

Safe Workspace

**scott.
weber**
WORKSPACE



Dear business partners,

let us provide you with an extensive handbook on how to safely restart your office life. As you may be considering or planning the gradual return to the standard ways of operation, we want to share our tips with you for a successful office reopening. Scott.Weber Workspace will explain the Safe Office concept, a set of rules and principles enabling you to get your office ready for the safe return of your employees.

Learn how to adapt the office environment, what hygienic measures to adopt, which rules of conduct to set and how to communicate with your employees. Get ready for your office restart and for the new future of the workplace.

Preparing the building

Not all of the items below will be applicable for every Scott.Weber Workspace location. However, Scott.Weber Workspace closely cooperates with building owners and building managers to mitigate the potential risks.

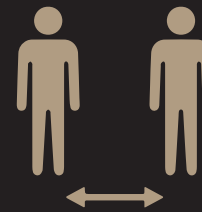
Scott.Weber Workspace uses their specific knowledge of these buildings to prepare for the workforce to return. Our primary goal was to ensure the most secure environment in our centers, and we have put in place extraordinary cleaning teams that pay increased attention to all the office space and areas, especially shared areas, during the day and night.



worker safety is crucial for us

Scott.Weber Workspace Safe Office

As we plan for work after COVID-19, organizations will think about the new normal and how we will adjust. Social distancing—keeping a healthy distance from others—is now a part of our daily language and behaviour. And while the recommended distance may vary by country, the idea remains the same. Scott.Weber Workspace Safe Office aims to make the workplace safer, so people can get back to work sooner. The concept consists of these elements.



Social Distancing

Please keep min. 2 meters social distance in the Scott.Weber common areas.



Respirator

It is highly recommended to wear a face mask in the common areas of our office. Arrange with your colleagues if you want to wear a respirator in your private offices if unable to keep 2 m distance.



Conference room

In meeting rooms, it is necessary to keep 2 meters social distance. It is highly recommended to wear a respirator.



Common areas, Lobbies & Reception

Within the spaces of our center, we apply increased disinfection during the day and night cleaning. We encourage our clients to respect guidelines and recommendations that promote safety through common and public areas beyond the entry. There are now floor markings to direct foot traffic and ensure safe social distancing. The new graphic defines which places can and cannot be used (places are marked with a big red cross).



Safe point

At the receptions of our centers we offer you a safe point where you will find: disinfection, napkins and rubber gloves. A new contactless stand was installed for disinfection at the entrance. Disinfection can also be found in each kitchen and larger meeting rooms.



Scott.Weber Workspace closely follows all applicable safety practices, referring to existing regulatory requirements, policies, procedures and risk assessments

01 —

Consider any changes that may be necessary as a result of COVID-19 mitigation within the building.

02 —

Review site inventory of cleaning chemicals, materials and consumables to ensure inventory levels are aligned with forecasted building occupancy.

03 —

Ensure a safety data sheet is available for all chemicals and requirements for safe use are followed.

04 —

Ensure cleaning equipment and tools are in working condition.

05 —

Cleaning staff should review and complete refresher training on general cleaning and site specific protocols.

06 —

Cleaners must be trained on proper disinfecting guidelines.

07 —

Determine areas that require thorough cleaning due to heavy usage such as event centers, conference rooms, receptions, common areas and restrooms.

08 —

Prior to initiating cleaning tasks, ensure all staff practice hand hygiene, washing hands thoroughly prior to putting PPE on, and follow Health, Safety, Security & Environment (HSSE) requirements with PPE.

09 —

Treat all surfaces using disinfectants from government approved or authorized lists ensuring all chemical dwell times are adhered to.

10 —

After use, workers should properly dispose of or sanitize PPE in accordance with WHO or local regulatory requirements.

Inside the Building

Consider guidelines and recommendations to control building ingress and egress, that promote ongoing safety and precautionary measures at those points. These might include:



Entrances

Hand sanitizer at doorways both inside and outside. Floor markings for safe distancing for any queues or waiting areas.



Reception

Trained receptionist executes safety interactions with guests. Careful with visitor registration systems to avoid guests leaning over receptionists.

Provide PPE to building guests

Signage

- Signage installed at multiple, relevant locations in the entry sequence.
- Explaining building access rules and other protocols that impact how occupants use and move throughout the building.

