



Preparedness for **COVID 19**

Safety Measures at Quest Coworks

- ① Center Hygiene Guidelines
- ② Adherence to Govt Guidelines
- ③ Disinfection and Deep Cleaning Services
- ④ Access Protocol
- ⑤ Social Distancing
- ⑥ Visual Signages
- ⑦ Food and Beverage

Center Hygiene Guidelines

All common areas and touch point areas are being sanitized on regular intervals with Dettol disinfectant and Divery Virex II 256

- Security Desk
- Reception
- Pantry area
- Washroom
- Meeting room
- Training room
- Cafeteria
- Breakout Area
- Sunlight Area
- Collaborative area
- Lounge area
- Glass door handle
- All entrance door handle knobs



Guidelines

Adherence to Govt Guidelines

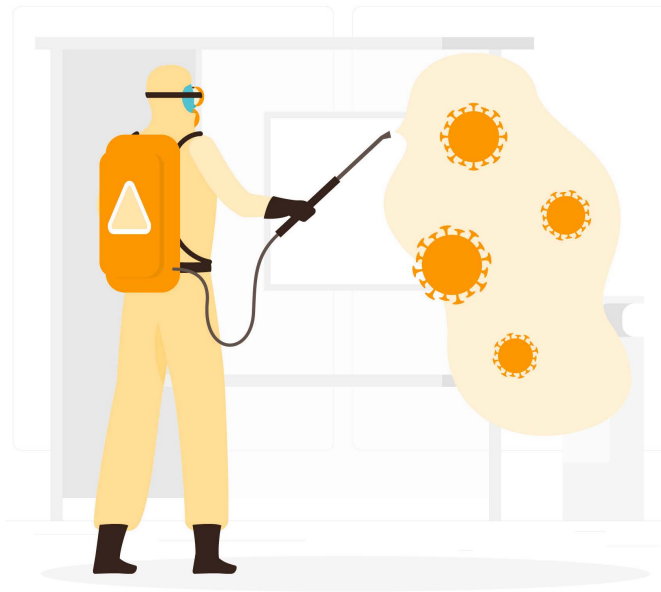
It is mandatory to download
The **Aarogya Setu** app.
Do the Self assessment and
encourage everyone around
you also to use it for its
effectiveness.



Aarogya Setu

Disinfection and Deep Cleaning Services

All private cabins & will be thoroughly cleaned before every shift which includes a disinfecting wipe down of all workstations.



We are using **Taski Virex II 256 disinfectant** for all surfaces, which is an EPA and FDA certified, healthcare grade disinfectant.

Disinfection

Regular maintenance of our **VRV AC units** for clean and hygienic air circulation in the office.



Deepcleaning &
Maintenance
frequency increased to
weekly (weekends)

Access Protocol

- Infrared thermal scanning of individual's body temperature before entering in Quest facility
- Mask is mandatory at all time. We request to arrange your own masks
- Contactless entry and exit system
- Contactless registration for visitor management
- Wearing your ID card is recommended, if you wish to be recognized behind the mask

