



COVID-19 Response & Updates

7.29.2020

First, thank you!

Our members make The Port community what it is.

You have allowed us to continue being here for the 300+ businesses that call The Port home.

IS THE PORT OPEN?

Yes! All four Port Workspaces locations **are open** for members.

Access is currently available by keycard only.

MASKS/FACIAL COVERINGS

Masks are required in all common areas.

Please carry your mask or facial covering **on your person at all times.**

Masks are optional at dedicated spaces if **6 feet of distance** can be maintained from others.



CLEANING & DISINFECTING

- High touch areas and bathrooms are **disinfected** up to 5x throughout the day.
- Fridges and all kitchen cabinets are **deep cleaned** and will be cleaned out weekly.
- Private office members can obtain **additional cleaning upon request**; we will work with our providers to get a quote.
- **Sanitizing stations** are placed throughout the spaces near:
 - Entrances
 - Meeting rooms
 - Phone booths
 - Kitchens

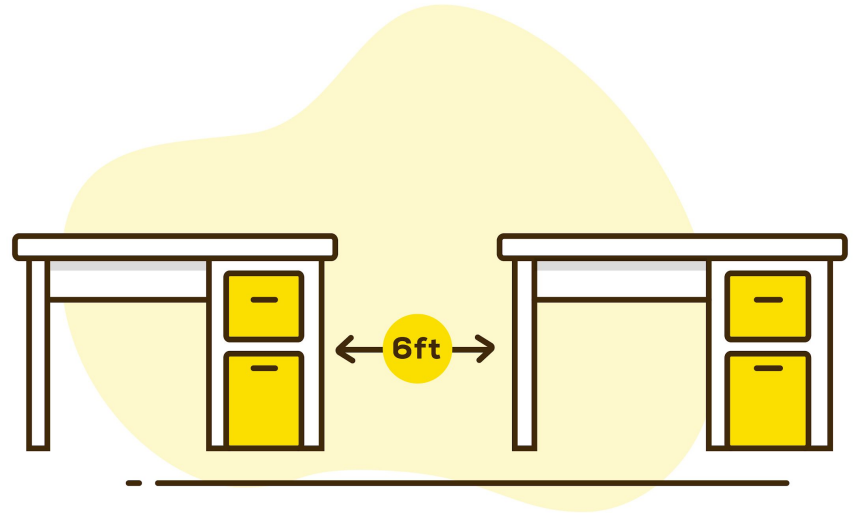


REDUCED DENSITY SEATING

Our **low density** allows 130+ sq ft per member (industry average is 57).

We have even further **reduced density in seating**, moved all seats 6 feet apart wherever possible.

Community Managers are available to discuss 1:1 concerns about seating configurations with members.



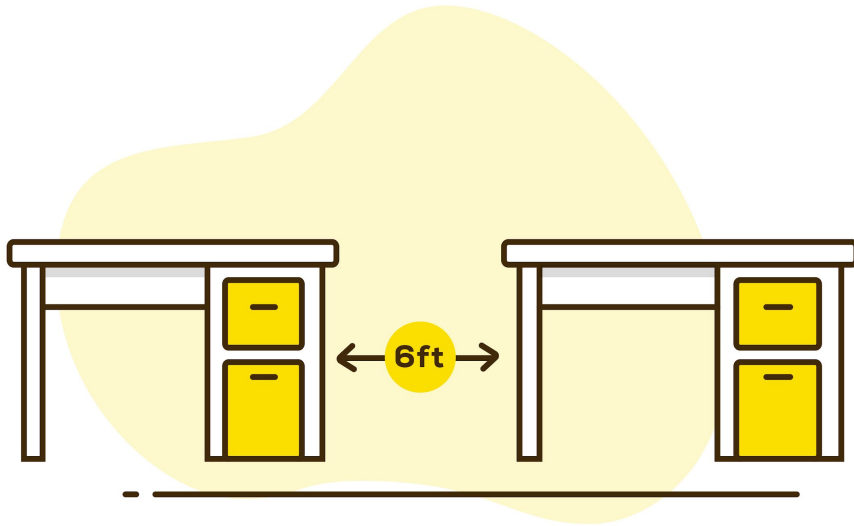
REDUCED DENSITY SEATING



Relocating to de-densify is not mandatory, but we will do everything we can to support it from members who request it.

