilities. Consistent cleaning and wipe downs of our space will be mandatory for all and should include:

- All workspaces prior to *and* after use, including worksurface, height-adjustable controls, drawer handles, chair arm rests and monitors.
- Owned items, such as computers, keyboard and mouse, should be wiped down daily and stored in owned, personal spaces when not in use/overnight.
- All shared meeting spaces should be thoroughly cleaned by each participant before leaving the space.
- All shared resource areas, including refrigerators, microwaves, drawers, and printers, should be wiped down after every use.
- Signage will be placed in various areas reminding everyone of our hygiene requirements.

We are implementing additional, regular anti-bacterial/anti-viral cleaning procedures for high-touch areas in our spaces throughout the day at refrigerators, microwaves, dishwashers, cupboards, copiers, handrails, door handles for meeting spaces, restrooms and entryways, etc.

Increased cleaning protocols have also been implemented in our shared tenant spaces.

HYGIENE

Please frequently engage in established, regular handwashing procedures.

Hand washing procedure signs will be hung by each sink, *similar to the image below*.

Hand sanitizer should be used when soap and water isn't readily available



Ah-choo!

Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands following procedure above.

In accordance with current CDC guidelines, team members and visitors who are not fully vaccinated are required to wear masks when moving throughout the space or utilizing conference rooms with others. Disposable masks will be available if needed.

MEETING BEST PRACTICES

Meetings

When possible, we encourage you to meet in open ancillary areas. If open areas are not available, we suggest leaving the doors to conference rooms and enclaves open to allow for better air circulation and to minimize touching of door handles.

Additional seating has been removed to allow for appropriate social distancing. Signage will be added to all meeting spaces to indicate maximum occupancy.

To help with the density in enclosed spaces, meetings with large groups, 8 or more people, should be conducted with some participants using virtual technology from another space. **If you need to present during your time, please let us know beforehand and we can be sure to accommodate your technology needs.**

Food and Beverage

Communal food **is prohibited**. Please do not bring in homemade or unwrapped food into a Worklab to share.

This applies to all situations including food for personal use as well as any vendor or client meetings.

Beverages that are brought in should be individual and not shared.

ACKNOWLEDGEMENT

Please review our Visitor Policy and complete a health questionnaire.

<https://www.atmosphereci.com/visitor-policy/>