

# CoQoons Coworking's Response to COVID-19

At CoQoons, the health and well-being of our members, community and employees remain our top priority. It is therefore important for us to upkeep the safe distancing and hygiene standards so as to protect the health and safety of everyone within our space.

## **A Safe Workspace for All**

We closely track developments around COVID-19 and adhere to government advisories and regulations.

In order to enforce safe distancing, our communal areas have been reconfigured to accommodate staggered seating and increased distance between seats. We have also enforced physical distancing and occupancy limits at our hot desk areas, meeting rooms, discussion booths and breakout areas.

For better safety and hygiene, we have also increased our cleaning and sanitation frequency, including increased sanitization of frequently touched surfaces areas on a scheduled basis.

The full list of measures which we have implemented are on the next page.

We strongly encourage all members to join us in practicing safe distancing and keeping our workspace a safe and healthy one for all.





## Enhanced Hygiene Standards

- Twice daily cleaning of the office space.
- Periodical professional disinfection services to sanitize the workspace
- Application of self-disinfecting coating on common touchpoints such as door handles, printing machine, pantry counter and meeting room surfaces. The surfaces become self-disinfecting for up to 90 days.
- Alcohol based hand sanitizer and sanitizing wipes are provided at entrances/exits, pantry and dining area for members to use.
- Installation of contactless soap dispenser at the pantry.
- Making sneeze shields available at the communal hotdesk cum dining area.
- Providing individually packaged snacks and removal of communal drinkware.



## Safe Distancing Rules

- All communal areas such as the pantry, water dispenser counter and hotdesk area are reconfigured with floor markings / visual indicators to keep to at least 1-metre apart.
- Reduced seating capacity for all congregation areas such as pantry, dining area, meeting rooms and discussion booths.
- Meeting rooms and discussion booths' capacity and recommended seating arrangement are indicated in the rooms.
- Installation of clear and informative signs on the responsible use of space and safe distancing measures.
- Walkthroughs will be conducted by the CoQoons team on a regular basis to ensure members are practicing safe distancing and keep to hygiene practices (e.g. wearing a mask)



## Members and Employees Well-Being

- Members and employees to wear a mask at all times (except during consumption of food and beverages)
- Anyone who is unwell or have been in close contact with an unwell person will be advised to stay at home and will be denied entry.
- New members and visitors are required to fill in health declaration forms.