



THE INNOVATION SPOT AND COVID-19

Our collective battle with COVID19 is far from over but we understand the need to get the economy moving again. Our job is to support you as we slowly work our way back to normal. This is how The Innovation Spot plans to minimize exposure risk of the virus.

FOLLOW AND EXCEED CDC CLEANING GUIDELINES FOR OFFICE SPACE AND COWORKING

- Clean commonly touched surfaces with EPA registered disinfectants. This includes cleaning door handles, printers, coffee makers, desks, counters, etc. At The Innovation Spot, these surfaces get clean during the day and are part of our extended nightly cleaning.
- Contactless equipment has been installed throughout our facility, such as,
 - Door locks via the Kisi phone app,
 - Touchless water/ice dispenser and faucet within our beverage center to decrease transmission of bacteria and viruses,
 - Automatic paper towel dispensers within the restrooms,
- Hand Sanitizer Stations & Disposable Antibacterial Wipes are available for Member use.

ADDITIONAL STATE OF GEORGIA GUIDELINES TO HELP KEEP YOU SAFE

- Screening and evaluating members prior to entering the building, such as:
 - Touchless thermometer located near the front entrance. Members exhibiting signs of illness, such as fever over 100.4 degrees Fahrenheit, cough, or shortness of breath will not be allowed to enter The Innovation Spot, but encouraged to seek medical attention;
 - Members diagnosed with COVID-19, having exhibited symptoms of COVID-19, or having had contact with a person that has or is suspected to have COVID-19 within the past fourteen (14) days may not enter The Innovation Spot, but are encouraged to seek medical attention;
- Signage stating that individuals who have a fever or other symptoms of COVID-19 shall not enter the facility. Notices that encourage hand hygiene within the workplace where they are likely to be seen to encourage hand washing or sanitation by members,
- Increase physical space between members – Each coworking desk has desk shields and distance/separation of desks to provide additional protection.

GOING BEYOND THE CDC AND STATE GUIDELINES

- Our air conditioning and heating system is equipped with High-efficiency UV Light & HEPA Filtration so it is effective at removing virus-carrying particles down to .3 microns. That is 150 times smaller than a human hair.

THE INNOVATION SPOT CHANGES

- Masks are required for use indoors when 6-foot distancing cannot be maintained. Support everyone's ability to feel safe by maintaining social distance and wearing a disposable or washable mask when unable to maintain social distancing. Members that rent our Inspire Offices (private) may abstain from wearing a mask in their office, with their doors closed, if they so choose.
- Access to the space – We are allowing small in-person meetings during office hours only. Guests must remain in the meeting room area and are not allowed in the coworking or private office area.

- Each member will be issued their own access card and should use it each time they enter the building even if the door is held open for them. This will help us know who was in the building each day and support the health department if they need to do contact tracing.
- In-person meetings – Some businesses need to meet with clients and we want to support them. If you absolutely must meet with a guest, we can support up to six people in the Transformation Room and the maximum number of people allowed by Governor Kemp’s executive order in the Revolution Room. When you book your reservation please allow 15 to 30 min between meetings so we can wipe down the room.
- All coworking desks (Hot Desks) are now reservable – Each coworking member has a bank of hours included in their plan that allows them to reserve a desk. This means that you know you have a desk before you leave home and you know exactly which desk you have. Desk reservations are available in blocks of 2 hours or more.

YOUR ROLE IN WORKING SAFELY

- Stay home if you’re sick, think you might be at risk, or are taking care of someone at risk. We’ve made The Innovation Spot as safe as we can but realize there are no absolutes with this virus. There will always be a risk when you leave your home.
- Monitor your own health. Before coming into the office for hours of productive work, take a moment to check your temperature. We have a no-touch thermometer available for you to check when you get here.
- By coming into the space, you are confirming that your temperature is below 100.4 and you don’t have a cough, shortness of breath, or other COVID19 signs. If you develop signs of a possible infection, please contact us and stay safely at home.
- Wash your hands – I know you’ve heard this over and over for months but it’s the best way for you to keep yourself and others healthy.
- Members are encouraged to take breaks & meals outside (weather permitting), in your private office or personal workspace, or in such other areas where proper social distancing is attainable.
- Members are discouraged from using other workers’ phones, desks, offices, or other work tools and equipment; as well as other unnecessary person-to-person contact, such as handshakes / hugs, within the facility,

Thank you for being part of the The Innovation Spot community. We are here to help any way we can to get your business back on track.