

# Acme's Readiness Plan

Our Plan For a Safe  
and Healthy Workspace

June 2020





# Dear Acmeites:

We've missed you and are excited to welcome you back to Acme. We all know Covid-19 changed everything. Before we can safely and comfortably reopen, the Acme workspace has to change. The purpose of this document is to walk you through the plan we have developed

Ross and I have made good use of our “stay at home” time and have participate in many webinars with other operators from around the world. We've reviewed a myriad of products, policies and research to inform our Acme specific plan. While there are broad regulatory guidelines we must follow we also need to make decisions that are right for our building, our members and our community.



## ...Dear Acmeites:

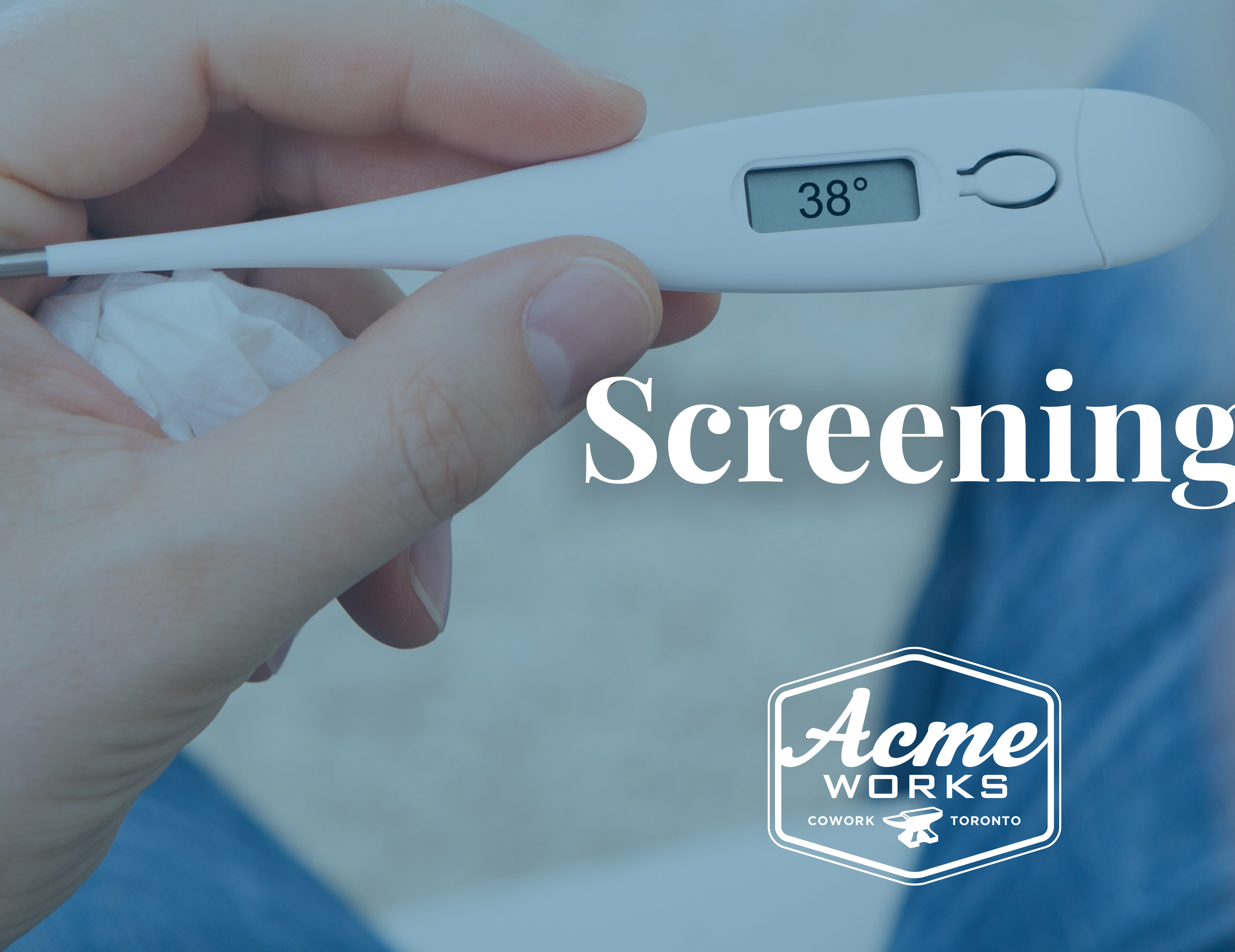
Thank you to those who answered our survey about returning to work. Your input was vital to the plan we developed. We want to ensure Acme is ready to welcome you back in the safest, most effective way possible. This is about more than physical space, it is a commitment to our community, to continued productivity, to safe collaboration, and to a shared sense of well-being.

