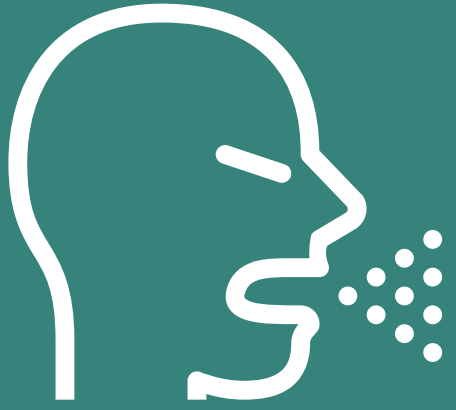


# HEALTH & SAFETY PROTOCOLS

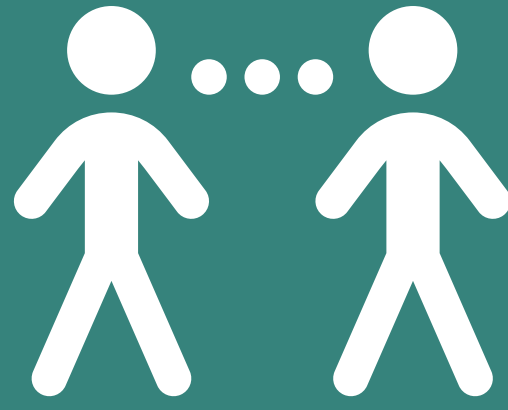
**Objective:** Establish and implement enhanced healthy and safety protocols for a responsible and safe re-opening of Innovation Works.

Health & Safety Protocols are subject to change according to Public Health guidelines.



## COVID Screening

Everyone entering Innovation Works will be asked to self monitor for COVID-19 symptoms. If you have symptoms or have been in contact with any symptomatic person, we ask that you stay home and isolate for 14 days.



## Physical Distancing

In order to manage capacity and maintain a 6 ft. distance, we have implemented: Sneeze guards at the welcome desk/flex desks, one-directional walkways with floor decals, guiding signage, reduced capacity in meeting rooms and bathrooms, and an online flex desk reservation system.



## Sanitization Protocols

We have increased the number of sanitization stations and will provide anti-viral cleaner for use. Staff will observe and monitor the proper sanitization protocols.



## Enhanced Cleaning

With the help of a Day Porter to clean high touch surfaces during the day, we will also have volunteers cleaning during their morning/afternoon shifts and provide spray bottles of virus killing cleaning solution for co-tenants to wipe down surfaces after use.



## Personal Protective Equipment

All staff, co-tenants, and visitors are required upon entry to wear a face mask and while moving within Innovation Works. If you don't have one, we will provide at the door.



## Limited Contact Enhancements

We will be providing hand-held door openers to co-tenants in order to prevent direct contact with high touch surfaces such as door handles and elevator buttons.