

# RETURNING TO WORK IN THE NEW NORMAL



## OUR COMMITMENT TO YOU

At JustCo, community comes first. Your safety and well-being are our foremost priority, even more so during these unprecedented times. In this guide, we will share the stringent safety measures we have put in place at all our centres in preparation for your return to work.

# Promoting a Safe Work Environment

JustCo communal areas have been reconfigured to accommodate staggered seating and increased space. We have also enforced physical distancing and occupancy limits at our hot desking zones, meeting rooms, community desks, study nooks, private phone booths and meeting rooms. JustCo will continue to enforce strict hygiene practices through increased frequency in cleaning and hospital grade sanitization across all centres.

We advise all members and visitors to practise safe distancing at our centres.



## Enhanced Hygiene of our Centres



Increased sanitisation of common surface areas that endure frequent touchpoints such as door handles, communal appliances, pantry counter tops, lift buttons, private phone booths, printing stations, chair armrests and community reception area.



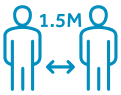
Medical-grade hand sanitisers and disinfectant wipes are placed prominently at the reception counter and pantries for members to use.



Members can engage additional cleaning services for their private office upon request.



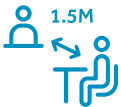
## Social Distancing Rules



All communal areas such as lounges, pantry, water dispenser corners and breakout areas are reconfigured with floor marking indicators to adhere to the 1.5-metre social distancing regulations. Meeting room capacities reduced to accommodate physical distancing and promote the well-being of our members and guests.



Installation of clear and informative signage regarding use of open spaces, hot desks, meeting rooms and office suites in visible areas of our centres.



1.5-metre apart seatings have been incorporated at our hot desks areas to reduce physical interaction, yet provide our members with comfortable spaces to work.



All members must complete a Health & Travel Declaration form via the JustCo app. All centre visitors must check-in at the community reception desk to complete a declaration.

## Keeping Connected

Despite physical distancing being the new norm, our core values of building communities and facilitating connections remain unchanged. As such, we have introduced virtual events, online panel discussions and community networking sessions to keep you connected whilst our onsite events are on hold. A list of upcoming events can be found on the JustCo App.

**The JustCo App is your gateway to keeping you connected to the JustCo community and to support you and your business throughout the new normal.**



### **JustConnect**

Personalise your business profile and reach out to potential partners or other members within our growing regional network to establish new collaboration opportunities.

### **JShop**

Exclusive money-saving perks and benefits for members to enjoy.

### **JustCo Campus**

An all-access pass to the skills, resources and network for executives, entrepreneurs and creative professionals to get ahead and level up.

# Adapting to the New Way of Work with JustCo

As we adapt to our new normal, JustCo is committed to ensuring the transition back to the office is smooth and stress-free for your whole team by providing a safe work environment and facilitating physical distancing measures.

**If you require additional flexible workspace solutions or need to split your team across centres, please reach out to your community team. We offer fully furnished offices, high speed wifi, phone booths for private conversations, a well-stocked kitchen, accessible amenities and more.**

