



## Health and Safety Guidelines

### ✓ Physical Distancing

- Please remember to keep 6' apart from one another.
- Please follow the arrows so we can ensure minimal person-to-person contact.
- We are employing physical distancing measures in our common area space by reducing the number of seating available.

### ✓ Frequent Hand Hygiene

- We have installed hand sanitizers at key areas in the workplace for your safety.
- There are hand washing facilities located in each washroom on the main floor and second floor areas.

### ✓ Barriers

- We have plexiglass barriers for meetings to minimize the spread of air droplets.

### ✓ Frequent Cleaning

- We have increased the frequency of cleaning throughout the day. Focusing on high touchpoint areas, surface, and workspace cleaning to meet public health and safety regulations.
- We have implemented posted documentation of the last time each room was cleaned in all private meeting rooms.

During COVID-19, Uptown will be offering a “special COVID-19 membership” that includes unlimited use of private office space 9am to 5pm, Monday to Friday. To ensure we deliver on our promise, we are limiting the number of COVID-19 memberships offered.

For a limited time, Uptown will be offering this flexible office space membership (COVID-19 membership) for \$300 monthly plus tax. If you are interested in learning more about this offer, please do not hesitate to contact me directly at 289-439-5557.

Uptown is actively following developments of COVID-19 by closely monitoring updates from public health and government agencies. As the pandemic continues to impact our daily life, our emphasis remains on the health and well-being of Members and employees. Our highest priority is to help you continue your business in a safe environment.

We have taken numerous precautions to keep our Members and employees safe. We have outfitted our premises to include:

- Installed hand sanitizer stations at all entry points to ensure all visitors sanitize their hands before entering the building.
- We are providing plexiglass shields for meetings.
- We have increased the frequency of our cleaning; added deeper cleanings throughout every area of the building and focusing on high touchpoints.
- All staff are required to wear masks during client interactions and inside common areas.
- We are asking our Members and guests to consider wearing masks in common areas as an act of kindness and a way to improve safety for all parties.
- We have taken the principles of physical distancing and adapted them to our workplace. This includes how people move around our Centre. We have provided clear signage and protocols to ensure minimal person-to-person contact.
- We have spaced seating to allow for physical distancing.
- We have health and safety guidelines posted in every room.
- Meeting room safety protocol that includes sanitizing the room after every meeting, spaced seating, and the use of plexiglass shields.

We will continue to monitor the situation and modify and update safety measures, business protocols to ensure we adhere to public health recommendations.

We are committed to the success of your business.

Sandy Alfonsi

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