



DISTRICT OFFICES

Workplace Reentry Game Plan

We are open for business but it is not business as usual!

We understand that these past few months have presented us, our families and loved ones with physical, financial and emotional challenges. We are now in a new time of transitioning from working from home to re-entry into the workspace. We, at District Offices, want to make sure that we make that transition as secure and safe as possible. With this in mind, we have put together our Best Practices and want to enumerate the steps we are taking to keep our members, guests and employees safe.

As we remain open as a trusted workplace provider to our clients, we are monitoring the situation every day. We are diligently following all federal, state, local, CDC, and WHO guidelines to offer a clean and safe work environment.



Health and Safety

Cleaning has increased on all fronts:

- The building janitorial staff will continue to thoroughly clean nightly
- District Offices employees will be wiping down common services throughout the day
- District Offices has engaged a private company that provides electrostatic cleaning. They will be visiting each center on a weekly basis
- Signage encouraging 20 seconds of hand-washing time is posted in our cafes and hand sanitizer dispensers are found at the reception area, co-working space and conference rooms. Paper towels in the kitchen provide an additional level of cleaning and reduce the spread of contamination.



De-densify Space

In order to observe social distancing, we ask that you observe the following guidelines:

- **Kitchen:** no more than 10 people in the kitchen at a time
- **Coworking Area:** at each of the 8 feet tables, one worker on each side of the table at 6 feet apart
- **Reception:** we will be leaving the doors open during normal business hours to avoid constant touching of door handles
- **Receptionists:** please respect the new social distancing markers to provide social distancing from our front desk team
- **Conference Rooms:** reconfigured seating to respect 6 ft social distancing. Check with receptionist or on-line for new seating arrangements and number of people allowed in each conference room.



Low touch-No Touch

As a member of our community, we ask that you do your part to support our efforts:

- If you are feeling unwell, please work from home. We will support you in any way we can.
- Cough and sneeze into your elbow
- Practice social distancing
- Do your part to help keep our common areas clean and put your dishes in the dishwasher after use

We encourage all our members, guests and employees to follow these policies to ensure a safe work environment for everyone. We are very glad to have you back!