



# Maintaining a comfortable, healthy workplace

Solutions for safely navigating COVID-19

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# Moving forward, together

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As we think about what the future of the workplace looks like, we recognize that we are part of a larger community of organizations, cities, and individuals taking immediate necessary steps to care for our wellbeing.

While distancing may be part of our new normal, collaboration and connection remain more important than ever—and having a safe place to do that is essential. We want our members to know that they can make WeWork part of their day and still feel comfortable being with friends and family outside of work.

That's why we're enhancing our spaces and services to protect the wellbeing of our global communities—ensuring that members can continue working in a safe, healthy work environment.



# Preparing for a new work environment

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We are approaching space and services updates to maintain hygiene safety and physical distancing best practices in three ways:



## Prioritizing personal space

By modifying shared spaces with staggered seating and buffer zones, teams can continue to operate in the workplace while still maintaining a healthy physical distance from colleagues and fellow members.



## Increased sanitization

We've implemented heightened cleaning measures to ensure the health and wellbeing of our members. We are disinfecting common areas more frequently and are providing complimentary sanitization products in our spaces.



## House rules for health

New cleaning standards and capacity protocols will be reinforced with strategically-placed signage and wayfinding—friendly reminders to members and guests that the wellbeing of our community depends on all of us to do our part.



# Our enhanced standards

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## Maintaining and enhancing our cleaning measures

Across all WeWork buildings, our members can expect heightened cleaning and hygiene standards that align with guidance provided by the CDC, WHO, and local health organizations.

This includes:

- \_ Increased frequency and scope of daytime cleaning and sanitization
- \_ Expanded availability of hand sanitizer, sanitizing wipes, alcohol sprays, and gels throughout the building
- \_ Provision of masks, gloves, and other protective equipment to Community teams and members
- \_ Installation of touch-free soap dispensers in all restrooms and pantries
- \_ Reduced touchpoints in pantries and expanded offerings of single-use cutlery, dairy products, and condiments



