

The background of the image is a close-up of several teal-colored feathers, showing their intricate barbs and iridescent sheen. The feathers are arranged in a pattern that fills the entire frame. In the center, there is a white square frame with a thin border. Inside this frame, the text 'S Q U' is written in a bold, white, sans-serif font on the top line, 'A R E' is written on the second line, and 'WORKS' is written on the third line. The word 'WORKS' is positioned slightly below the bottom edge of the square frame.

S Q U

A R E

WORKS



Providing a safe, comfortable and productive workplace

Solutions for safely navigating COVID-19

- 1) Our commitment to you
- 2) Our enhanced standards
- 3) The future

Our commitment to you

MOVING FORWARD TOGETHER

The last few months have brought about unprecedented changes to the way we live our lives. We have been considering what the future of the co-working community looks like and it is clear that the well-being and safety of members and staff will be of paramount importance.

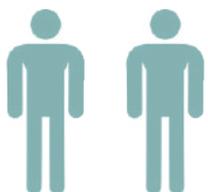
Social distancing will continue for the foreseeable future. In this ‘new normal’, where we all must remain physically distanced, collaboration and connection will be more important than ever. We want all our members to know that they can come to Square Works, connect with others and still feel comfortable being with friends and family outside of the workplace.

That’s why we have adapted our workspace and services to ensure we can deliver a safe, productive and collaborative workspace for you.



Preparing for a new way of working

We are changing the way we do things to maintain high standards of hygiene and social distancing in the following ways:



Social Distancing

We have modified the shared spaces with new seating layouts to allow you to maintain a safe distance from your colleagues and other members.



Increased cleaning

We have followed government and WHO guidance on cleaning and are increasing the disinfection of frequently used areas and providing complimentary sanitization products.



Communication & Signage

Friendly reminders of the new hygiene and social distancing standards will be strategically placed throughout the space for members, guests and staff to remind everyone to do their bit in ensuring our community remains safe. Simple hygiene and distancing measures go a long way in fighting covid-19.

Our enhanced standards

Members can expect heightened cleaning and hygiene standards that align with WHO and Government Guidance.

This includes:

- Hand sanitizer throughout the building in key locations (entrance and exit, kitchen spaces, bathrooms and lift)
- Increased frequency of cleaning in high traffic areas
- Provision of gloves and other protective equipment for the Square Works team
- Introduction of single use, recyclable cutlery, cups and dairy products in kitchens



