

# Four Stage: Return to Work Plan

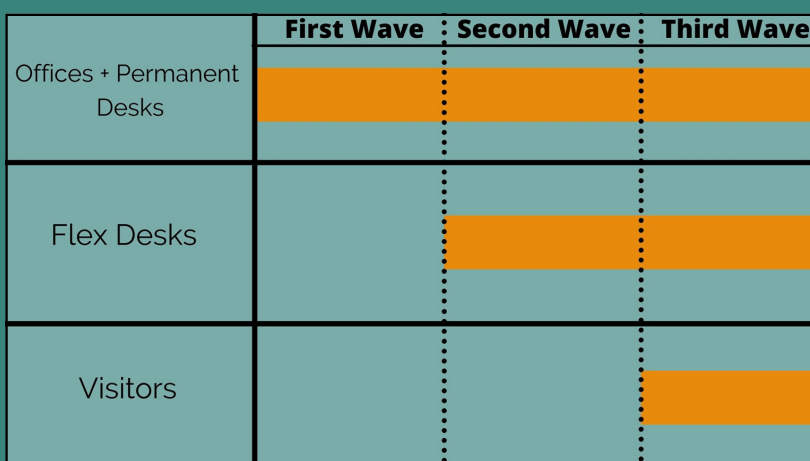
Innovation Works will re-open when all health and safety protocols are in place.

	Return Stage A Full quarantine, building closed <small>*SEE LEGEND BELOW</small>	Return Stage B Partial re-open, work from home recommended <small>*SEE LEGEND BELOW</small>	Return Stage C Back with caution <small>*SEE LEGEND BELOW</small>	Return Stage D Post Covid
Building open	X	✓*	✓	✓
Meeting rooms open for reservation	X	✓*	✓	✓
Personal offices available	X	✓	✓	✓
Permanent desks available	X	✓	✓	✓
Flex desks available	X	✓*	✓	✓
Visitors Welcome	X	✓	✓	✓
Event spaces open	X	X	✓*	✓
<b>Mandatory</b> Social Distancing (staying 6 ft. apart)	✓	✓	X	X
Wearing face masks on IW premises	<b>Strongly Encouraged</b>	<b>Strongly Encouraged</b>	<b>Strongly Encouraged</b>	X
Mandatory check in when arriving and leaving the building	X	✓	✓	X
In person community animations groups (Yoga, Salad Club, Socialpreneur Chats)	X	X	✓ <small>Groups of 10 or less permitted, yoga/salad club online</small>	✓
Commons Open	X	✓*	✓*	✓

SEE TIMELINE BELOW

## Timeline:

We will be re-entering the building for Return Stage 2 in three waves rather than all at once: Members with offices/permanent desks will be the first to come back, followed by flex members as the second wave, and visitors/non-members will not come back until the third wave. We will be announcing when each wave begins closer to the time.



### Legend:

X n/a

✓ available

\* open with reduced capacity

Decision Point: Every two weeks we will provide an update as to whether we will (a) move back a phase, (b) move into the next phase of reopening, or (c) stay another two weeks in the current phase. These decisions will be made according to government recommendations, which we are monitoring on an ongoing basis.