

# THE “NEXT NORMAL”

## Health & Safety at 25N Coworking



Mara Hauser | May 2020



Coworking

# OUR COMMITMENT TO YOU

*A message from Mara Hauser, Founder + CEO*



As COVID-19 distancing restrictions begin to lift, it's natural for you—our community—to seek reassurance for your ongoing safety as well as that of loved ones you live with and colleagues you work alongside.

At the same time, we understand that you're eager to return to the next normal: continuing on with the work you love and the business communities you've invested so much in.

25N Coworking is committed to supporting you with updated policies that are intuitive, research-driven, and clear. In the following pages, I'm proud to share our three-pronged re-entry plan designed to support the safety of our members, guests, and staff.

***On behalf of all of us at 25N—we can't wait to welcome you back to work. Stay well,***

***Mara Hauser***



# A MULTIDIMENSIONAL PLAN

- 1. Health & Safety-Forward Policies***
- 2. In-Space Behavioral Modifications***
- 3. Workspace Design Considerations***

We believe that true wellness is achieved through a sense of physical safety as well as psychological safety.

Put simply—in order to have productive workdays, one's environment needs to both BE safe and FEEL safe.

Our plan aims to support this sense of wellness in three ways: Through clear policy changes, modified day-to-day behaviors by all who use the space, and workspace design reimaged with health and safety leading the way.

**THE NEXT NORMAL: COVID-19 Workspace Re-Entry**



## ***Easing Restrictions In Accordance with Governmental Regulations***

As we collectively reinvent our day-to-day work life in light of the ongoing implications of COVID-19, 25N commits to remain guided by governmental recommendations and regulations.

# HEALTH & SAFETY POLICIES: SCREENING FOR ENTRY



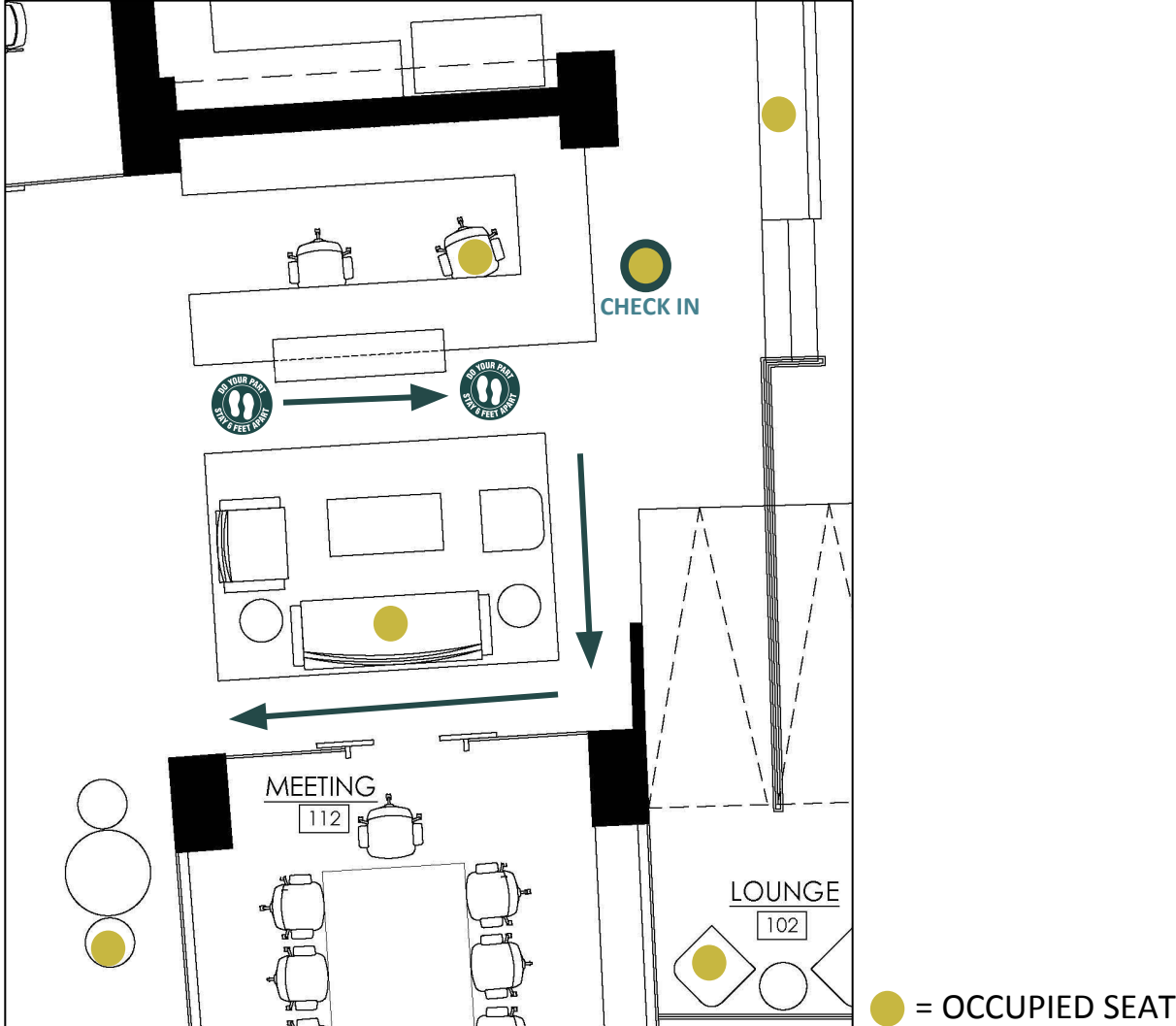
***All members and guests who wish to enter the space must meet the following three criteria:***

