



Bootstart Workspaces: Safety Protocols



Post-Lockdown Space Protocols



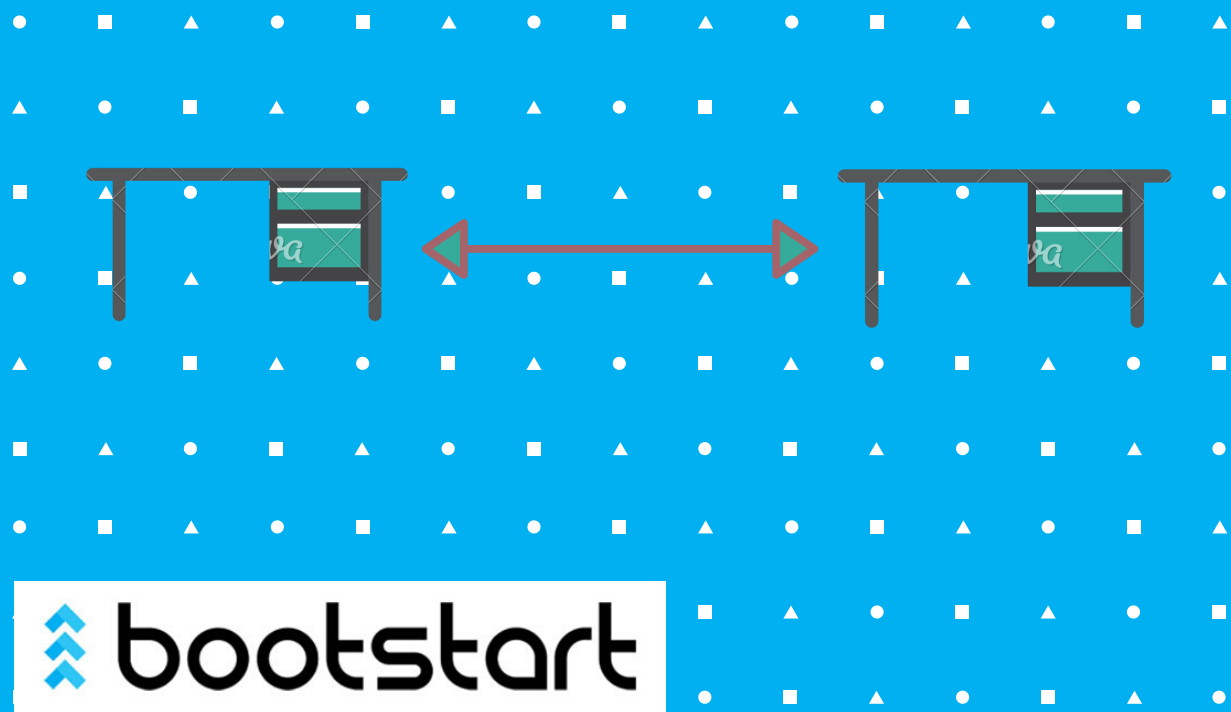
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“Health is above wealth”. Simple precautions, common sense & planning can make a big difference. We are getting prepared now & will not give COVID-19 a single chance to find its way to Bootstart community. We have come up with guidelines that will be followed at our spaces. This is not only for COVID-19 but also to prevent the spread of all the infectious diseases.

- Team Bootstart





 bootstart

Redesigned spaces for social distancing.

- Well-organised workstations.
- The Meeting Room will be seated in alternative seating arrangement.
- The Café & Pantry & common area seating will be halved to maintain sufficient distance.

Pre-opening Preparation



- Staff will be specially trained to accommodate additional cleaning practices.
- Staff will be well equipped with disposable gloves and masks for reuse.
- We will ensure proper safety of the staff.
- Sanitisation and deep cleaning will be done with usage of standard disinfectants.
- Washroom, wash basin, open spaces will be cleaned frequently.
- We will put additional water dispensers to avoid over crowding.
- Hand sanitisers will be placed at Security/Reception Desk, Pantry & Meeting Rooms.
- Social distancing signage will be pasted.
- All surfaces and objects frequently touched by members and employees (desks, tables, telephones, keyboards, basin, taps, etc.) will be regularly wiped with disinfectant.



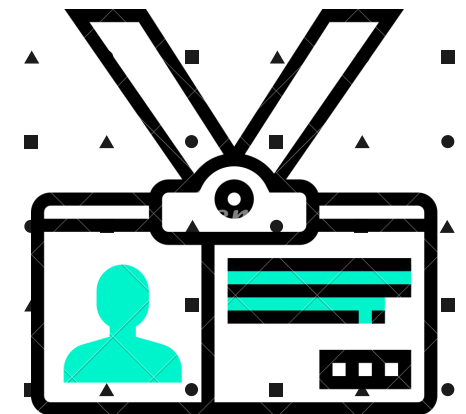
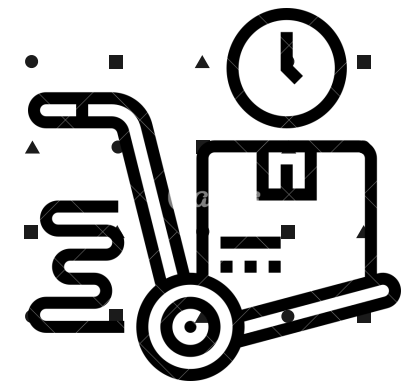
Checklist & Practices

- Anyone with even a mild cough or low-grade fever (37.3 C or more) must stay at home.
- Wearing masks will be mandatory at all premises.
- Space Managers trained to be vigilant and keep an eye out for anyone displaying symptoms.
- We will try to ensure that breaks will be taken in staggered manner to avoid overcrowding
- Touch points – Coffee machine, microwave, water dispenser etc will be sanitised frequently.
- Drugs (paracetamol, acetaminophen, ibuprofen, aspirin), & digital non-contact IR thermometers to selectively control members' temperature will be made available.
- In case a member displays any symptoms, we will have a separate area where the person can stay isolated for some time while waiting for further instructions from local health authorities.



Visitors & Deliveries.

- If only absolutely necessary, deliveries and couriers will be allowed & with prior intimation to the space manager.
- No courier person will be allowed inside the premises.
- All delivery packages will be subject to sanitisation.
- Food delivery should be avoided as much as possible.
- Visitors will be allowed only with prior permission of space manager and with the necessary precautions.





We need your support

Please:

- Frequently wash your hands with soap and water for at least 20 seconds
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are ill.
- Cover your mouth and nose with a tissue when you cough or sneeze.
- Do not reuse tissue after coughing, sneezing or blowing your nose.
- Clean and disinfect surfaces that are frequently touched.
- Try to bring your own water bottles.
- Visit Lunch/café areas in staggered timings.
- Avoid shaking hands and greet coworkers & colleagues verbally.
- Arrange home cooked food for few days
- We request big teams to be divided in 2 shifts, preferably with a gap of 1 hour

We believe a sound body and mind are necessary. Hence, we are taking the above steps to ease into the post-lockdown period. This would help us all focus on work with minimum hygiene concerns. Having said that, please note that our team at Bootstart is always just a phone call away. Let's stay Safe and come out of this stronger!



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