Touch-free soap dispensers



Wipe stations



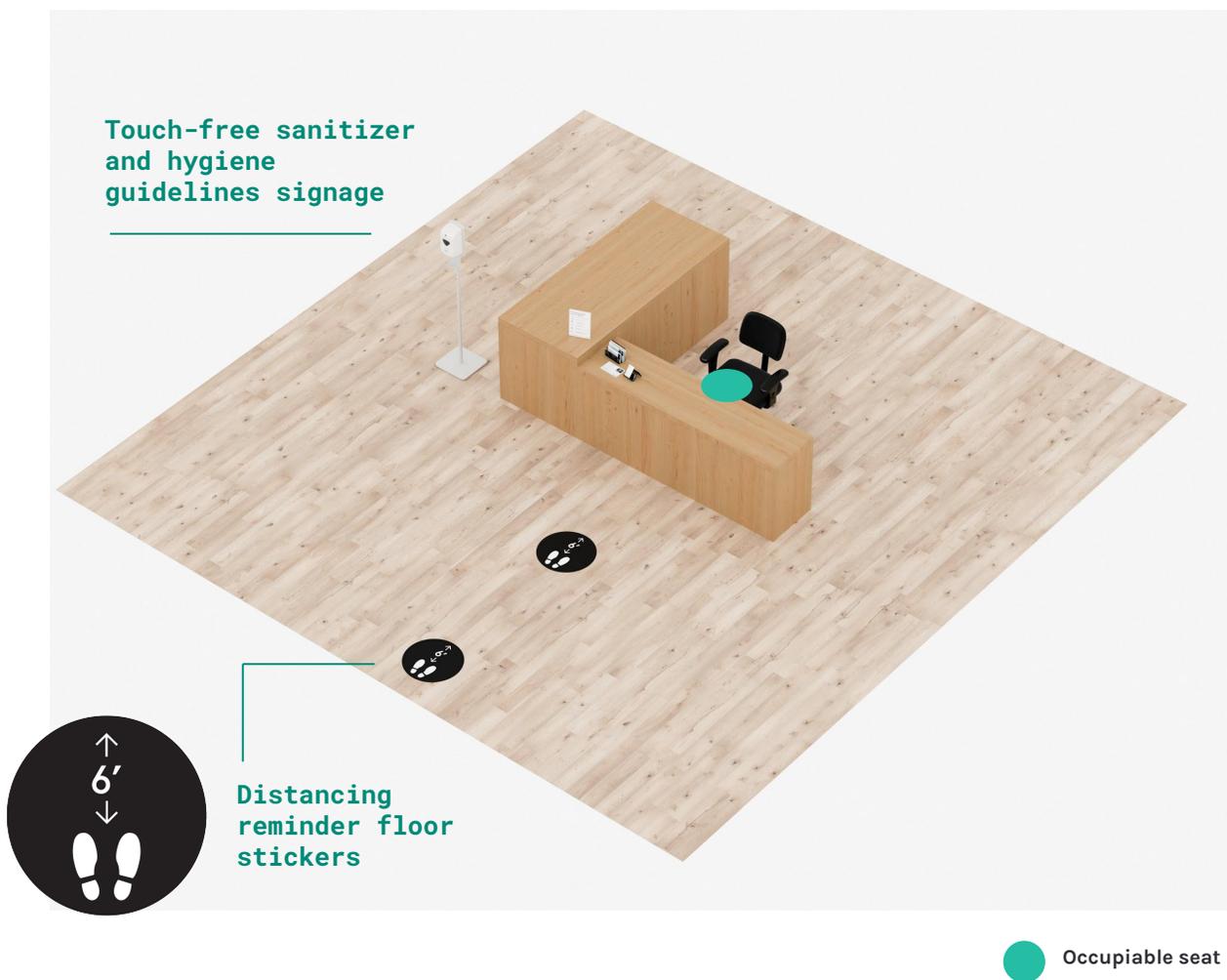
# Elevator lobbies

The first entry point into our spaces, elevator lobbies will have clear signage and communications to emphasize the importance of distancing, hygiene, and sanitation—reminding members and guests that we all have an important role in ensuring the wellbeing of our communities. Additionally, touch-free hand sanitizer dispensers will be placed in all entrances.



# Community desks

Community desks, which serve as primary reception areas, are high traffic spaces that act as help desks for members when they need to speak to the Community team. To prevent overcrowding, floor stickers will indicate 6' distances, reinforcing distancing guidelines. Touch-free hand sanitizer stations will also be located nearby.



# Lounges

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As communal focal points, we're taking steps to maintain the collaborative energy in our lounges while still giving members comfortable space to work.

Capacity will be modified with seat-to-seat distancing—reducing occupancy (i.e., a four-person seating arrangement becomes a one to two-person setup). These modified capacity norms will also be reinforced with signage.

