



Our Commitment to a Safe, Healthy, and Productive Workplace

Aurelius Coworks takes seriously the health and wellbeing of our entire membership base, as well as our community and corporate staff. We are deeply concerned about the ongoing challenges we all face due to the COVID-19 health crisis. In assisting businesses and people with their ability to return to work, we have made investments in our processes in order to not only meet, but to exceed all health and safety protocols required or recommended by the CDC, and state and local governments.

This document continues to be updated with any new information that will help our communities do our part in preventing the spread of the virus, while also offering a safe and flexible work solutions.

Safety always has been and always will be our top priority, and we are proud to work with you in service of that mission.

A WORRY-FREE RETURN TO THE WORKPLACE

When you choose to work from an Aurelius Coworks community, all you need to focus on is finding your favorite seat for a productive workday. **Our team has taken care of everything else when it comes to health and safety.**

Whether you are a single-person company or working with a small team, our community staff helps maintain each space while enforcing our health and safety protocols so you can feel confidently productive, comfortable and supported by our staff and fellow coworking members.

OUR FOCUS IS ON SAFETY

GUIDELINES FOR USE



We are requiring members of our communities, including our staff, to follow all CDC, federal, state and county health guidelines to continue to protect themselves and others from COVID-19/Coronavirus.



This includes **personal health monitoring**. We ask that anyone who is feeling unwell or is experiencing symptoms resembling those related to COVID-19 to stay home and take necessary precautions such as a 14-day self-quarantine before returning to the workplace.



Additionally, we require that members take preventative measures recommended to slow the spread of COVID-19, including the **wearing of a mask or face covering** in all common areas, and frequently washing or sanitizing of hands.



We have installed **hand sanitizer stations** within our communities and will have a supply of disposable masks available at the front desk should they be needed. Additionally, each community will have **disinfecting wipes** available for use, and members are asked to wipe down their workspace when they vacate it.

Our communities are staffed, and our team members will be ensuring that guidelines are properly adhered to.

HOURS OF OPERATION



All Aurelius Coworks communities will be staffed and open Monday through Friday from 8 a.m. to 5 p.m. **After hours use of the space has been reduced to zero** so we can manage the occupancy of the space and implement the proper daily cleaning procedures before and after use of desks and chairs, conference rooms, restrooms and open areas.

VISITOR POLICY



Until further notice, Aurelius Coworks communities will be **accessible for private office suite and coworking members only**. Community staff will work with members on a case-by-case basis to determine the capacity to allow non-members into the space for meetings, and walk-in tours of the space will be restricted.



Visitors to our communities will be asked to **sign in upon arrival**, in the event that information is needed to conduct contact tracing.

SOCIAL DISTANCING



Our open coworking areas have been **reconfigured to encourage social distancing** among coworking members. This effort has included the removal of furniture and seating to enforce spacing of six or more feet apart.

VIDEO CONFERENCING



In recognition of the fact physical meetings may not be preferable in some instances, additional conference rooms have been equipped with **video conferencing technology** to encourage virtual meetings while in the space.



Our communities are serviced by **fiber internet connections** with dedicated backup systems that will ensure high quality videoconferencing capabilities.

CLEANING PROCEDURES

Aurelius Coworks has completely rethought how we go about ensuring the cleanliness of our workspaces, and made significant investments in new services and supplies that have proven effective in fighting the virus.

- » Aurelius Coworks has partnered with **Cintas**, a nationally recognized supplier of cleaning supplies and disinfectant, to supply the highest quality products for our communities. Cintas products can be found in the common areas, kitchens and restrooms of all our locations.
- » Community crew members perform **hourly wipe downs** of all high-traffic areas of the space such as the front door and entryway, stair railings and elevator buttons, coffee bar and kitchen areas.
- » A **deep clean of the space** takes place every weekday evening by a team of professional cleaning staff from **New York State Industries for the Disabled**, including trash removal of the private office suites.
- » Conference rooms and open areas are equipped with **disinfectant wipes** for members to use after using shared workspaces or seats and desks throughout the spaces.
- » **Touch-free sinks, dispensers and kickplates** have been added to minimize the number of surfaces touched while in the kitchen areas and restrooms in our spaces.
- » Where possible, Aurelius Coworks has installed **MERV-13 air filters** in our spaces – the same kind of enhanced filtration that the State of New York has required of some large gathering spaces like malls. Additionally, we are employing **portable HEPA air filters** throughout our communities during off hours.

Our Partners



COMMUNITY IS WHAT WE DO

Even during these changing and uncertain times, Aurelius Coworks remains focused on providing an inclusive, inspiring and engaging community atmosphere to our members. While in-person events remain on hold until 2021, we keep our members engaged through personal communications, virtual programming and a community-wide Slack channel.

Our communities play an integral role in the downtowns where they are located – and so we share stories, updates and relevant news items with our members to keep them informed on what's going on in the neighborhood.

We are consistently working to improve the overall experience in each of our Aurelius Coworks communities and strive for one hundred percent satisfaction from our coworking members and private office suites.



AURELIUS COWORKS
COMMUNITIES INCLUDE



TROY, NY



ALBANY, NY



PROVIDENCE, RI