



COVID-19
RESPONSE GUIDE
YOUR BUSINESS & SAFETY FIRST

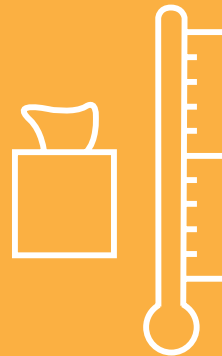
SAFETY MEASURES



AVOID TOUCHING
YOUR FACE



ALWAYS A MASK



STAY HOME IF SICK



STAY six FEET APART

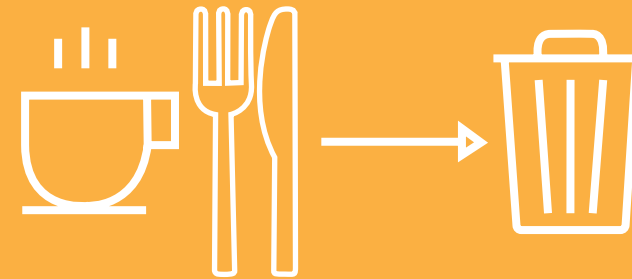


SANITIZE AFTER
HANDLING MAIL

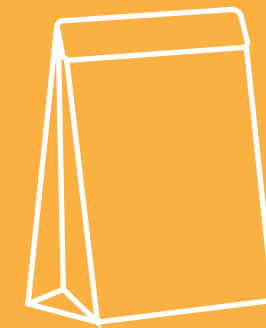


WASH HANDS FOR 20
SECONDS

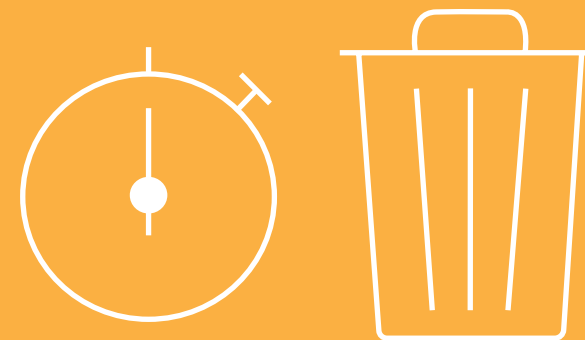
CAFE PROTOCOL



DISPOSABLE ITEMS
ONLY



PLEASE BAG ALL ITEMS



ALL DISPOSED
FRIDAY AT 4PM

COVID-19 SIX FEET SAFE Protocols Summary

Your Business And Safety Is Our First Priority.

As we follow the developing environment around Coronavirus (COVID-19), we have policies in place to help prevent the spread of the virus and limit the impact on our Questers and our centers' community.

Following recommendations from the World Health Organization (WHO) and Centers for Disease Control (CDC) we are implementing the following enhanced health and safety policies.

SOCIAL DISTANCING: Signage is posted at the elevators, lobbies, cafes and restrooms to encourage Questers and guests to avoid congregating in our common spaces. Meeting rooms, lobbies and other common areas provide seating based on the six-foot distancing guidelines.

HYGIENE: Masks and disposable gloves are available at your request. We ask that everyone follow these important guidelines about hygiene:

- Wash your hands frequently
- Use your arm or sleeve when coughing or sneezing, not your hands, and use hand sanitizer regularly.
- Please dispose of tissues immediately and wash hands or use sanitizer any time you have used tissues.
- Refrain from touching your nose or mouth. If you do, please wash your hands afterwards.

CLEANING: We have enhanced cleaning procedures in place to protect our team members, our Questers and our guests. These include:

- Cleaning shared surfaces regularly with disinfectant.
- Providing hand sanitizer and anti-bacterial wipes.
- Asking our Questers and their guests to help sanitize common surfaces that you have used.

CAFÉ: We continue to provide complimentary coffee, tea & water in our cafes. To ensure a clean environment, we do not provide any reusable utensils, dishes or drink-ware. Disposable paper and plastic items are available for your use. In addition, single-use, individually wrapped condiments are available for your beverages.

- Signage is posted to limit the number of individuals in the café at one time to conform with social distancing guidelines.

IF YOU ARE SICK: For the safety of our team and the Quest community, we ask anyone who is displaying even mild flu-like symptoms - including fever, cough and cold - to stay home. Not only is this common courtesy, it will help you recover more quickly and keep your immune system strong. **Please notify our staff if you are diagnosed with COVID-19 and have used our space in the past 30 days.**

QUEST WORKSPACES WILL CONTINUE TO UPDATE PRACTICES BASED ON NATIONAL AND LOCAL GUIDELINES AND DEVELOPMENTS. WE'LL ALWAYS PUT YOUR BUSINESS AND YOUR SAFETY FIRST.