Hand sanitiser



Recyclable single use products

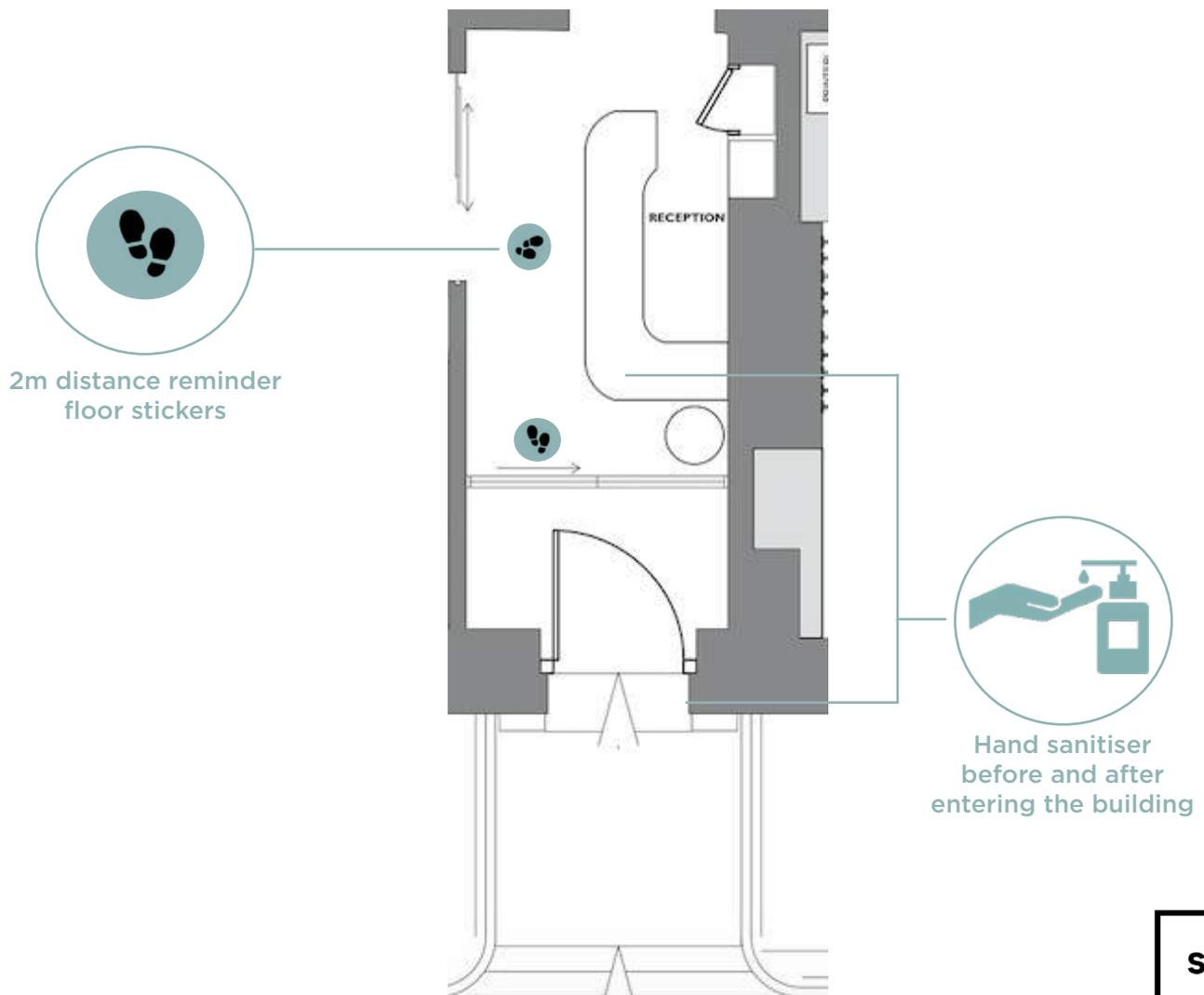


Entrance

ENHANCED STANDARDS

The entrance to Square Works will have clear signage which emphasizes the importance of social distancing, hygiene and sanitation. This will remind members, staff and guests that the community as a whole have an important role to play to ensure the well-being of everyone at Square Works. Hand sanitizer will also be in place for use before entering the building.

To ensure you can still speak to our community team face to face, a clear screen will be installed at reception to ensure the safety of both members and the Square Works team. Floor stickers will also reinforce recommended distancing guidelines to prevent a build up of people at reception. Hand sanitizer will be located on the reception desk.



