

WELLNESS
FIRST



COVID-19 SAFETY GUIDE



Back Office Studio

Safety & Wellbeing

Here at Back Office Studio, we are taking measures to protect the safety of our members, our community, and our city.

As we get more guidance and news, the Back Office Studio team continues to add actions and develop different ways of safeguarding our members and our community while still providing value as a community-focused workspace and place maker.

We know that this is a challenging time for many of us as we shift to new ways of doing business. We will continue to build an environment for you to succeed.

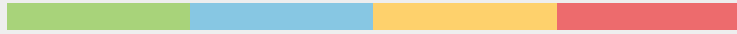


Reopening Plan

We are committed to protecting our staff and community members by taking a phased approach to reopening. The health & safety protocols outlined below were designed to ensure that we all are following the necessary steps to safely work alongside each other – six feet apart of course. On June 8, 2020 we will be entering the initial phase of our reopening plan.



Three Things Before Returning to The BOS



As we think about what the future of our community looks like, The Back Office Studio is approaching our reopening focused on keeping all BOS'ers safe. While our community interactions may look a little different than before, we are taking the necessary steps to care for our collective wellbeing with you at the center of it. Physical distancing will be part of our new normal, but collaboration and connection remain more important than ever—and having a safe place to do that is essential. First and foremost, we want our community to feel safe enough to work together and still feel comfortable being with friends and family outside of work.

That's why we are working tirelessly to evaluate our studio and prepare it for reopening. We are taking measures to ensure distancing measures and sanitization protocols are in place to protect all BOS'ers. But we need your help too. The wellbeing of our community depends on all of us doing our part.



**READ THIS
GUIDE**



**BUY A
MASK**



**AGREE TO
OUR NEW
SOCIAL
CONTRACT**

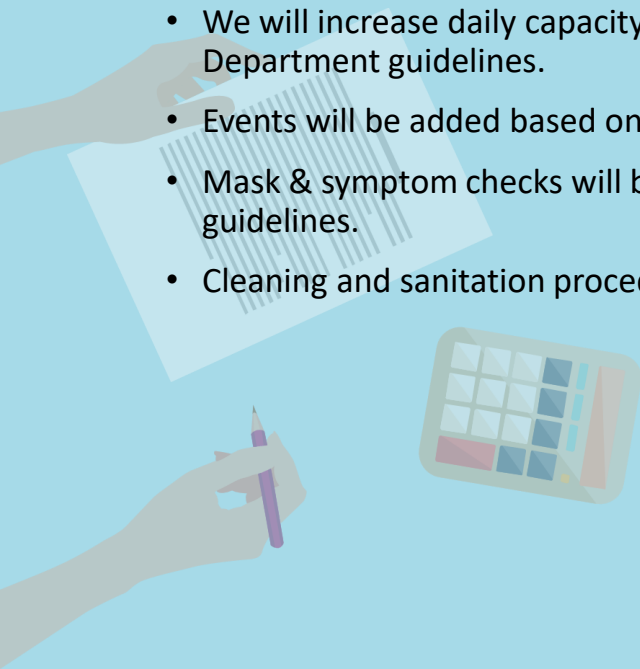
Phased Opening

Initial Opening Phase

- Members must sign off that they are symptom free & will adopt proper physical distancing, sanitizing practices, and wear a mask upon entrance to the studio.
- Everyone must wear a mask in common spaces or when walking through the studio.
- Agree to wipe down your workspace after use.
- Staff will wipe down high touch surfaces twice per day.
- The front door will remain locked with all traffic directed to the parking lot entrance.
- No in-person events

Future Phases

- We will increase daily capacity based on CDC & Washtenaw Health Department guidelines.
- Events will be added based on County, State and Federal guidelines.
- Mask & symptom checks will be evaluated based on best practice guidelines.
- Cleaning and sanitation procedures will be adjusted as appropriate



Our Facility

We will continue daily deep cleanings and twice daily sanitizing of common areas and high traffic surfaces.

Shared Space and Common area

- Shared space seating has been reduced by 50%
- We will only provide disposable cups and silverware in kitchen and coffee station
- Stairs and hallway are marked as “one way” to maintain physical distancing
- Sanitizing station are added in both floors common area
- Hand free door opener has been installed on both bathroom doors

Conference Rooms

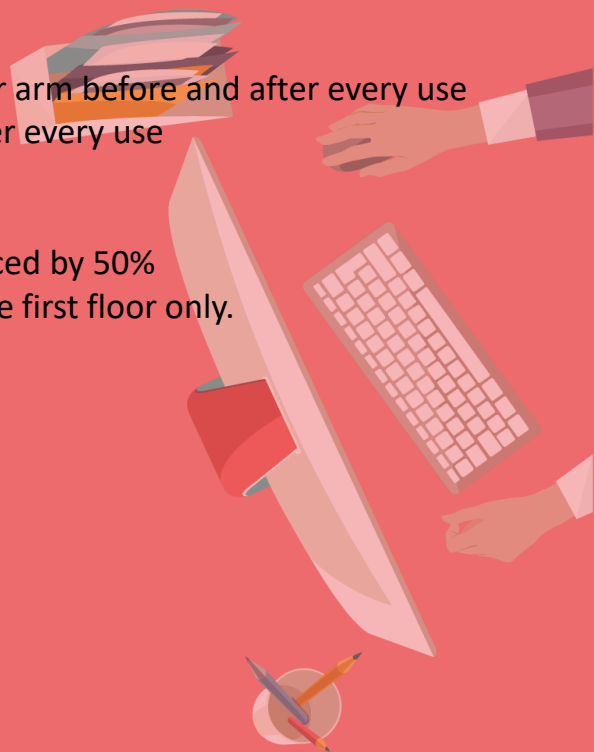
- The number of people in a conference room has been reduced
- Five new workstations have been added in Tucker’s Garage for overflow members
- We will collect and sanitize projector and markers after every use, please ask for fresh supplies from our staff

Phone Booths

- We ask you to wipe down the table and chair arm before and after every use
- Please keep the phone booth door open after every use

Dedicated desks and Private office suites

- Dedicated desks area seating has been reduced by 50%
- Virtual Members will be asked to work on the first floor only.



New Policies

Masks

For the foreseeable future masks are going to be required to enter the BOS and move through the common areas. All members must agree to wearing a mask. We wear masks to protect you, and we need you to wear a mask to protect us and the entire Back Office Studio community. Gloves, face shields or other PPE is at the individual's discretion.

Enhanced Cleaning and Member Etiquette

- Hand sanitizer and disinfecting spray will be available throughout the space
- Both floors will have a communication indicating the last time the space was cleaned by our staff
- Frequently wash hands or use hand sanitizer
- Wipe down desks, tables, phone booths and chair arms before and after each use

Guest Policy

- Guest are only allowed on the first floor for the first 30 days
- Please note that the guests are also required to sign off on health screening questionnaire