1. On arrival, receive a quick, non-invasive temperature screening, and display a temperature of 99.9 or below.
2. Commit to wearing a mask or face-covering in any environment where 6+ ft of social distance is compromised.
3. Verbally affirm that in the last 14 days, they have not: a) had any known COVID symptoms or COVID diagnosis, or b) been exposed to anyone who has.

***Those who do not meet these criteria will be asked to postpone their visit.***

# COMMUNITY DESK / RECEPTION

SAMPLE ADJUSTED SEATING PLAN & PATHWAY



# HEALTH & SAFETY POLICIES: CLEANING & SANITIZING



## ***25N Staff Protocol***

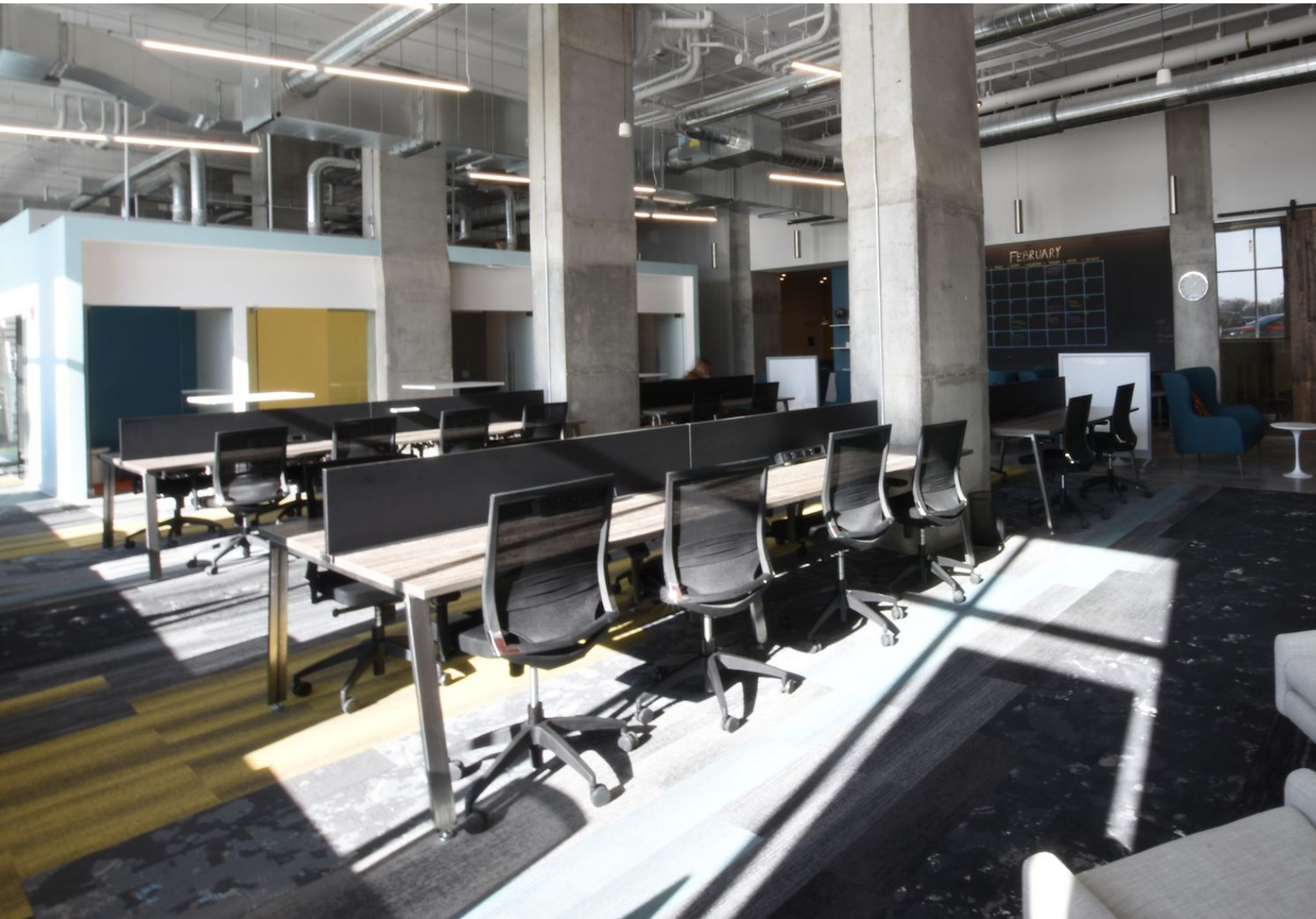
Heightened cleaning and disinfecting processes, (as [recommended by the CDC](#)) will be executed by contracted cleaning teams daily (kitchens, bathrooms, common areas).