We are ready to support our Members and help you navigate your way into a new and safe Acme experience.

– *Christine Andrews, Founder, Acme Works*







# Screening





# Self-Screening

- We understand the return to work will be a significant transition and it's critical we have confidence that everyone sharing our workspace is healthy.
- Acme Works is more than a physical space, we are a community and the first step in keeping our community safe begins with you.
- We are providing a ***Self-Assessment Checklist*** we ask you to complete each day before you come to Acme. The check list will allow you to self identify any potential Covid-19 symptoms that would prohibit you from coming to work.

**Please perform this Self-Screening Assessment every day.  
If you answer YES to any of the questions on our check-list,  
we advise that you NOT come to Acme and stay home.**



# Exposure Check

- Have you travelled internationally to an area of known Covid-19 outbreak in the last 14 days?
- Have you been in contact with someone who has been in an area of known outbreak?
- Have you been in close contact with a person who has been diagnosed with Covid-19?
- Have you been diagnosed with Covid-19?

**If you answered YES to any question above do not come to Acme.**



# Symptom Check

- Do you have a temperature higher than 100.4°F or 38°C?
- Are you feeling unwell or feverish? Do you have chills?
- Do you have a cough, runny nose or sore throat?
- Do you have body aches, a headache, muscle aches or fatigue?
- Do you have shortness of breath or difficulty breathing?
- Are you experiencing a loss of smell or taste?

**If you answered YES to any question above do not come to Acme.**



# Attendance Verification

- We are implementing an Attendance Verification policy for all members and vendors who visit Acme.
- Vigilant attendance tracking will allow us to best act on any reported contamination risk and allow for proper social distancing within the space.
- Everyone who enters Acme will sign in upon arrival and sign out as they leave.
- For the first 30 days (at minimum) we will allow only paying members, couriers and verified Acme suppliers to attend the Acme space. No visitors or guests allowed.





# Illness Reporting Policy

- We require that all Members report Covid-19 related illnesses to either Christine or Ross in a timely fashion.
- Leaders of teams are obligated to report illnesses of members of their on-site team.
- We will be following a strict reporting policy to ensure we can communicate any risk factors onsite and respond swiftly to any cleaning or sanitation needs.
- We believe timely communication is the best way to foster a sense of safety and security within our membership.





# Sanitation





# Sanitization & Disinfection

- We encourage all members to wash their hands often and vigorously while at Acme.
- Upon entry to Acme all members will be required to sanitize their hands at a sanitization station, and hand sanitizer will be available throughout the space.
- We will also provide wipes, with the expectation that each member will clean their own work surface and personal items such as laptops and phones upon arrival at Acme and at the end of the day (at a minimum).



# Self-Cleaning Surfaces

- Originally developed for hospitals, schools and the hospitality industry  
***Nano-Septic Continuous Self-Cleaning Surfaces*** are the solution we will be installing on high-touch surfaces. These skins turn dirty, high traffic, public touch points into continuously self cleaning surfaces.
- We will wrap high-touch surfaces such as entry door handles, fridge and dishwasher handles, toilet flushers, and door knobs.
- We are exploring solutions for additional high-touch surfaces.
- Wipes will always be handy for members to help keep shared areas clean. On site staff will wipe surfaces multiple times a day and disinfectant surface spray will be in every bathroom stall.