Teams that are comfortable having adjacent **dedicated desk** seats may continue to do so, but will be relocated to accommodate **staggered seating** if requested.

NEW DESK RESERVATION SYSTEM



Coworking spaces are safely spaced 6 feet apart.

New desk reservation system ensures available desk spaces and limited capacity.



VENTILATION

@ City Center

HVAC filters changed to highest density system can accommodate

Increased outside airflow to max capacity

Monitoring situation and will update as technology improves

@ Kaiser Mall

HVAC filters meet ASHRAE guidance to minimize transmission

Increased outside airflow

Increased hours of HVAC operation to promote continued air circulation and purging of indoor air

@ Jack London Square Locations 317 Washington & 101 Broadway

HVAC systems have already been upgraded with higher density filters (MERV-13)

Exterior office spaces have windows that can open so members can adjust fresh air

The HVAC systems in both buildings do not use recycled air

Constant input of fresh air being pumped through the system

DESK PARTITIONS

6-foot Wide partitions available on request.

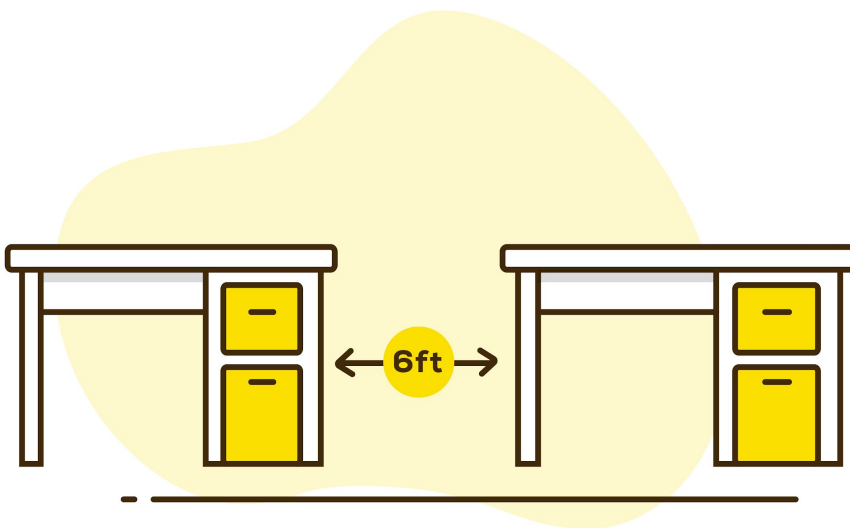
Partitions are designed to also function as white boards and can reconfigure to meet other space divider needs.

Here's an example:



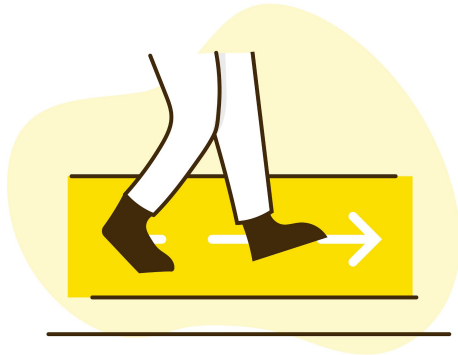
PRIVATE OFFICES

- Our staff can help with **reducing density** by **removing furniture**.
- Office members can be **temporarily assigned dedicated desks for more space** when your team transitions back.
- We can obtain quotes for **above-standard cleaning** in private offices **upon request**.
- Members may use their own judgement and discretion about **office occupancy**.
- We encourage teams to have these **important conversations** with their staff.

