


HONE COWORKS

FORGING A SAFER, HEALTHIER, HUMAN-CENTRIC WORKPLACE.

A photograph showing a person from the chest down, wearing a light-colored, vertically striped button-down shirt. They are sitting at a desk, writing with a pen in their right hand. In the background, their left hand is on a laptop keyboard. The scene is brightly lit, likely from a window, creating a warm, professional atmosphere.

At Hone Coworks, we know that peace of mind is essential to productivity. That's why we have implemented a multipronged, adaptive approach to maintaining a safer working environment for our members and staff based on the best available guidance from the CDC, NYSDOH, local health authorities and medical experts.

COMMUNICATION & TRANSPARENCY

- Prior to entering Hone, all guests must check in and complete a short daily safety questionnaire about symptoms and exposure risk. A non-contact thermometer will be available to members for temperature self-checks.
- Members must meet guests at the main entrance and immediately escort them to their private office or meeting place using the most direct path.
- Members and visitors must wear a mask or face covering in common areas.
- In the event a member or staff person tests positive for COVID-19, Hone will notify all members and share any relevant information about that individual's activity within Hone while protecting their identity. Hone Coworks will take all appropriate actions including temporary closures for disinfection.
- Anyone who tests positive for COVID-19 must wait a minimum of 14 days from the date of the positive result and present a certification of full recovery from their doctor before returning to Hone.



CLEANING & DISINFECTION



Nightly cleaning of all common areas and restrooms includes disinfection of high touch areas like door handles and horizontal work surfaces (desks, counters, tabletops).



Private offices are cleaned weekly to minimize the frequency and number of people entering. Personal waste receptacles will be emptied nightly when left outside of office doors.



Workday cleaning of common area and restroom surfaces and touchpoints.



Conference room surfaces including door handles are cleaned and sanitized prior to each scheduled meeting.



NanoSeptic® self-cleaning surfaces have been installed on high frequency touchpoints including reception kiosk and kitchen appliances.



Cleanliness stations with sanitation supplies are provided in convenient locations throughout the workspace for members.



Ultra Spec Scuff-X® antimicrobial wall paint used throughout.



Heating, air conditioning and ventilation (HVAC) systems utilize high efficiency filters and run before and after business hours to increase fresh air circulation.

SPACE DESIGN

Hone's space design promotes social distancing.

- Hone primarily provides private offices versus open coworking. Most spaces allow for 6' spacing of colleagues. In cases where this is not possible, Hone will provide complimentary plexiglass shields.
- Adaptive furniture layouts and reduced seating in common areas and meeting rooms provide more personal space.
- Directional markers promote one-way circulation of corridors.
- Floor markers in communal areas like kitchen beverage dispensers, printer/copier and reception assist members to maintain 6' separation where queuing occurs.
- Signage throughout provides reminders about social distancing and proper use of Personal Protective Equipment (PPE) like masks.
- Meeting rooms equipped with easy-to-use video conferencing technology mitigate necessity of in-person attendance.
- Plexiglass shield at reception desk protects members and our community managers.

FLOOR PLAN (WITH SOCIAL DISTANCING)



RESPONSIVE HOSPITALITY

Minimize physical interactions while maintaining member comfort.

- **Safer food and beverage services**
 - Touchless coffee and beverage dispensers with disposable hot/cold cups..
 - Prepackaged snacks and prepared meals only.
 - Individually wrapped disposable cutlery kits, creamers and single-serve condiments are available.
- Online meeting room reservations and bill pay through custom Hone member app.
- 24/7 space access provides opportunity for members to work when they feel safest.
- In-person community and member events are paused. Connect with other members virtually using our member app, Slack channel and online member events.
- Hone maintains a supply of extra masks in case members or visitors forget a face covering.

OTHER NO-TOUCH INTERACTIONS

- Touchless hand sanitizer stations throughout the workplace.
- Touchless bathroom faucets, soap dispensers, trash and recycling receptacles.
- Motion sensor-activated lighting in private offices.
- Printer/copier and greeting kiosk can be controlled from member smartphones utilizing a QR code.



WHOLE-BUILDING POLICY



FACE COVERINGS

Masks/face coverings are mandatory within the common areas of the building at all times.