Sanitation sweeps of common areas will continue to take place throughout each workday by the 25N staff—wiping down between meetings and phone booth uses, cleaning commonly used areas, etc.

## ***Member & Guest Protocol***

Hand sanitizer and sanitizing wipe stations will be available throughout the workspace for ongoing member and guest use.

# BEHAVIORAL CHANGES



***The “Next Normal” will be ushered in with modified day-to-day habits of all who enter 25N.***

***Here are the mindful new behaviors we’re fostering in the space...***

- Updated routing and traffic flow to reduce the number of face-to-face contact points within the space.
- Daily “clean-in, clean-out” protocol upheld by members and guests, supported by sanitization stations.
- 25N-managed circulation with assigned daily seating to support distancing.

***...all reinforced by clear visual cues (floor markers and signage) to help promote these new daily habits.***

# BEHAVIORAL CHANGES: THE SOCIAL CONTRACT

***Providing the safest possible work environment is a team effort. 25N has long been an environment where our community members support each other through courteous maintenance of shared spaces like cafe areas and phone booths. Now, these unspoken social contracts are even more meaningful.***

Modeled by our hospitality teams and reinforced through our updated policies and workspace design, this “unspoken” social contract now outlines the commitment of members and guests to:

- Clean in and out of their workspaces and wipe off high-touch surfaces after use.
- Commit to avoiding behaviors that promote contamination, such as sharing food.
- Commit to wearing a mask when unable to remain 6+ feet apart.
- Commit to honest self-disclosure when ill, or when exposed to known COVID symptoms or a COVID diagnosis.



