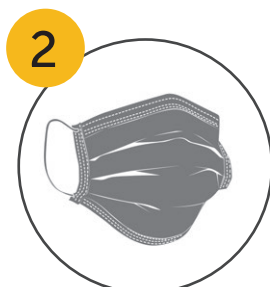




## SUPPORTING SOCIAL DISTANCING **AT PREMIER WORKSPACES**



DISTANCE



SAFETY



CLEANING



SUPPORT

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## SOCIAL DISTANCING

You'll notice several small changes to the Center's operations and some modifications to our rules and regulations as a result of the new requirements and recommendations related to the COVID-19 pandemic. These new policies and procedures are based on four simple elements - distance, safety, cleaning, and support. We outlined them below:

### 1. DISTANCE

With a focus on private offices, our centers are designed for social distancing, but we've taken additional steps:

- **New social distancing requirements in place.** People who enter the Center are advised that they must remain at least six (6) feet apart at ALL TIMES (except for persons who are family members or authorized contacts may stand and move together, but must be separated from others by a physical distance of at least six (6) feet).
- **Meeting room** occupancy has been reduced to 50% capacity to allow for social distancing.
- **Floor markers** have been added in the reception, kitchen, and copy areas to assist with distancing.
- **Seating** has been adjusted throughout the suite.
- **Assistance is needed** from clients and their employees to help us comply with the social distancing protocols.


### 2. SAFETY

Collectively, everyone within the Center will need to follow basic rules in common areas and meeting rooms in order to comply with standing government requirements and CDC recommendations:

- **Masks** or other preventative screens are required for entry into the Center in order to minimize the spread of infectious agents through inhalation or ingestion. We'll keep a supply behind the desk for clients and visitors.
- **Gloves** will be worn by Premier's administrative team when cleaning, restocking, and handling mail.
- **Sanitation stations** have been added in high traffic areas for your personal use.
- **An infrared thermometer** is available upon request. Our employees are required to complete a temperature check upon arrival.
- **Shared small office supply items have been removed**, such as pens and staplers.
- **Wet signatures are not required.** We now accept digital signatures on all documents.
- **Mail and package collection is touchless.** Our team will email you when a package arrives for you and you will also be sent delivery confirmation after you collect a package.
- **Shared/open food will no longer be permitted** in common areas or kitchen.







It's our hope that we can make this difficult time a little easier and less stressful for our clients. We're dedicated to helping everyone continue operating as close to 'business as usual' as possible, while still implementing precautionary measures to mitigate the spread of COVID-19.

### 3. CLEANING

Cleaning is a high priority. We're adding new cleaning processes and we are increasing the frequency throughout the day. The following are additional cleaning services:

- **Enhanced janitorial services** are being delivered in addition to regular janitorial processes.
- **New opening and closing procedures** have been added to confirm the safety and security of the Center.
- **Hourly inspection and cleaning procedures** have been added to common areas and kitchen throughout the day.
- **Meeting rooms will be inspected and disinfected after each use**, including door handles, remotes, and office furniture.

### 4. SUPPORT

Our dedicated on-site team is here for you. We've also setup an online support center at: [www.premierworkspaces.com/coronavirus/](http://www.premierworkspaces.com/coronavirus/)

- **Please ask questions as they come up.** Our on-site team is available to assist. We also made available a feedback form for your use on the coronavirus site above.
- **We'll stay on top of important changes.** Our team is monitoring and following federal, state, local, CDC and public health department advisory notices. We will continue to review and update our operations accordingly in order to comply with all requirements. We'll let you know about any further changes that impact or require changes to our operations.

### Questions or Feedback?

Contact us! Visit our COVID-19 information center and contact form at [www.premierworkspaces.com/coronavirus](http://www.premierworkspaces.com/coronavirus)