PPE and Cleaning

- Provide receptacles for used/discarded PPE.
- Monitor and review existing cleaning guidelines and adjust or enhance as needed for cleaning paths of travel and high touch areas.
- Develop new protocols for collecting and disposing of large quantities of potentially contaminated waste (especially if single-use PPE becomes common in the workplace).

Shipping and receiving areas

- Before reopening, operators and building managers should review current processes for inbound and outbound deliveries (parcels, mail, food deliveries, couriers and so forth) and develop a revised plan to align to COVID-19 safety precautions.
- Routing instructions and plans to avoid deliveries through employee or main entrance and instead route through areas that will minimize contact with the larger building population.
- Separating shipping and receiving areas from the general population.
- Require personnel handling mail and parcels to wear PPE to receive parcels, mail and other deliveries, and train them in the proper use and disposal of PPE.
- Sanitizing the exterior of packing.
- If appropriate, removing items from boxes and appropriately discarding.

Lobbies, Common areas & Amenities

- Guidelines and recommendations that promote safety and guide building occupants through common and amenities areas beyond the entry.
- Hand sanitizer in stairs, elevator lobbies and all other building common areas.
- Signage: Wayfinding signage or floor markings to direct foot traffic and ensure safe social distancing.
- Markings explaining rules for common areas.

Ventilation system in buildings

- We consult everything about the ventilation system with individual Facility managers in our buildings and together we create the safest possible working environment, both in common areas and offices.
- If there is a recuperation exchanger in the building, it is switched off.
- Individual filters in ventilation are changed according to legal norms. Disinfectant is released through the ventilation, and in some buildings control smears are performed.

ANDĚL PARK



PRAGA STUDIOS



ATRIUM FLORA



THE FLOW BUILDING



CITY ELEMENT



PRAGA OFFICE & GARDEN



FAQ

01 — Is the office center open for reoccupation?

Yes, the office center is open. It was also opened in the state of emergency, of course with enhanced hygiene and safety measures.

02 — Is it mandatory to wear respirator in the premises of the centers?

It is highly recommended to wear a respirator in the common areas of our office.

03 — How do we provide information on indoor safety recommendations and rules?

There are information stickers with general recommendations and regulations, regarding safety and enhanced hygiene measures at the entrance to the office center, in meeting rooms, common areas and the most frequently used spaces.

04 — What is the cleaning and sanitization plan for communal areas, including high use touch points like door handles and lift buttons? Are there any sanitization stations set up throughout the building in communal areas?

Our office centers have enhanced hygiene measures since the first half of March. These measures still apply and are still followed thoroughly – including frequent disinfection of commonly used areas and objects. Our employees have their setlist of guidelines they follow. These guidelines include two-meter social distancing from the reception, cleaning commonly used areas and objects with a disinfectant, wearing gloves while handling mail, etc. To reduce the risk of coronavirus spreading, Scott Weber Workspace is extending standard cleaning and is now disinfecting office center areas with Desam disinfectant. The cleaning ladies clean the entire office center - common areas and offices - during the daily evening cleaning.

Disinfection is available in all common areas of the office center and at the entrance to building.

05 — Is the protective equipment provided?

Yes, all of our centers are stocked with protective equipment, such as respirator (on request), hand disinfection, gloves, and paper towels instead of cloth.

06 — Is the cleaning protocol revised and agreed?

Yes, our centers have increased hygiene measures since the first half of March, these measures still apply and are still followed thoroughly. These measures include frequent disinfection of commonly used areas and objects.

07 — Is the office space reviewed and max occupancy defined?

Yes, the actual occupancy in the office is defined.

08 — Is the guests protocol defined?

Yes, all guests will be sat at the reception and the receptionists will announce the visitor to the client. The clients themselves will choose whether they accept or decline the guest. While the guests wait, they can use the disinfection at the reception.

09 — Will the landlord be providing temperature checks for all occupants at the building entry/foyer?

No, the landlord will not provide temperature checks for all occupants. However, all receptions are equipped with non-contact thermometers.

10 — How do we notify occupants about a presumptive or confirmed case of COVID-19?

We have the contact information of every tenant so we will immediately inform them about any confirmed cases of COVID-19.

11 — How do we proceed in case of a confirmed case?

In case of an infected person, we must contact the Hygienic Station of the Capital City of Prague. It will lead us to the next step. All tenants will be contacted immediately, and the premises will be disinfected.

12 — Who can you contact for questions and emergencies going forward?

Please direct your questions to these emails:

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