



Maintaining a safe, comfortable and healthy workplace

Our solutions for safely navigating COVID-19

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Introduction

As we think about the future of workspaces, and specifically our Flagship facilities, we recognize we are part of a larger community of organizations, cities, companies and individuals taking immediate, necessary steps to care for our wellbeing.

While we can deliberate if distancing may become the new normal, collaboration and in-person connection are always important and having a safe place to do that is essential. We want our residents to make the Flagship facilities part of their day and still feel comfortable with family and friends outside of work. We are monitoring guidelines from the World Health Organization (WHO) and Center for Disease Control (CDC) and will make the necessary adjustments as needed.



What we're doing

We are ensuring that our spaces are designed and maintained to suit your safety needs in three ways:



Office Planning

Our private and shared workspaces are all designed to prioritize privacy and space guidelines, enabling teams to work safely.



Increased Sanitization

Consistent cleaning is the most effective way to prevent the spread of disease, so we're raising cleaning measures and regularly disinfecting all common areas.



Behavioral Signage

We must all do our part in preventing the spread of disease, and new signage will remind us of safe and healthy office procedures.

Stop the spread of COVID-19



Avoid close contact. Maintain a distance of 6 feet between yourself and others.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Cover your nose and mouth. Use a cloth face covering or face mask.



Avoid touching your eyes, nose and mouth.



Avoid sharing phones, computers and keyboards.



Wash your hands often for 20 seconds with soap and water or an alcohol-based sanitizer.



Feeling Sick? STOP

Do not enter if you have any flu-like symptoms, including the following:



Cough



Fever



Shortness of
Breath

Notify your supervisor, avoid contact with others and seek medical attention.



Public Spaces

Supplies

To make disinfection and personal protection easy, the Charleston Digital Corridor is consolidating and making supplies available for our residents and guests.

- **Masks** – we recommend wearing masks whenever possible in public spaces and require their usage in conference spaces. While resident companies are advised to provide masks for their employees, the digital corridor will provide masks for conference room attendees.
- **Hand sanitizer** – hand sanitizer stations are placed at entrances, kitchen areas and conference/touchdown spaces.
- **Wipes** – wipes are available to disinfect common public and private meeting areas

Due to the cost and current scarcity of these supplies, we ask that members use them in an efficient and conservative manner.

Kitchen

Kitchen areas are a common space for all Flagship residents and have heavy use. To allow continued use of the space while encouraging safety, seating has been redesigned to promote distancing. Countertops and seating arrangements are disinfected daily and hand sanitizer is available at entry.

Public Spaces

Lobby

In the lobby and waiting areas, residents and visitors are encouraged to keep a safe distance of 6 feet or more from others as they use the space. Hand sanitizer is available at the door and should be used when entering the Flagships.



Restrooms

While not managed by the Digital Corridor, building management has implemented their own protocols for health and safety based on CDC and WHO guidelines.

Public Spaces

Conference Rooms

As essential spaces for teamwork, we're keeping conference rooms open while prioritizing safety. Large meeting rooms have had seating reduced and small meeting rooms have new seating arrangements to allow space between users. Additionally, masks will be required for all users of conference rooms for the time being.



Private Spaces

Offices

Team and single office layouts provide the suggested 6-foot distance between employees.



Touchdowns

Touchdowns and community desks in all spaces are designed with privacy and distance in mind to allow productivity while maintaining openness. Open desks are sanitized regularly to safely allow multiple users.

What you can do

While the Charleston Digital Corridor is taking the necessary steps to create a safe and healthy work environment, we encourage our residents to do their part in promoting and carrying out these guidelines. Within private offices, you can

- **Implement effective sick leave policies** – please encourage any staff experiencing cough, fever or shortness of breath to stay and/or work from home.
- **Maintain distancing within offices** – many private spaces have gathering/communal areas within them. We recommend following similar guidelines to our conference spaces to ensure safety.
- **Sanitize private spaces** – to keep private offices and meeting areas safe for use by many people, it's recommended to sanitize them regularly. We encourage employers to have hand sanitizer and wipes in private offices.

Moving forward

As we navigate the evolving realities of COVID-19, we look forward to working together to maintain a safe, comfortable & healthy workplace. Above all, the Charleston Digital Corridor is committed to making sure that all our residents and guests can continue to work and collaborate with peace of mind and focus on being successful.

See you at work.