# DESIGN CONSIDERATIONS



## ***Going Touchless***

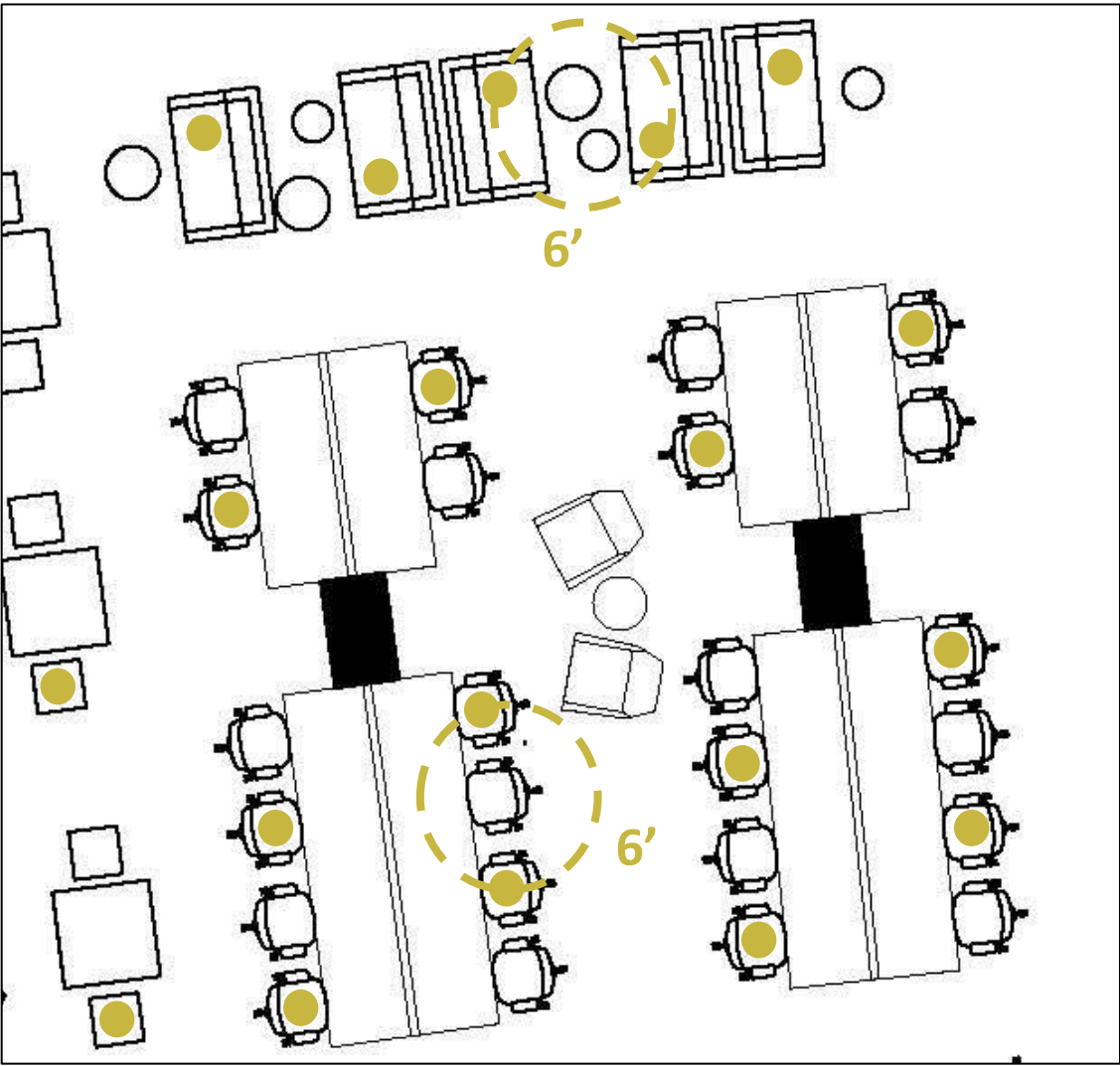
Throughout the workspace, dozens of touchless features have been installed in high-traffic areas, including restrooms, shared flex space, entry/exit doors, and our cafe and HUB areas.

## ***Spatial Distancing***

Seating arrangements have been optimized to uphold distancing recommendations. This is additionally supported by the installation of privacy screens in open areas.