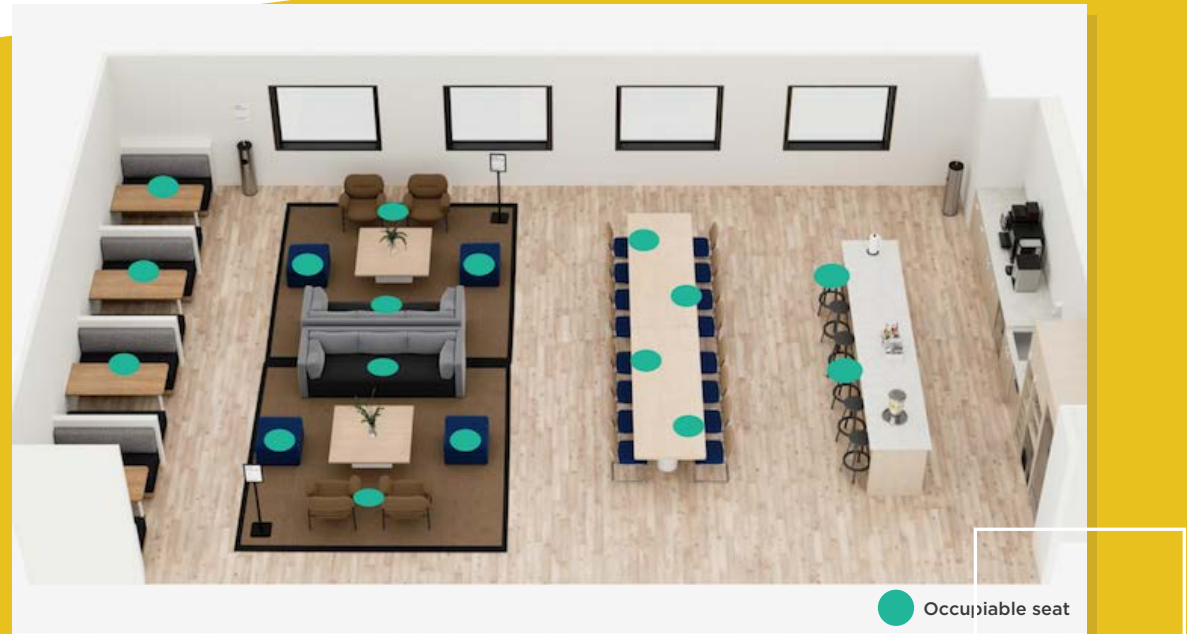


Access protocol

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- Food and package delivery will be restricted to the security desk at the end
 - A list of authorized hospitals for COVID-19 treatment will be available with the community team

Social Distancing

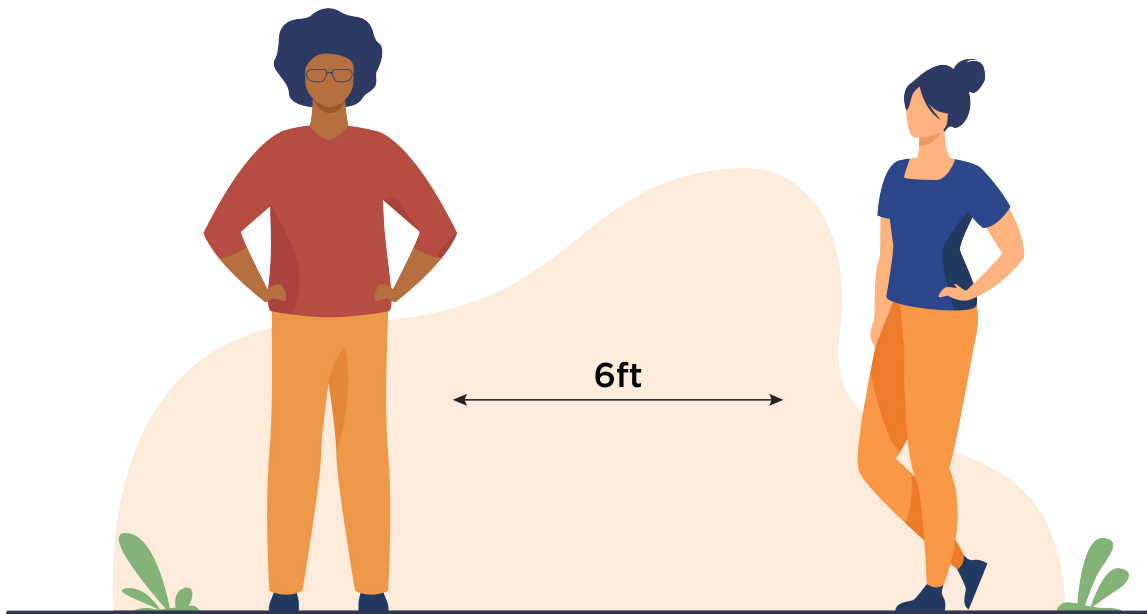
- Substantial distance between seating in all common areas
- Avoid public gatherings in common areas & outside office premises
- Avoid person-to-person contact including handshakes and hugs
- Use staircase and avoid elevators as much as possible
- Meeting rooms to half capacity
- Avoid cafeterias. Eat lunch at your desks
- Common amenities like gym and pool will be temporarily closed
- Follow floor markers in areas like elevators, turnstiles and pantries



6-feet distance

Visual Signages

Following signages will be placed at designated locations across the facility:



- 6 feet distancing.
- Reminder to Sanitize.
- Cough / sneeze protocol.
- Wash your Hands.
- Sick at work policy.
- Wellness Message

Food & Beverage

- Coffee machines and water dispensers will be operational. Touch button type dispensers will be sanitized every 30 mins, whereas other machine surfaces will be sanitized every hour.
- The pantry will be available in the recommended Personal Protective Equipment (PPE) as per said guidelines.

Please note

1

We will be monitoring the situation closely and may need to implement more stringent measures or modify the existing protocols based on the prevailing risk levels, government directions and international best practices

2

If a member finds a suspected or confirmed COVID-19 case within their organization, the primary member must notify the Quest operations team.

Our center
will be operational
from

8th

June 2020

1) Due to lack of public transport, we are offering FREE car parking till **30th June 2020** for all our members who plan to come by their own vehicles to the facility.

2) As per the government regulations, only 10% of the total work force is permissible in the office premises. We are ready to accommodate more members but prior intimation.



Bangalore | Mumbai