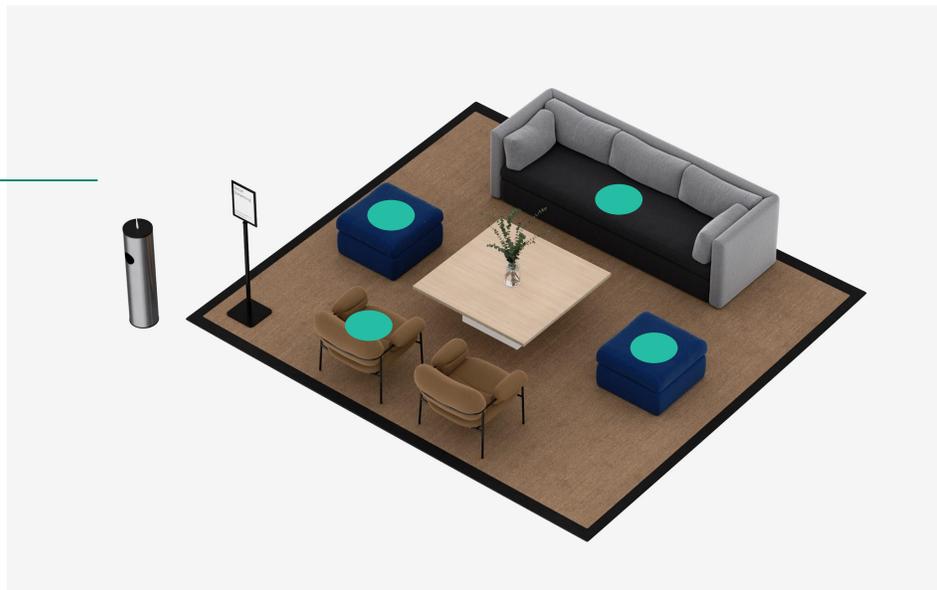


 Occupiable seat

# Lounge settings

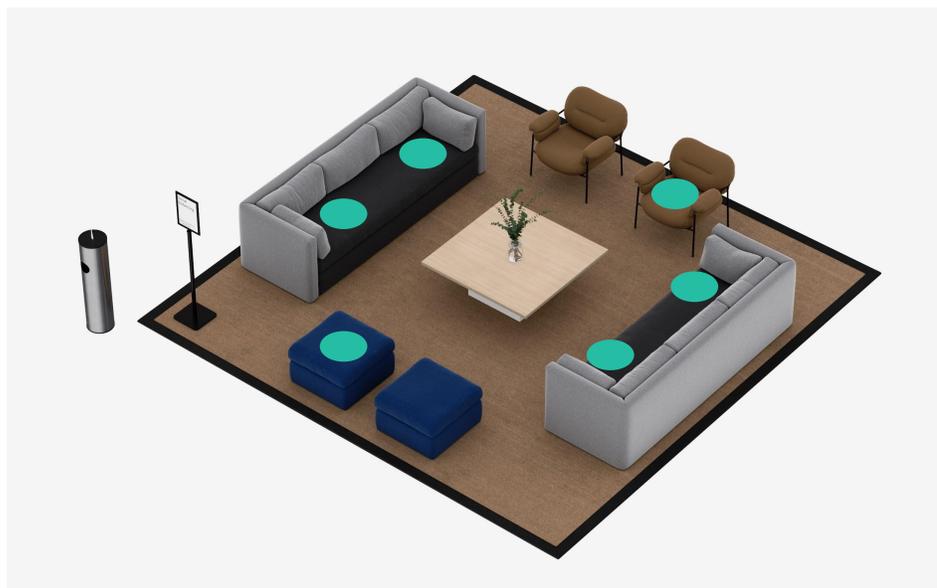
A large part of our efforts to de-densify our spaces is grounded in education and engagement. Visual guides will be created for Community teams so that they can identify the appropriate seating and number of people in a lounge. Additionally, “house rules for health” signage will help guide members and guests as to how to safely seat themselves.