# FLEX WORKSPACE + LOUNGES

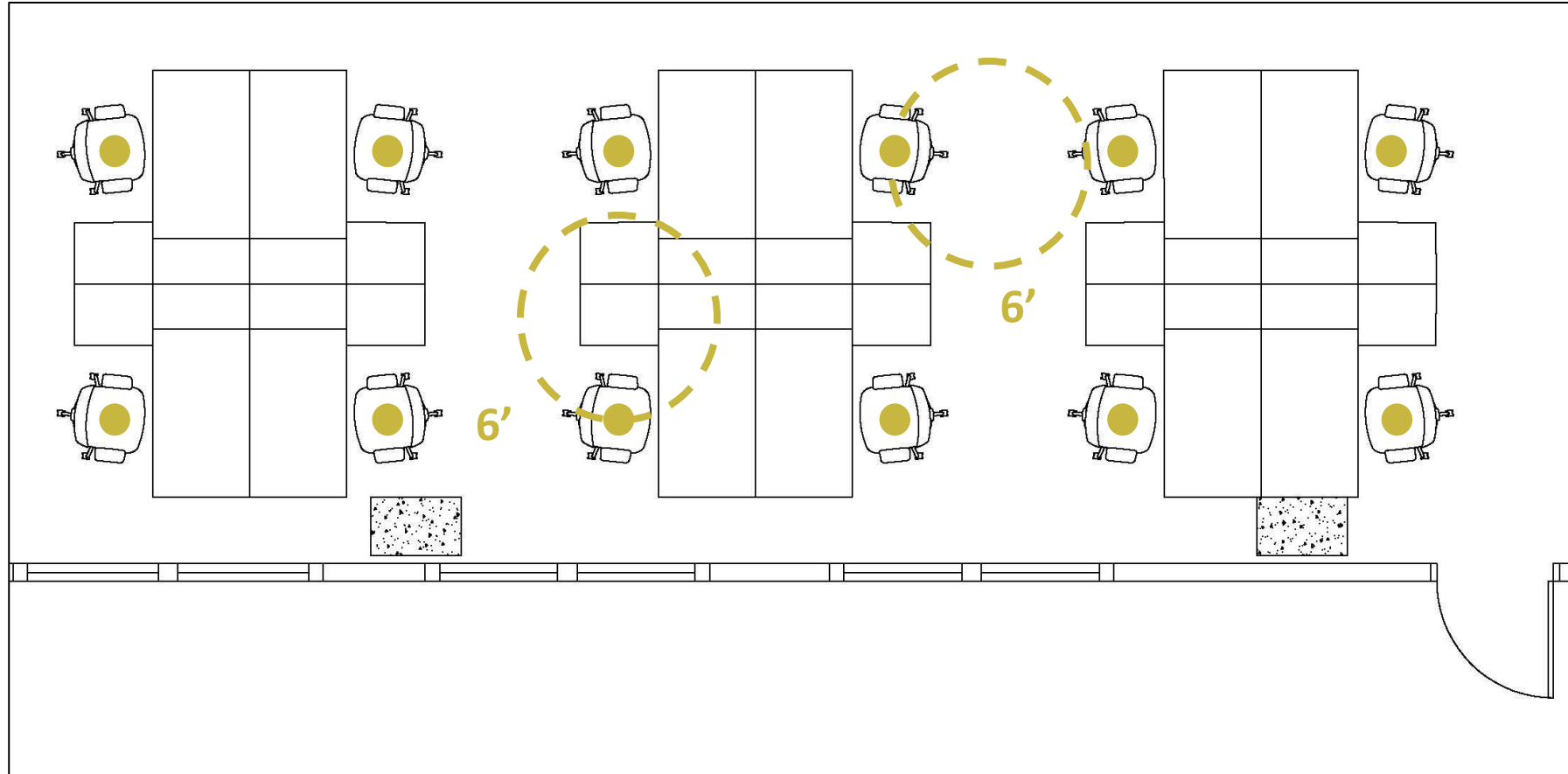
ADJUSTED SEATING PLAN



● = OCCUPIED SEAT

# DEDICATED WORKSPACE

## SEATING PLAN



● = OCCUPIED SEAT

# PRIVATE OFFICES

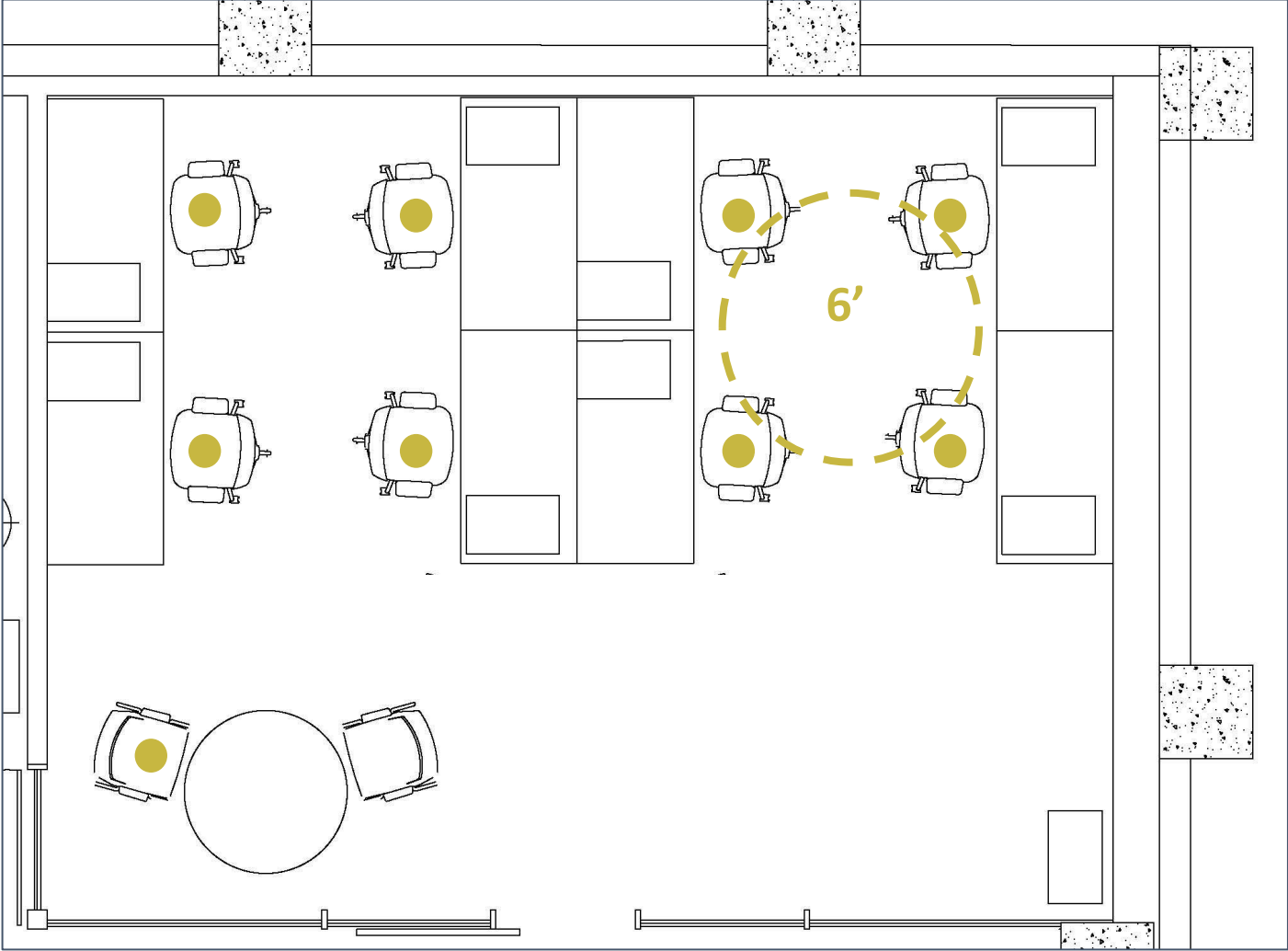


***Our spacious private offices are designed with comfort and productivity in mind. In addition to this...***

- Private office occupancy will be informed by any governmental guidelines for group limits.
- Colleagues who share private office space are encouraged to develop their own social contract regarding health and safety.
- Customizable health and safety options can be added on as desired.

