

Returning to Your Workplace

CREATING A SAFE AND HEALTHY WORKING ENVIRONMENT



The workplace we return to will need to look and feel very different than it did before COVID- 19. We are committed to keeping our customers and employees safe and healthy as we prepare for a new world of work.

We have created this guide to explain the measures we are taking in response to the current crisis.



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Implementing active monitoring, daily screening & temperature checking



To ensure well being of the community all members and employees have been requested to complete a quick self-assessment form.



In addition to its own employees, RSO will extend active monitoring and screening for temperature for all members and guests entering the tower.



A touch-free temperature scan at the tower entrance will be conducted. Our building partner will be responsible for the administration of lobby-level temperature check.



Vendor, Contractor and Visitor standards:
All Visits must be pre- arranged with RSO staff members. Vendors, contractors & visitors shall adhere to same standards as employee & members.



Enhanced Cleaning Measures

Previously, your work space was cleaned on a daily basis in addition to conducting weekly deep cleaning. Enhancing our existing measures will ensure our community feels comfortable to continue their work by both increasing the frequency of cleaning and making the following adjustment :



Hourly cleaning of the Commons, restrooms and meeting rooms will be conducted during business hour focusing on high-touch areas such as such as tables, countertops, doorknobs, sink faucets, TVs, dry-erase markers, and IT equipment.



Using disinfecting products that are approved by the local health authorities.



Expanded availability of hand sanitizer and gels throughout the building



Installation of touch-free access control systems on high density floors.



Additional weekly deep cleanings and disinfection of the Commons, restrooms and meeting rooms



Upgraded Work Environment

We are making upgrades throughout the location to create a safe working environment that meets today's requirement.

COMMON AREA / LIFT LOBBY AREA

To ensure safe distancing throughout our buildings we have provided clear information and signage to emphasize the importance of distancing, hygiene, and sanitation—reminding members and visitors that we all have an important role in ensuring the wellbeing of our communities. Additionally, hand sanitizer dispensers have been placed in all entrances and lifts.



Hygiene guidelines signage posted on wall and TV monitors

Distancing reminder floor stickers


WELCOME DESKS AND WAITING AREAS

As reception desk are high traffic spaces, we have placed indicators to accommodate for distancing while waiting or interacting with the Client Service Associates.

Implementation of spaced seating to accommodate physical distancing in communal areas.





 Occupiable seat

MEETING / BOARD ROOMS


When a physical meeting is required, meeting rooms have been marked with the max occupancy per room, ensure 6 feet of space between each guests, and insist that all guests wear masks.

Meeting/ Board Rooms will be cleaned and sanitized prior to each meeting. We ask attendees to remain in the same chair and table throughout the day. We will provide disinfecting material for guests to use at their workspace or on any shared supplies used during the course of meeting.

PANTRIES

To provide max health and safety, Seating will be modified to reduce capacity and heavy foot traffic. Reusable crockery and cutlery will be replaced with single use disposable items in common pantries. Coffee stations to be sanitized after every use or once every hour at a minimum (subject to opening of authorities)



 Occupiable seat

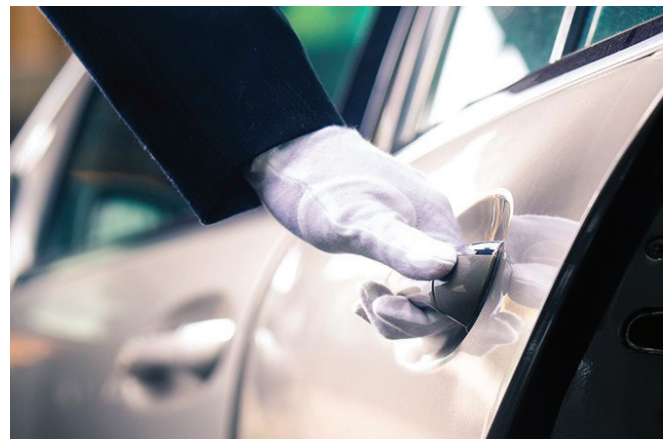
RESTROOMS

As with all our spaces, restrooms will undergo more frequent and regimented cleanings throughout the day. 20-second hand washing signage will remind members that soap and water go a long way in taying healthy.



VALET STATION

Attendants shall wear masks and single-use gloves, which they will change after driving each vehicle. The valet team shall sanitize each vehicle as it arrives, focusing on those parts of the vehicle in which the valet will come into contact (e.g., door handles, steering wheel, shifter, driver seat).



ISOLATION ROOMS

Respite rooms have been made available in case any guests or employees may feel unwell or have any symptoms during the work day.

Communication and Disclosure



In order to reduce the risk of exposure and maintain a health environment, it is crucial that we ask everyone working at or visiting our premises to embrace social distancing protocols, follow occupancy and spatial use guidelines.



Companies must report any instance of a member or visitor within their cohort who tests positive for Covid-19 immediately. We rely on your thoughtfulness as this is essential to reduce risk.

Positive Cases of COVID -19

Should any employee or member test positive , RSO shall share this information with all members using the center. The identity of any such personnel shall remain confidential. RSO shall take necessary steps in accordance to proposed governmental guidelines including but not limiting to deep cleaning, disinfection. Anyone who is tested positive should avoid coming to workplace and be in quarantine until they have made complete recovery and have a doctor's clearance.

Presumptive Cases of COVID - 19

Should any employee or member unveil any symptoms that are reflective of COVID -19, they should immediately reach out to their respective HR to determine next steps. It's crucial that any such cases are brought to our attention as well. This will help in promptly ascertaining the contract trace route and limiting further risks. Such personnel should not return to office workplace until they have completed 14 days quarantine period or have a doctor's clearance certification of fit to work.

Getting our workplace ready for you

In addition to the disinfection and cleaning standards, provision of PPE to all teams members , vendors , contractors and support staff has been put in place

We will also require all guests to use PPE at all times when within the premises.

While we will maintain an emergency PPE station in the event PPE is needed by a member, guest, contractor, or visitor, we ask that individual members and companies to maintain their own supply.

We have prepared the center for safety of our staff and customers using floor tapes & stickers to remind visitors to take precaution in public



SPACING INDICATORS
(6 inch spacing indicator)



TEMPERATURE
READER



SITTING
INDICATOR



SANITISATION



MASKS



We're in this together

The response to the COVID-19 pandemic is continuously evolving as we learn more about the virus and the best techniques to address the associated risks. We are relying on commitment of everyone using our spaces to maintain a safe and healthy workplace. It's through shared responsibility that the changes will be effective.

We'll see you at work.

Thoughts, comments or questions?

Reach us today

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