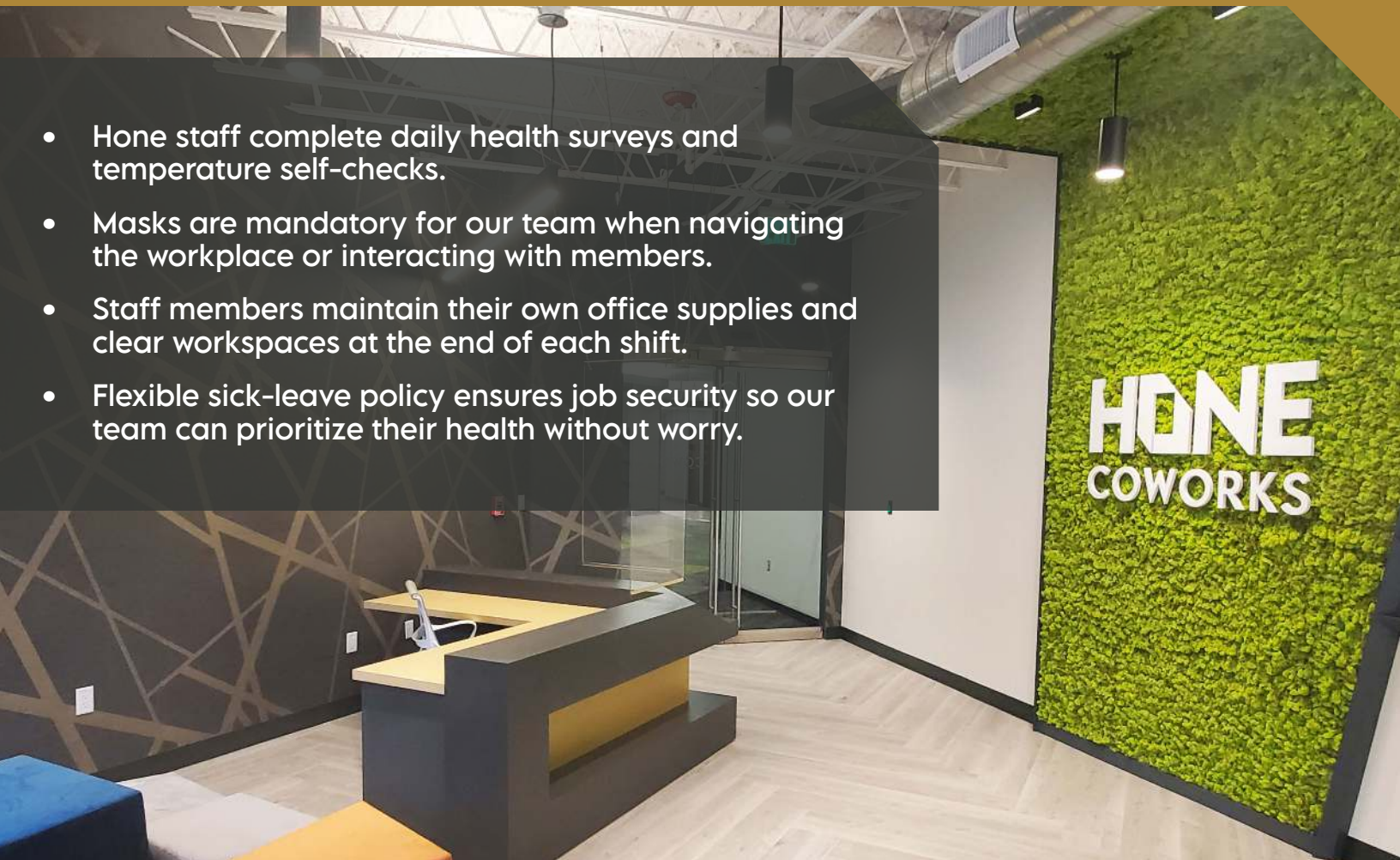


SANITIZING STATIONS

Hand sanitizer stations are available in the building lobby.

STAFF BEST PRACTICES

- Hone staff complete daily health surveys and temperature self-checks.
- Masks are mandatory for our team when navigating the workplace or interacting with members.
- Staff members maintain their own office supplies and clear workspaces at the end of each shift.
- Flexible sick-leave policy ensures job security so our team can prioritize their health without worry.



OUR COMMITMENT

Hone Coworks is committed to providing a healthy workplace and reducing the risk of exposure to the greatest extent possible, but we are each responsible for keeping our fellow members safe. Remember to:

- Wash your hands frequently with soap and hot water for twenty seconds.
- Use hand sanitizer regularly, especially after touching high-contact surfaces like doorknobs.
- Don't touch your face.
- Wear a face mask in common areas.
- Observe social distancing.
- Monitor your health and stay home if you feel unwell.
- NOT sharing is caring!