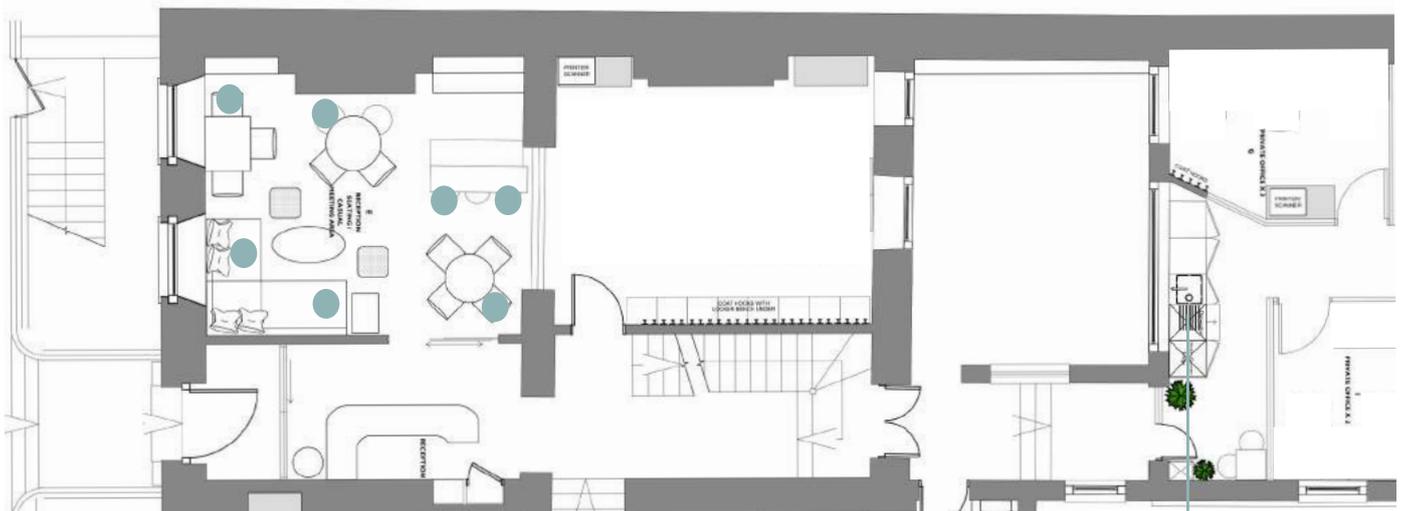
Shared Spaces

ENHANCED STANDARDS: Cafe, atrium & kitchens

These spaces are the heart of Square Works, giving you a space to break from work, collaborate and meet with others. We're modifying the layouts in these spaces to ensure they provide a safe place in which to do these things.

Capacity in these spaces will be modified to ensure social distancing can be maintained by removing and rearranging furniture.

To ensure our kitchens meet the highest standards of health and safety, tea towels will be replaced with paper towel dispensers, soap dispensers and hygiene guidance will be provided at sinks and usage will be limited to one person at a time.



● Occupiable seat



Soap dispensers and hygiene guidance at the sink

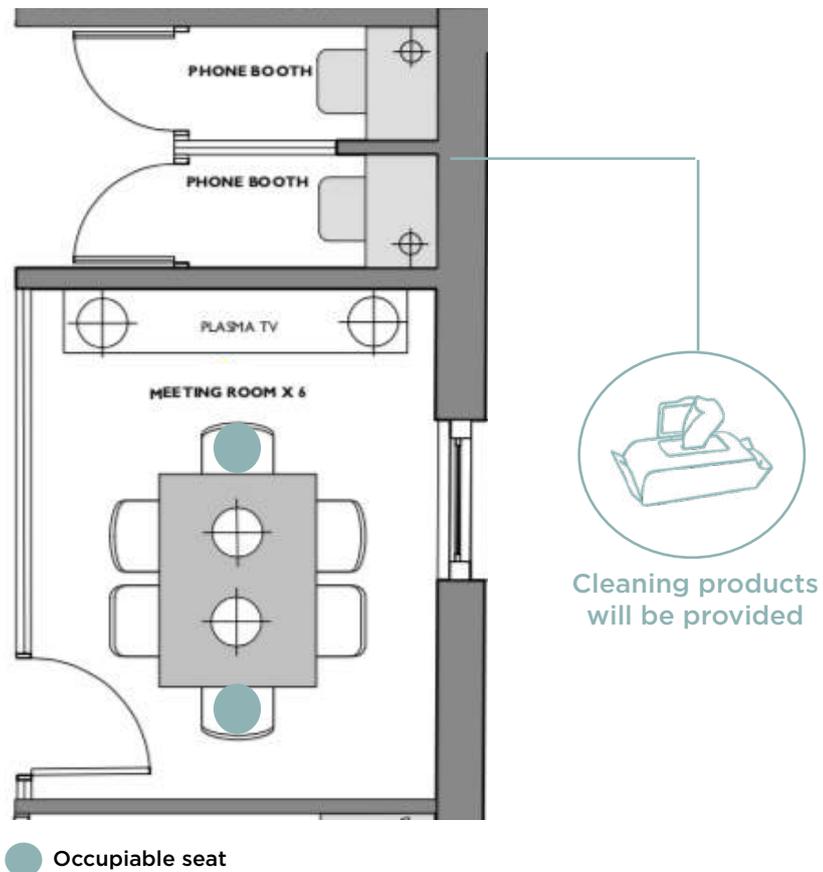
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Shared spaces

ENHANCED STANDARDS

Photo booths & meeting rooms

Phone booths will be cleaned throughout the day and meeting rooms after every use. Sanitizing wipes will also be provided, allowing members to clean surface themselves. Tissues will be provided in each of these spaces for use by members and bins with lids will also be provided to ensure high levels of hygiene. Meeting room occupancies will be updated to ensure social distancing can be maintained.