Wipe dispenser and hygiene guidelines signage at center of lounge locations



Current: 6P  
Future: 4P

● Occupiable seat

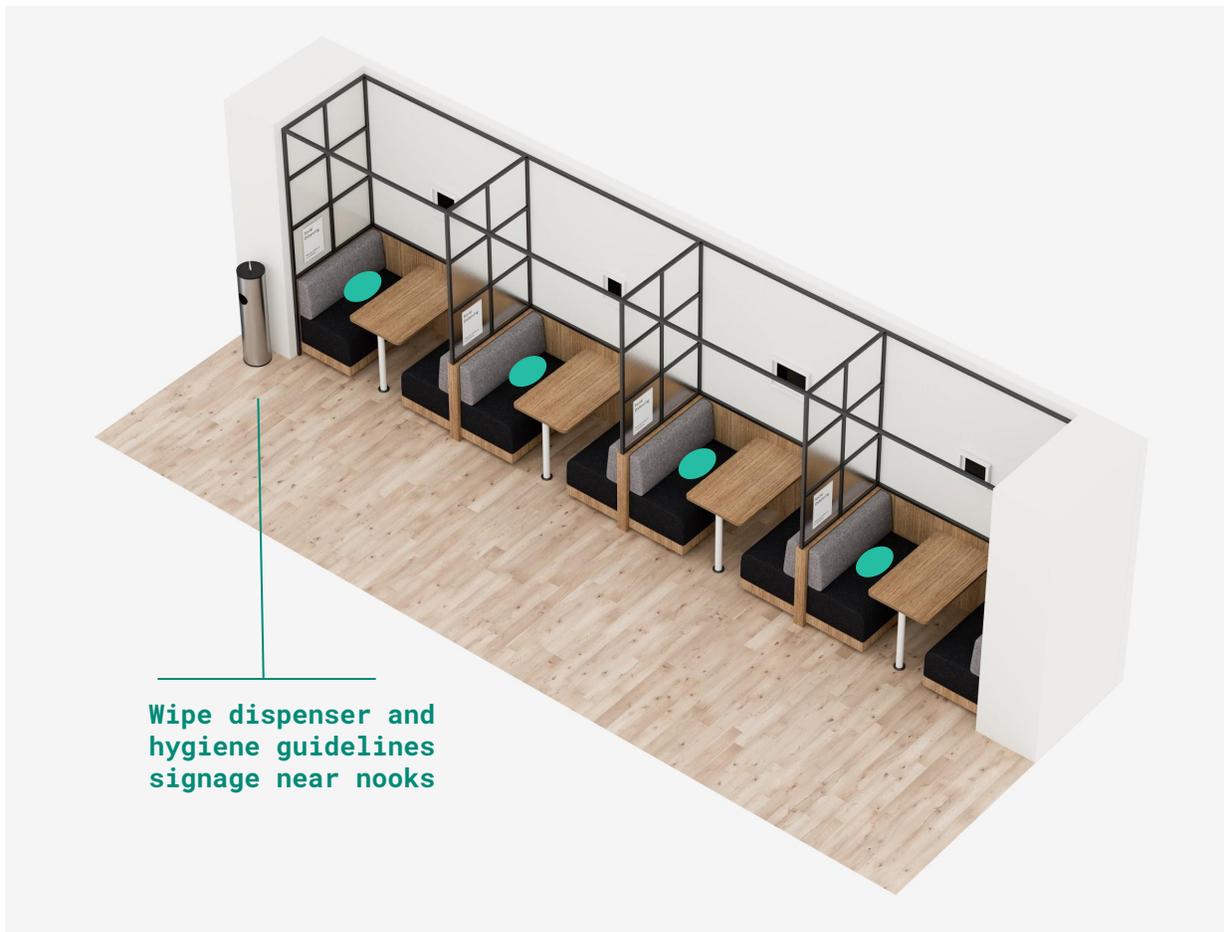


Current: 10P  
Future: 6P

# Work nooks

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Originally designed for close collaboration, nook capacity will be limited to one person per booth. As a shared workspace, wipe dispensers will be placed nearby so that members can clean surfaces before and after use. Nearby signage will act as friendly reminders of new capacity and hygiene standards.

