

ANDCO:
PRESS RESET



WORK BETTER

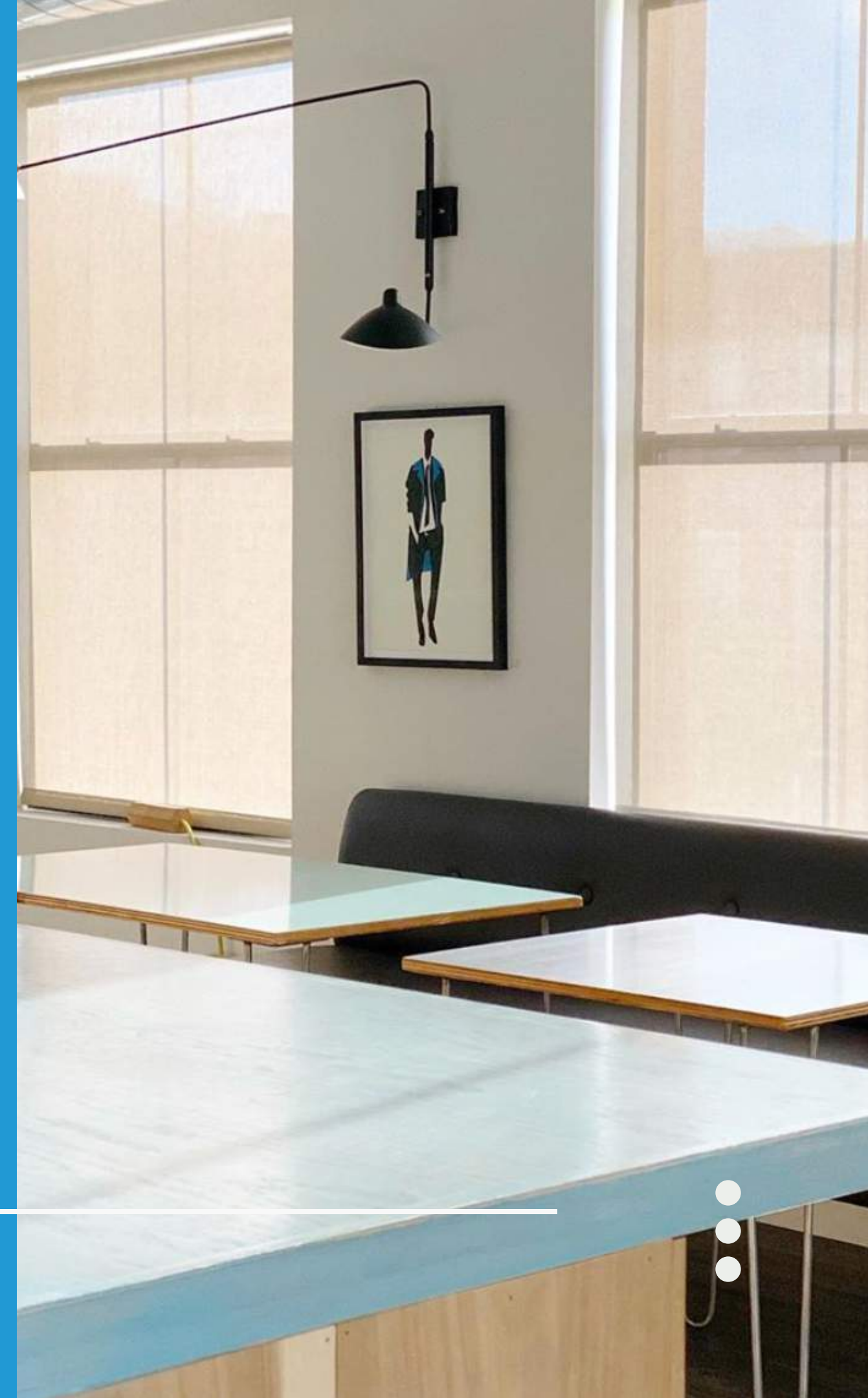


A guide for safely re-entering our workspace.

PRESS RESET

FINDING A NEW WORK RHYTHM

- 01 We Are Here for You
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- 05 New Sign-In Procedure
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WE CARE ABOUT YOU

BETTER TOGETHER.

Together we are facing strange times as a result of COVID-19, causing us to adjust the way we work and live.

We have made updates within our physical space and daily operations to uphold the highest health and safety standards.

We are aware that everyone has a unique pandemic experience, and many may be struggling. Do not hesitate to reach out to our community managers, we are here to offer flexible and creative solutions.



Safety Measures



SQUEAKY CLEAN

Frequent cleaning schedule, sanitation stations and daily professional deep clean.



