

**SOCIAL DISTANCING PROTOCOL**  
**Werqwise**  
**149 New Montgomery Street, San Francisco, CA 94105**

- Copies of this protocol have been distributed to all Members and Werqwise Employees and are posted in the Werqwise entrance lobbies on all floors
- Members or Visitors should not enter the Werqwise community if they are unwell
- Anyone entering the location will have their temperature read on arrival and enter through the automatic turnstile
- Face coverings should be worn in accordance current state and county regulations
- As required a notice has been posted in the main entrance to the building with Directions for employees, Visitors and Members
- The lobby floor is marked with decals to ensure six feet distance if there is more than one person waiting for elevators in the lobby
- When taking the elevator please ensure six feet distance requirements are complied with
- Anyone entering Werqwise should wash or sanitize their hands as soon as they enter
- Soap and water for frequent handwashing is available in the kitchens and rest rooms on floors 3, 4, 5 and 6
- Hand sanitizing machines are available in the street level main lobby of the building, at the entrances to all Werqwise floors, in the kitchens and near communal facilities, such as phone rooms. All machines are signposted on all floors
- Hand towel dispensers have been installed near one of the hand sanitizing machines on each floor. With added sanitizer from the sanitizing machines, these can be used should you wish to disinfect any surface (eg: phone booths, meeting rooms etc)
- Six-foot distancing indicators are installed in all communal areas to make it easier for everyone to make wise choices when working in, using or waiting to use the facilities
- All high touch areas are disinfected every 2 hours during the working day. All communal door handles, elevator buttons and screens such as printers, are fitted with continually self-sanitizing coverings and are regularly cleaned
- Members should limit potential contact between other community members by adhering to social distancing
- Mail and parcels will be delivered to each Member's office. Any member attending the 4<sup>th</sup> floor to collect mail or parcels must comply with social distancing recommendations
- There will be times when it is not possible to stay six feet away from other people. In those instances, please try and ensure that this momentary and really if only necessary
- You can contact the following person with any questions or comments about this protocol:

Name: Richard Evans

Phone Number: 415 520 3270