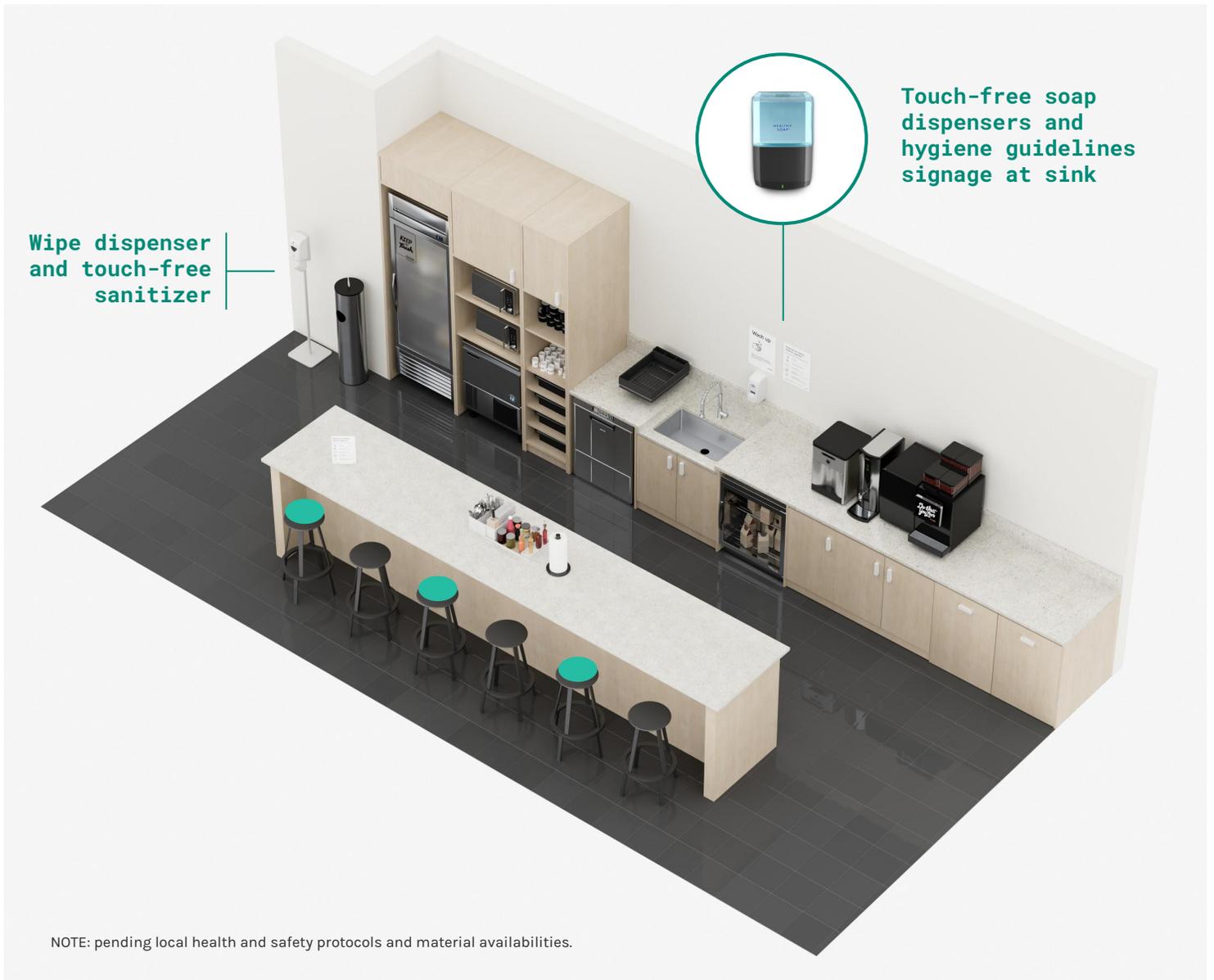


Wipe dispenser and hygiene guidelines signage near nooks

 Occupiable seat

# Pantries

We are adapting pantry standards to meet health and safety needs, including updates to our appliances and food and beverage program. Pantries will include “light touch” solutions such as disposable cups and silverware, touch-free soap dispensers and wipe dispensers, and seating will be modified to reduce capacity and heavy foot traffic.



# Print stations

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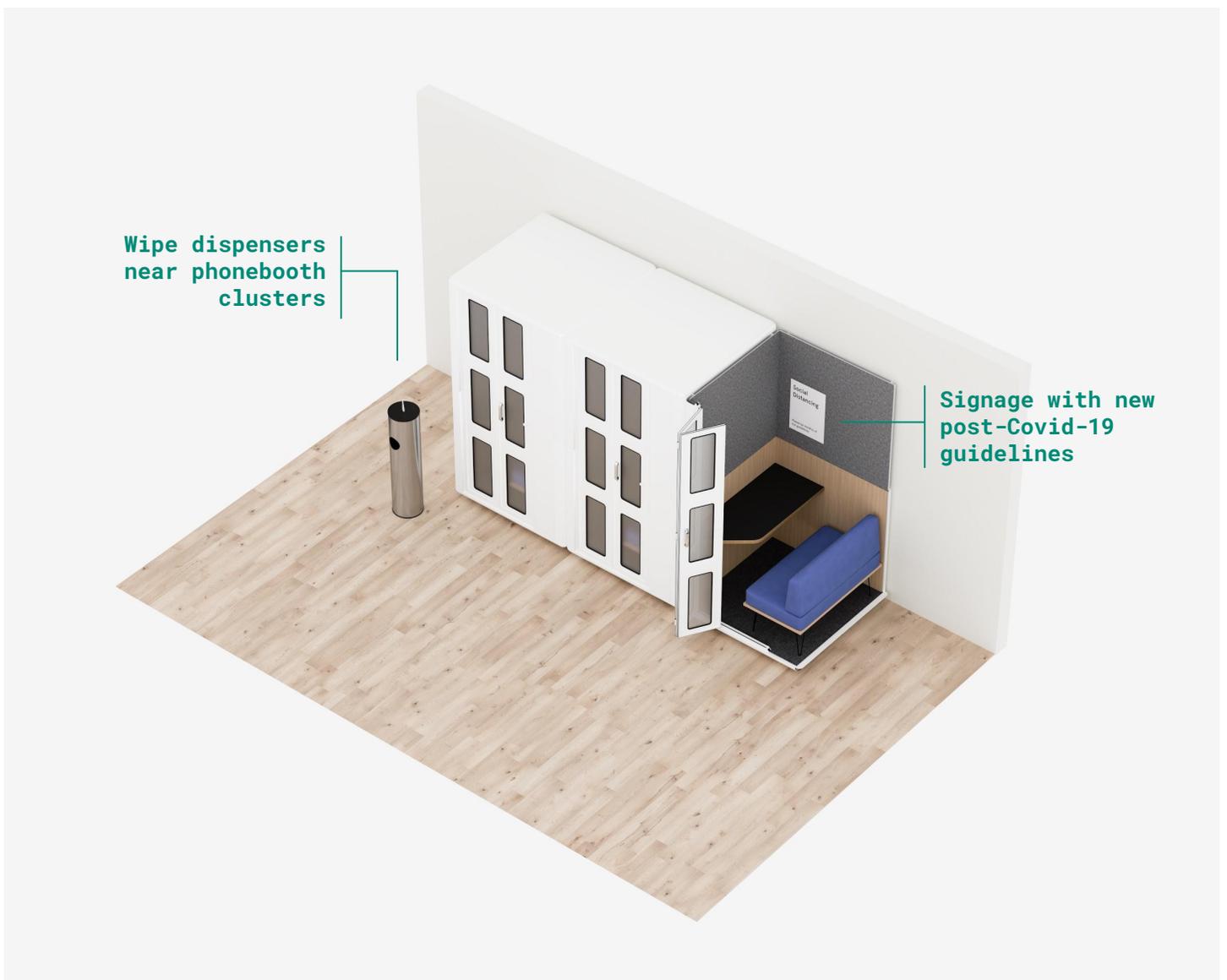
From paper to office supplies, the print station is a space used by all members. To maintain the cleanliness of this “high touch” space, wipe dispensers, hand sanitizer, and hygiene signage will be placed at every print station.