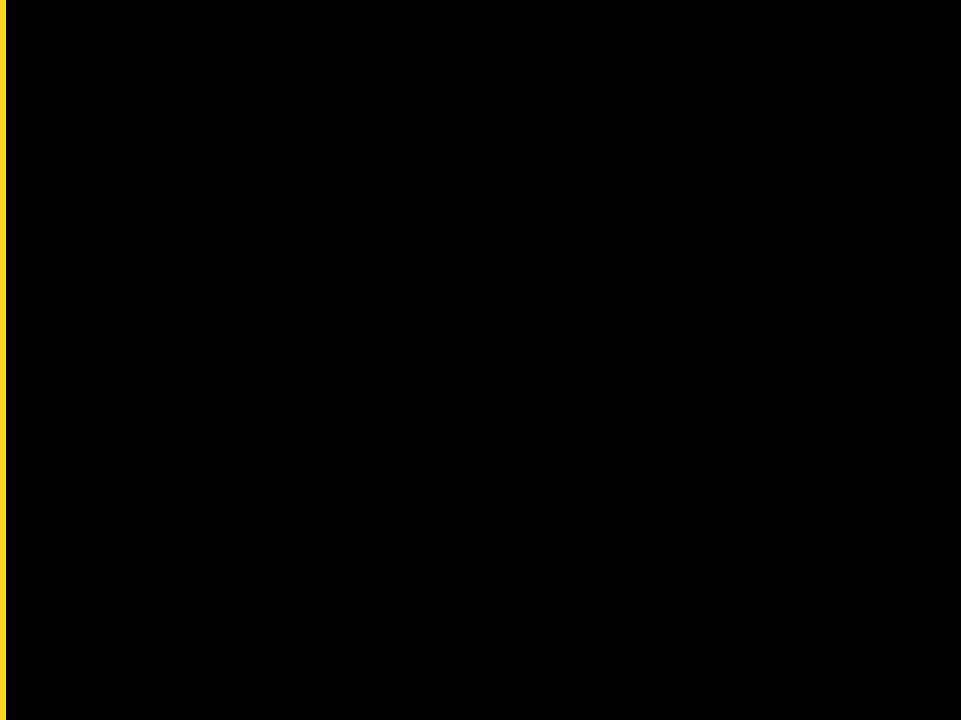


COMMUNAL AREA UPDATES

- Signage
- Occupancy limits (meeting rooms, kitchens)
- Directional walkways
- Regular cleaning by Port staff, janitors, and First Mates
- Sanitizing supply stations
- Touchless solutions where possible



FOOT PULLS



KITCHENS

Food prep not currently allowed although microwave is OK.

Standardized storage and labeling is available.

High touch amenities are replaced, for now:

- Snacks are in single serve containers
- Coffee pour-over replaced with pods and pots.
- Coffee flavorings in single serve portions.
- Personal hygiene stations (floss, mouthwash, q-tips) are single use or on hold.
- Soft seating pillows without washable covers have been removed.

Remaining amenities will be in contained areas and single serve packaging to have minimal exposure.



SIGNAGE AND COMMUNICATION

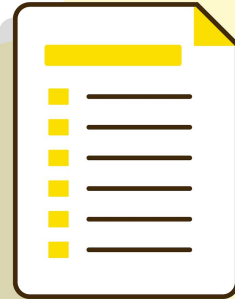
Signage posted in all shared areas, building entrances:

- New house rules
- Recommended occupancy
- Mask policy
- Cleaning guides
- Reminders to physically and socially distance

House Rules Health & Safety Addendum is on the [website](#), and members are notified by **email** and the **Member Portal**.

Staff will reinforce policy on-site.

Membership is **subject to termination** for non-compliance.



NEW HOUSE RULES

portworkspaces.com/welcome/



Memberships ▾

Locations ▾

Events ▾

For Members ▾

About ▾

PLEASE READ OUR MEMBER DOCUMENTS IN FULL SO YOU KNOW WHAT IT MEANS TO BE A PART OF OUR COMMUNITY.



House Rules

Please familiarize yourself with fine print of our rules and agreement below.



Rate Card

Please familiarize yourself with The Port plans and prices.



Quick Guide

A quick welcome guide to The Port Workspaces.



Health & Safety Addendum

Your actions are vital in maintaining a healthy workplace.

PORT STAFF ARE TRAINED:

All staff has been trained via [CDC information on COVID-19](#) to **prevent virus spread**.

We recognize the **importance of frequent handwashing** with soap and water, including scrubbing with soap for 20 seconds. When soap and water are unavailable, staff uses a hand sanitizer with at least 60% ethanol or 70% isopropanol, as recommended.

We understand the **importance of physical distancing**, both at work and outside of work.



STAFF ARE REQUIRED TO:

Self-screen at home before coming to physical Port locations, using [CDC guidelines](#) which include temperature and symptom checks.

Stay home if symptomatic or if they live with someone diagnosed with COVID-19

Wear masks in the vicinity of others

Never share PPE

Avoid sharing work equipment





QUESTIONS?

Contact us at info@portworkspaces.com