# PRIVATE OFFICES

TYPICAL FLOOR PLAN



● = OCCUPIED SEAT

# CONFERENCE ROOMS

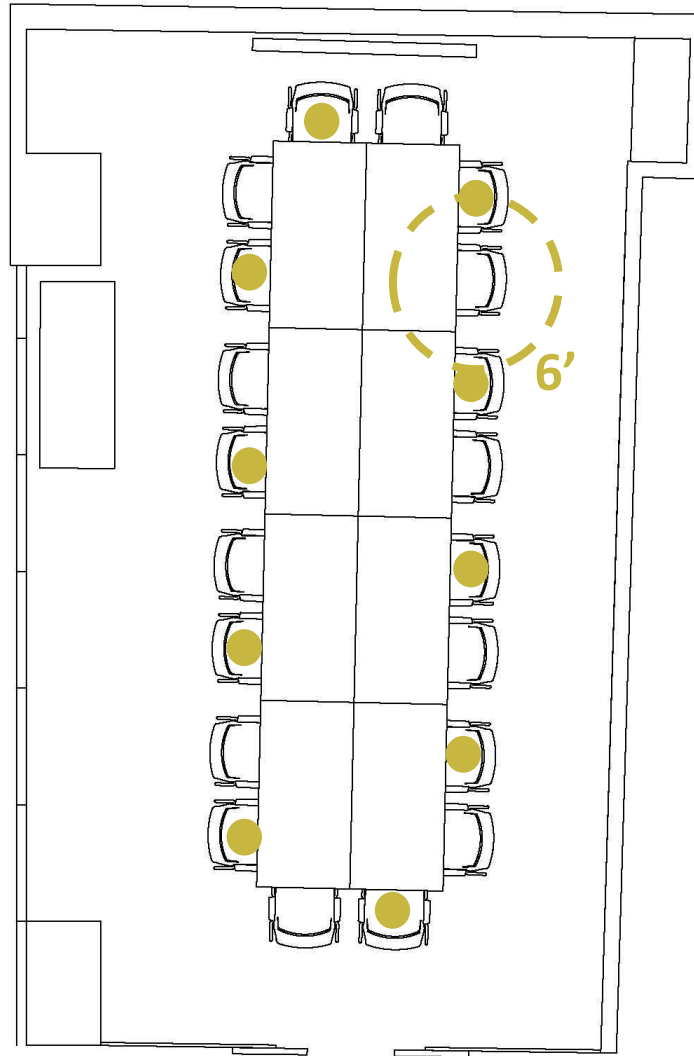


***25N's generous meeting room sizes (35-50% larger than industry standard) ensure that there will be plenty of room for guests to spread out as needed. Additionally...***

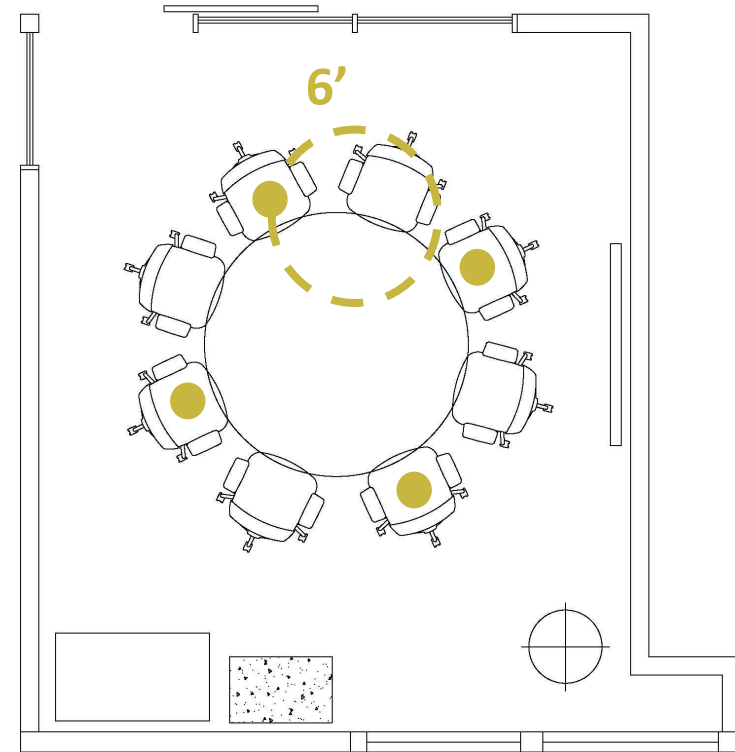
- 25N team members will assist with conference room booking process to accommodate each group with an appropriately-sized meeting room.
- Individually-served coffees and touchless water service will limit opportunities for cross-contamination.
- 25N will comply with any large-group gathering restrictions when booking meetings.