# Phone booths

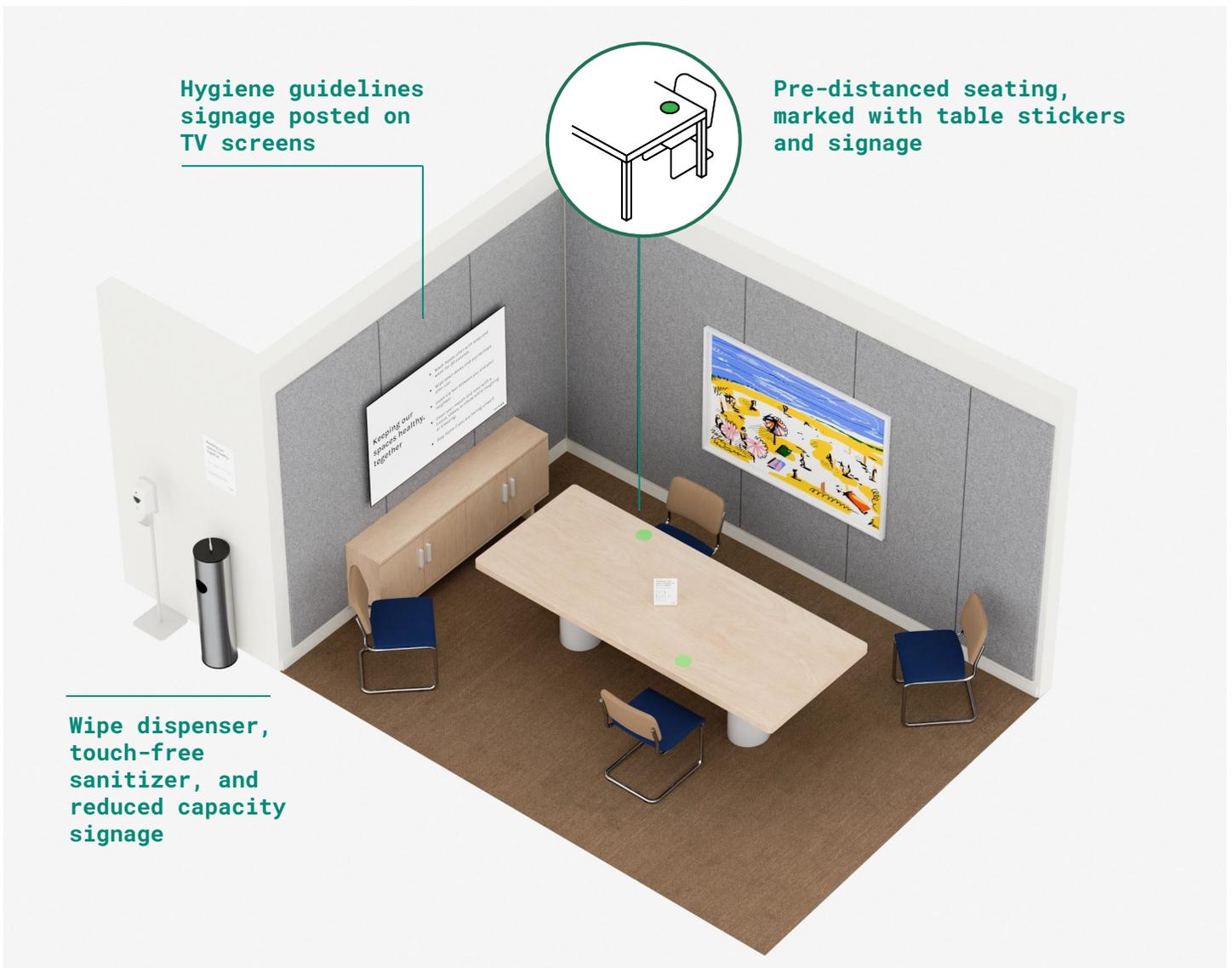
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We are making our phone booths safer and more comfortable. Routine cleanings will take place frequently throughout the day and wipe dispensers will be placed nearby, allowing members to clean surfaces before and after use. Additionally, signage will be placed in phone booths encouraging good hygiene and “house rules.”



