



PREPARED & READY

The impact and effects of COVID-19 continue to affect people across the globe. We are taking all safety and precautionary measures to ensure a healthy and safe workspace is available for all.



Message

from Work EZ

Here at Work ez, we take the safety and wellness of our patrons very seriously. We have implemented an array of safety and preventative measures, to create a safe and clean environment. Our workspaces have undergone a complete anti-bacterial treatment. As a result we ensure a safe and hygienic workspace.

We are closely and carefully following the guidelines put forward by global health authorities and ensuring that the actions we take are both comprehensive and relevant.

Through this document, we wish to inform you about the many measures we are taking, to ensure the safety of everyone as we navigate through this new normalcy.



Sanitized workspace and distancing

Our offices are marked for social distancing, Seating arrangements, common areas, corridors, cafeteria, washrooms etc. are also marked to avoid crowding or grouping together.

Please follow these steps to keep yourself and others safe.



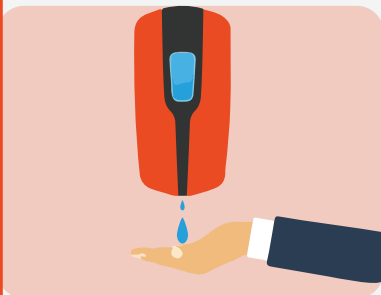
MASK:

When in the workspace, masks are to be worn by the people. Masks are also available on-demand with the community team.



LIFTS:

Lifts cannot have more than 2-3 people in them at any given time. When inside the lift, please maintain a distance of 2 feet between people and avoid grouping. If the elevator is full, it is safer to wait for the next lift or take the stairs as an alternative



SANITIZER STATION:

Sanitize your hands before entering or leaving the workspace area.



TEMPERATURE CHECKING:

Temperature checks will be done at all entry points of the office, using an infrared thermometer. Anyone exhibiting symptoms like a fever or cold will not be allowed entry. They will need to first go for a medical consultation. In case you are having a cold, cough or fever, please self-isolate.



BIOMETRIC SYSTEMS:

All biometric devices will be disabled. In its place, we will be providing alternate ways for logging in the attendance.



MEETING ROOMS:

Only a limited number of people can be inside a meeting room. We will evaluate essential visitor and conduct online meetings in order to limit any exposure.



SEATING ARRANGEMENT:

Ensure buffer seating between coworkers at all times.



AWARENESS POSTER:

we will strategically place awareness posters throughout the facility to remind people to wash hands regularly and practice social distancing.

WASHROOMS: Follow the stickers and mark ups placed in the washrooms. Avoid grouping together in the washrooms.

OFFICE DOORS: Doors will remain open, in order to prevent contact with door knobs and handles.

CAFETERIA: The cafeteria will be open for three hours during lunchtime. Follow staggered lunch and break timings in the break rooms and pantry. Our team will provide a roster sheet for lunch timings. During tea time or snacks, avoid long queues and big groups.

MEDICAL AID: A list of hospital centers and clinics near our locations that are authorized to treat COVID-19 cases have been identified and are made available at the front desk. Additionally, in-house medical aid will also be available through the applicable centers. There is also an isolation room made in all our locations.



Workplace safety – Preventative measures

SANITIZATION

Our cleaning staff will disinfect all surfaces such as metal, steel, handles, glass doors, restrooms, floors, furniture and phones using Virex II 256, a one-step quaternary-based disinfectant cleaner concentrate, which meets the OSHA bloodborne pathogen standards.

FUMIGATION AND DEEP CLEAN

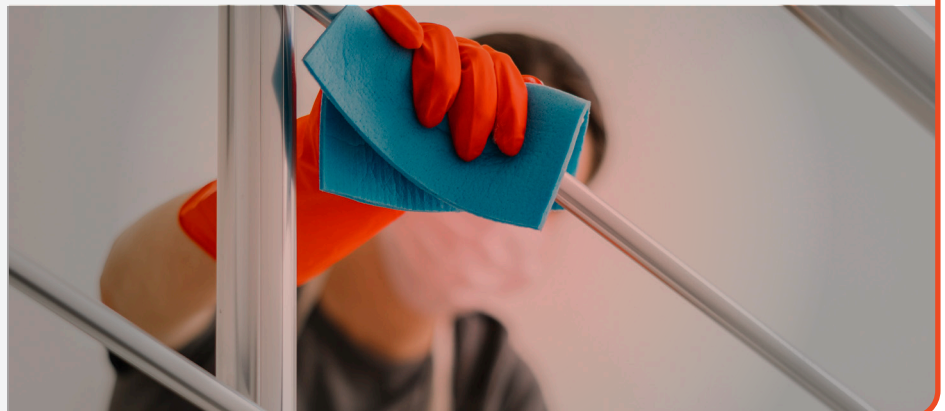
We will carry out a deep cleaning and fumigation daily in areas such as the lift, parking area, lobby, rooftop, mechanical rooms, machines and pantry. The cleaning process will be done by a team of experts.

TRAINING HOUSEKEEPING

The cleaning staff and security personnel are trained and made aware of all the required precautions to be taken during this period. Our team will also use the necessary equipment to mitigate any risk.

AIR

Our HVAC systems are capable of temperature control, greater ventilation and better air quality.





Redefining Managed Workspaces



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