RESPECT MY SPACE

Updated floor layout applying 6ft social distancing standards.



FACE THE MASKS

Masks are required in all common areas and available to members and guests.



LET IN THE FRESH AIR

We will take advantage of all operable windows. Increased HVAC maintenance schedule.



We've updated our floor layout applying six feet distance between seating, overall reducing lounge and common area capacity.



TOUCHLESS SOLUTIONS

All restrooms are equipped with automatic faucets and hands free door openers.



SANITIZATION STATIONS

Wall mounted sanitizer stations in all high-touchpoint areas. *Use them for your hands and to wipe down your work area.*





PPE

Masks are required in all common areas,
and will be available for free to members
and guests.



PERSONAL SPACE



The addition of desktop partitions in the
library and reserved desk room.

DINING IN

We encourage you to bring your own travel mug, straws and silverware. Sustainable disposable single use plant starch utensils and dinnerware will be provided. Our kitchen is equipped with a commercial grade dishwasher



CONFERENCE ROOMS

A maximum of four people will be allowed to occupy conference rooms.



FRESH AIR



OPERABLE WINDOWS

We have operable windows in all common-areas.

HVAC SYSTEM + UV LIGHT

Our HVAC system is equipped with UV light.

OUTDOOR TERRACE

Our fully furnished terrace allows you to work comfortably in fresh air.

NEW SIGN-IN PROCEDURE



RESERVE AHEAD

Via Nexodus, reserve your seat within the space.



BE MY GUEST

Please make a note if you are bringing a guest.



YOUR VISIT

Upon entering Andco, check-in with a community manager at the front desk to confirm your seat.



WORK BETTER

Focus at ease.



EMBRACE SELF AWARENESS

FACTS

A study published in the Harvard Business Review, for instance found that 95% of those surveyed said they believed they were self aware. Yet just 15% of their colleagues agreed.

YOUR ACTIONS

Remain aware of your actions and how they effect others. Please be sensitive to the fact that everyone will have unique needs and triggers depending on their COVID-19 experience.

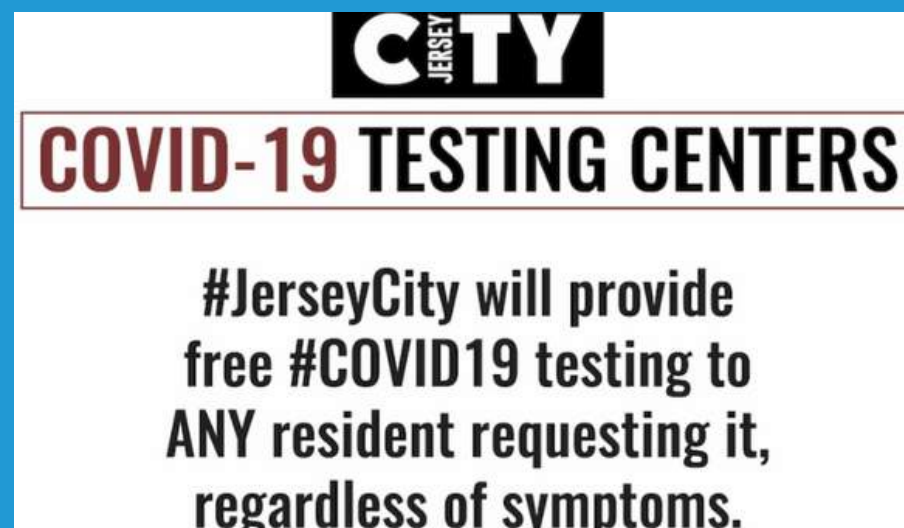


Safety Tips



WELLNESS CHECKS

Community managers will undergo daily wellness checks.



ACCESSIBLE TESTING

If you feel unwell, take care, stay home and get tested.



PERSONAL HYGIENE

Wash your hands with soap frequently!

LOOKING FORWARD

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“And once the storm is over, you won't remember how you made it through, how you managed to survive. You won't even be sure, whether the storm is really over. But one thing is certain. When you come out of the storm, you won't be the same person who walked in.

HARUKI MURAKAMI

NEW JERSEY COVID-19 INFO HUB

<https://covid19.nj.gov/index.html>

CITY OF JERSEY CITY/HEALTH & HUMAN SOURCES / CORONAVIRUS

<https://jerseycitynj.gov/cityhall/health/coronavirus>

CENTERS FOR DISEASE CONTROL AND PREVENTION

[https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?
Sort=Date%3A%3Adesc](https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc)

HELPFUL RESOURCES

STAY INFORMED



OUR TEAM



KIANA CHAN
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EBONY
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