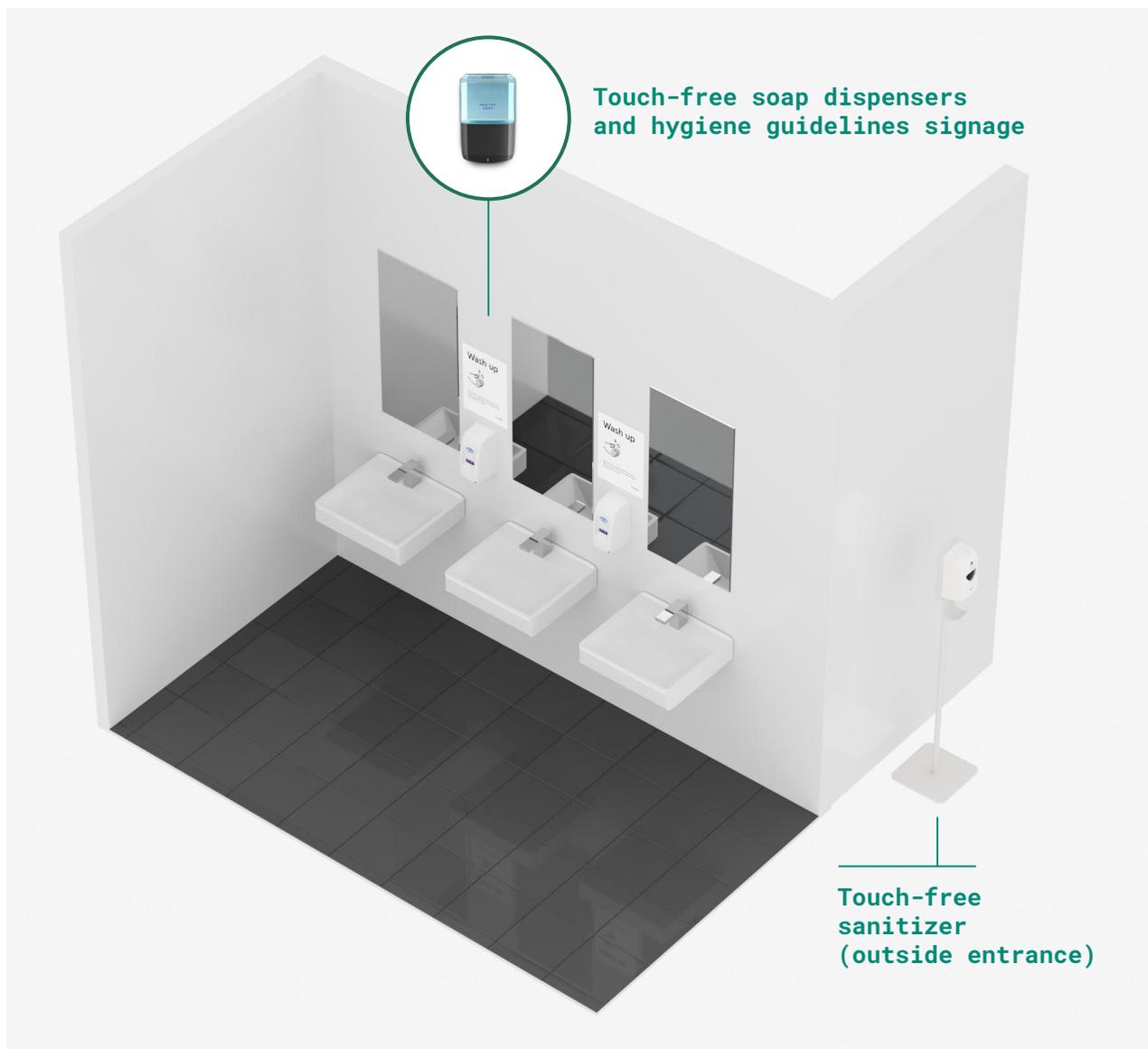
# Meeting rooms

As shared, collaborative spaces, meeting rooms are being enhanced so that members can connect with each other comfortably. New capacity guidelines will be posted at entrances and recommended seating arrangements will be placed on tabletops. Additionally, “house rules” will be displayed on TV monitors and wipe and sanitizer dispensers will be located nearby.