# CONFERENCE ROOMS

## ADJUSTED SEATING PLANS



● = OCCUPIED SEAT  
20 PER = 10 PER



● = OCCUPIED SEAT  
8 PER = 4 PER

# EVENTS & HOSPITALITY



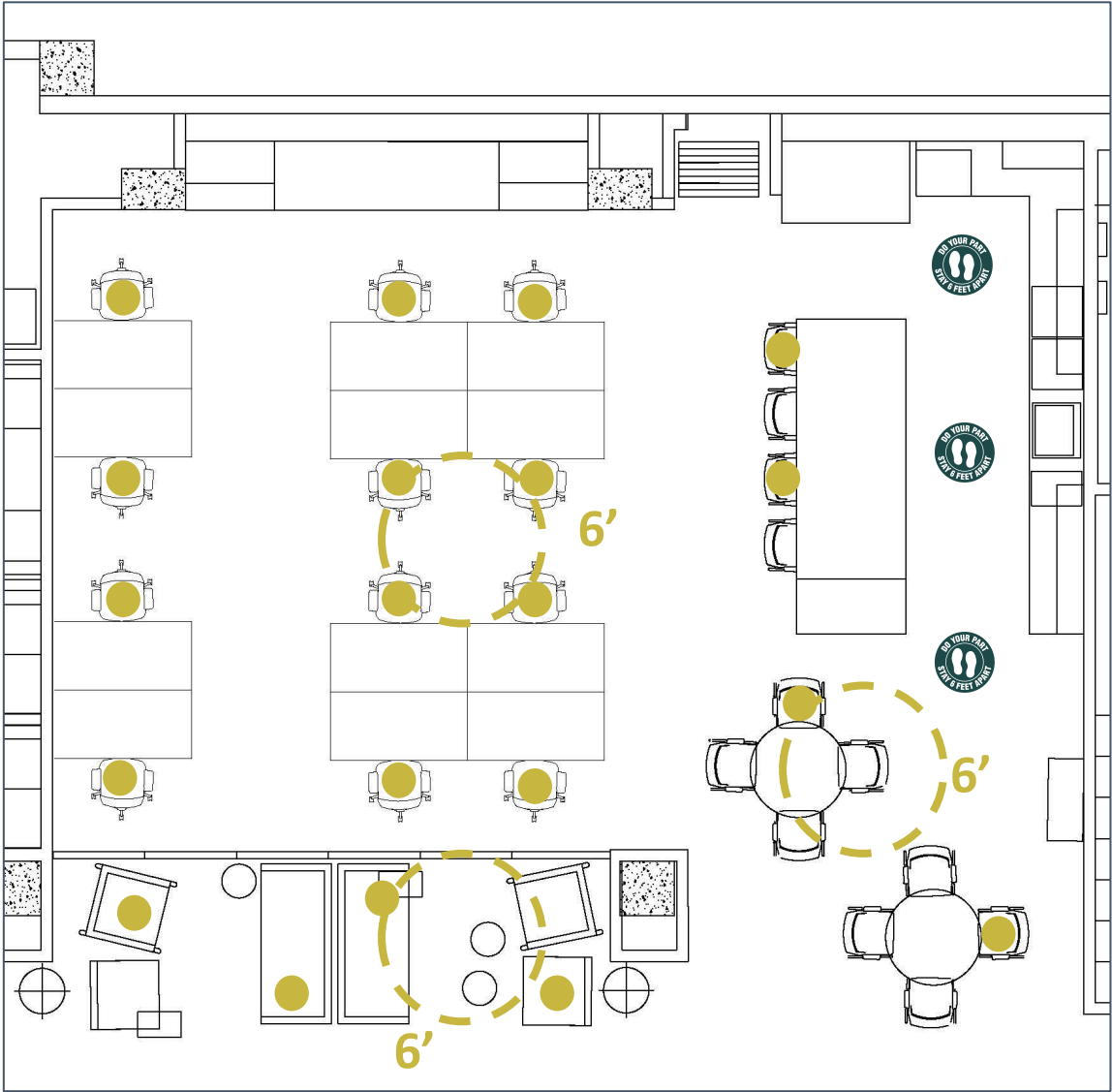
***Authentic hospitality is at the heart and soul of what we do. It's how true community is formed.***

***Here's how we're continuing on with one of the things we love most about coworking:***

- 25N's Virtual Event programming will continue on through the coming months for those who would prefer to Zoom in from their desk or stay connected to community while working from home.
- Members may look forward to ongoing hospitality services such as individually-wrapped Lunch Partner deliveries, modified coffee and water service, and snacks with closed packaging.

# CAFE AREAS

SAMPLE ADJUSTED SEATING PLAN



● = OCCUPIED SEAT

# LOOKING AHEAD...



***The post-COVID landscape is moving fast—we all feel it.***

In times of unexpected challenge, we all depend on clear and timely communication more than ever.

As we look ahead, 25N is committed to ongoing communication and disclosure of our COVID-19 related policies to all who use our workspaces.

We can't wait to welcome you back.

The entire 25N Team

Geneva IL • Arlington Heights IL • Frisco TX  
Alexandria VA (The Loop powered by 25N Coworking)



25N

Coworking

hello@25ncoworking.com | 25ncoworking.com