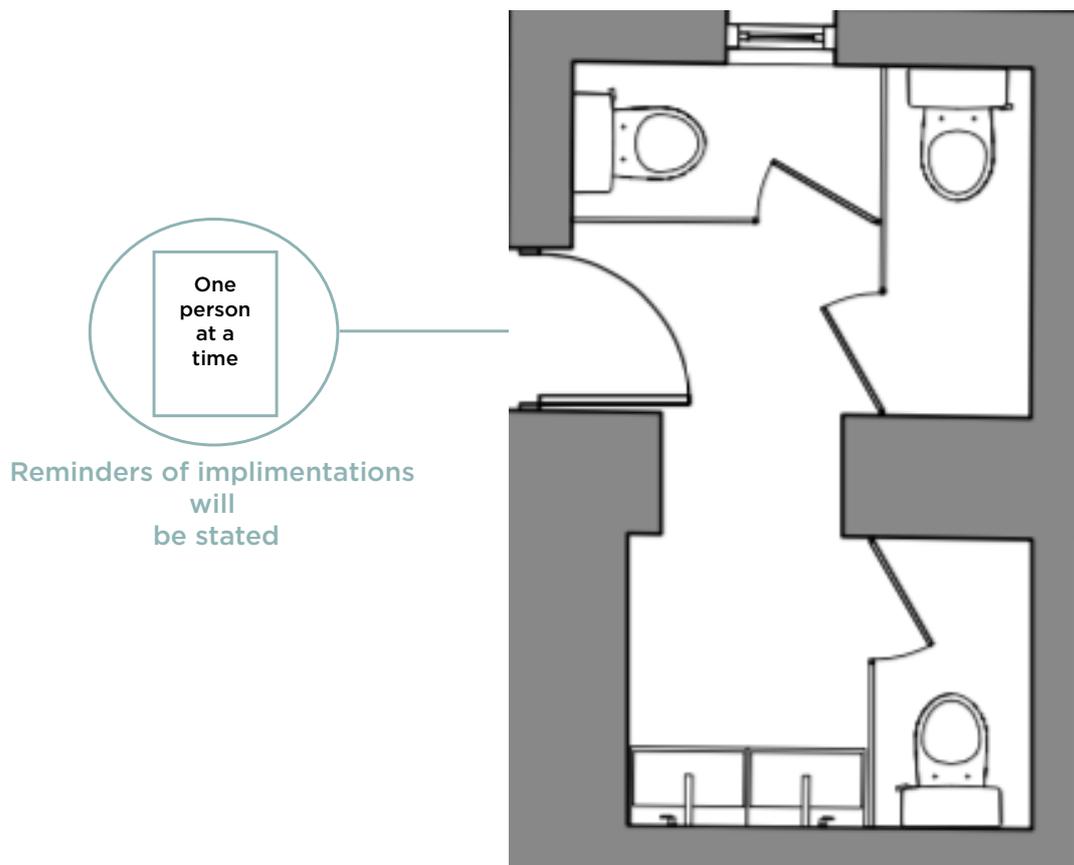


Shared spaces

ENHANCED STANDARDS

Toilets & shower room

As with all our spaces, all washrooms will be cleaned regularly. 20-second hand washing guidance will also be displayed as a reminder of the importance of simple hygiene steps to tackle coronavirus. Usage of bathrooms will be limited to one person at a time. If using the shower, members are to inform reception after use so that it can be cleaned. The shower will not be available at weekends as we cannot ensure hygiene standards are maintained at these times.