# Restrooms

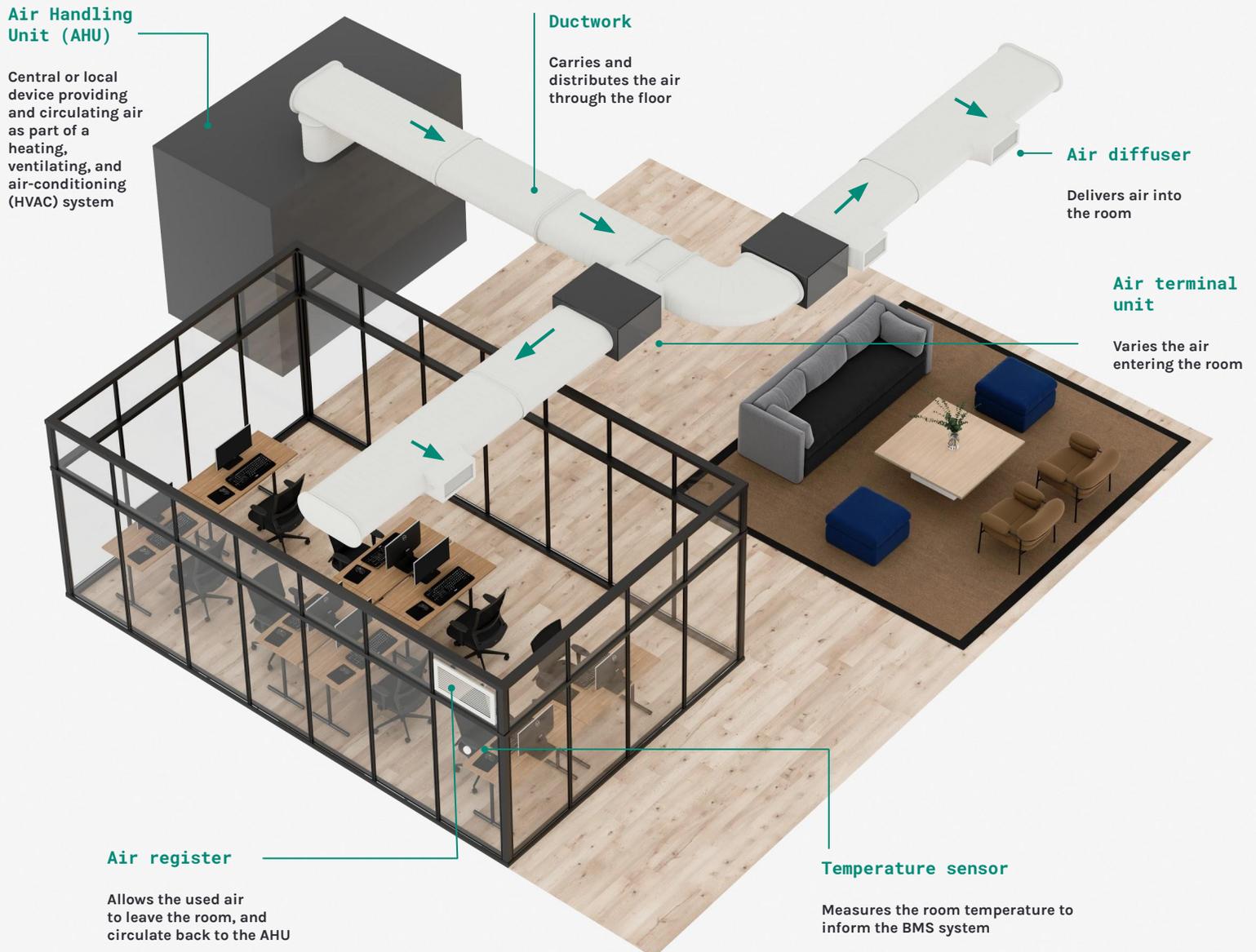
As with all our spaces, restrooms will undergo more frequent and regimented cleanings throughout the day. To cut down on “high touch” exposure, touch-free soap dispensers will be installed at every other sink fixture and 20-second hand washing signage will remind members that soap and water go a long way in fighting COVID-19.



# Overview of the HVAC system

## HVAC & air quality

With consultancy from industry-leading engineering partners, WeWork is taking immediate steps to protect members with the maximum achievable delivery of fresh, clean air to all our spaces.



# A future built on your wellbeing

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As we navigate the evolving realities of COVID-19, we are looking ahead to what the future of the workplace holds for all of us. Our teams are working tirelessly to ensure that whatever comes next that we'll be ready for it, together.

Above all else, we are committed to making sure that all our members experience work with peace of mind to focus on what matters most.

That's our promise to you.

**We'll see you at work.**