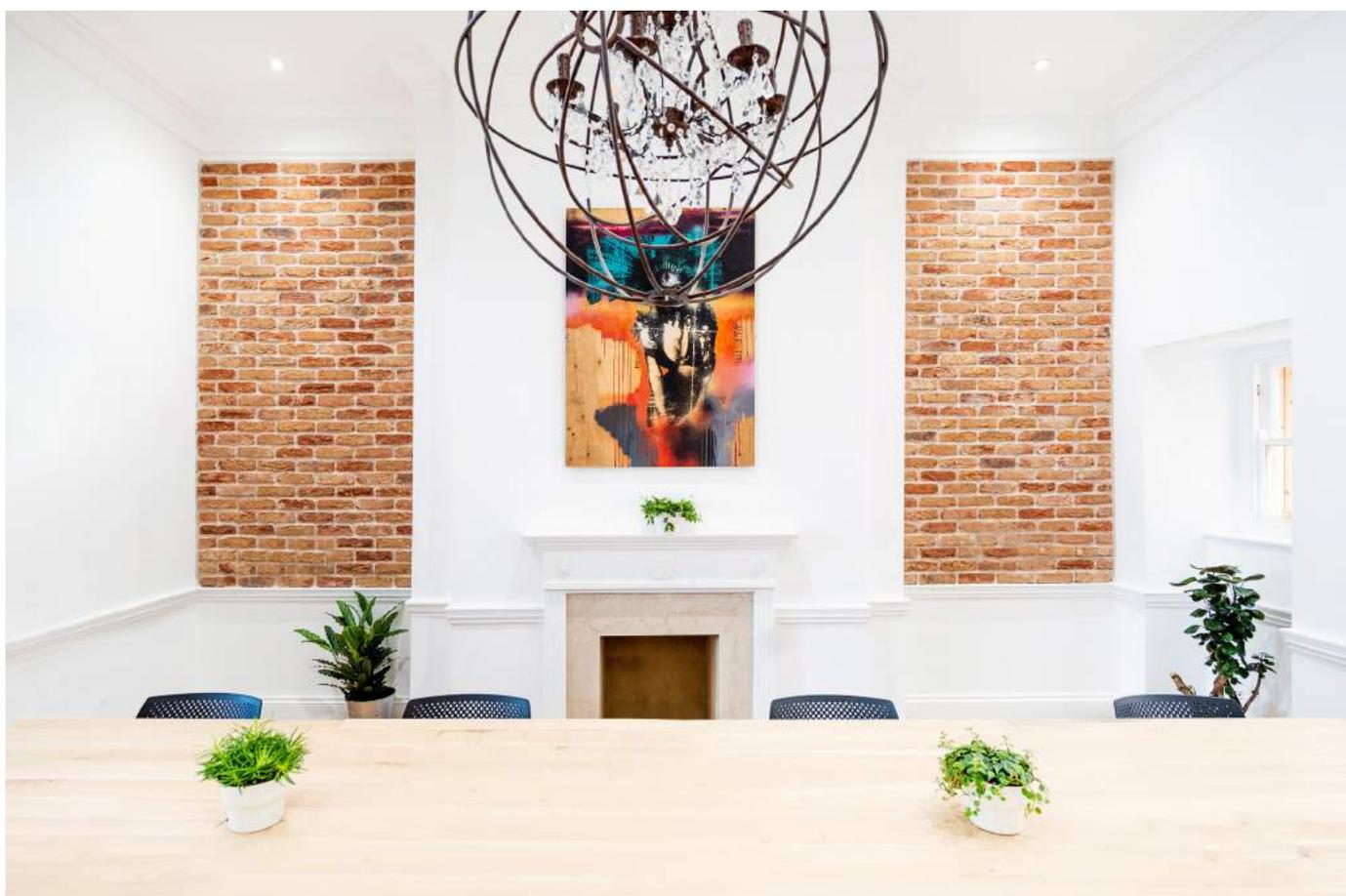


Air flow

ENHANCED STANDARDS

Air quality & flow

We're lucky to have tall ceilings to encourage air flow in the building but windows and doors will be opened at the start of each day to ensure fresh air circulates through-out the building. We encourage members to use the air conditioning units and windows to ensure air flow in their offices.



A future built round our members

It has become clear that Covid-19 will reshape the way many of us live our lives in the short, and maybe, the long term. At Square Works, our members are at the heart of everything we do, so we are looking to the future and working to ensure we can shape our community around you and your business' needs in the 'new normal'.

So, if there are any changes you would like to see at Square Works please get in touch, we would love to hear from you! We'll be asking regular feedback on the measures we have implemented and how they are working for you in our quaterly feedback survey.

If you, or anyone in your term, have urgent queries then please do get in touch with our Square Works Community Manager, Kevin.

We look foward to see you at Square Works soon!



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