# Disinfectant Fogging

- On days that our cleaning crew is not coming, Acme will be fogged with a portable fogging machine using human and animal friendly, Ultra-Lyte Aqueous Disinfectant Solution.
- Developed for use in hospitals, nursing homes and food processing plants, the fog settles on hard surfaces and when left undisturbed kills bacteria and viruses. We will place emphasis on the kitchen, bathrooms, shared and common areas.
- Private Offices will continue to be cleaned by our cleaning crew. Teams in offices are encouraged to wipe their private space with disinfectant wipes daily.



# HVAC System

- Working within the parameters of our existing HVAC system we will upgrade and modify wherever possible.
- We have upgraded our furnace filters to MERV 11 (previously we used MERV 8) for improved dust particulate filtration.
- We will have the full HVAC system cleaned twice a year. It was last cleaned in February 2020.
- Teams in private offices can add a portable office air purifier to their membership package if they wish.





# Physical Distancing





# Traffic Flow & Capacity

- We ask that you keep 2metres/6 feet distance from each other.
- While sitting at your work station it is fine to remove your mask, but while moving throughout the space you must wear a mask.
- Shared spaces will be reoriented so we can work, collaborate, and move around the space safely.
- We are implementing a ***Traffic Flow System*** throughout Acme using highly-visibility floor decals.
- We will use ***Capacity Signs*** in shared spaces identifying how many people can safely use an area at one time. This applies to our kitchen, lounge areas, meeting rooms, and bathrooms.





# Work Station Dividers

- We have ordered professionally manufactured, frosted, 30 inch high, acrylic panel ***Work Station Dividers*** for the dedicated desks and shared tables.
- We anticipate the panels will be installed in late June or early July. Until they arrive we will reduce seating at the tables and desks by half.
- We will work with teams in Private Offices to reconfigure their office layout and if necessary spread their team over multiple offices and dedicated desks so everyone is comfortable with proximity.





# Adaption & Communication





# Adaption

A challenge as we return to Acme is how to maintain the things we love about Acme like community, friendship, socializing, parties, and games while staying safe. Some things will have to change:

- Bring your own ping pong paddle and play with marked balls
- Gumballs will be individually wrapped
- Bring your own coffee mugs, cutlery/dishes, keep them in your office

This is a partial list. Working together, we will find the right policies and procedures for our community. As government policies and public practice changes, we at Acme will adapt.



# Communication

We've always had an open dialogue with our Members.

We're here to meet your needs. *If Acme doesn't work for the members, it doesn't work.* In the time of Covid this is even more applicable.

We will regularly survey you for feedback on our plan.  
You can share thoughts and concerns in the Coronavirus Slack channel or DM, email or phone Christine or Ross.

We will always listen, and make our best effort to accommodate your feedback.





# Summary





# Be Patient

We are not experts on Covid-19, but we're doing our best to adjust to our new reality. We will make mistakes, select the wrong product, or enact a policy that's not quite right.

We ask you to be patient with us, and with each other, as we navigate a new way to work together in a shared workspace.

We've always asked our Members to be respectful of each other and their surroundings. We've always expected you to clean up after yourself in the kitchen, lounge areas, and meeting rooms. These behaviours greatly enhance our surroundings and made for a more enjoyable Acme experience for all.



# Role of the Community

To eliminate the spread of germs and transmission to other people, the best possible policy we can implement is to ask everyone to make use of cleaning supplies we will provide and give us a hand by helping to stop the spread.

After you have used a shared area, kitchen counter, café table, lounge space, or meeting room, we expect that you will wipe down your seat or table, the coffee machine or microwave. Don't forget faucets, fridge and dishwasher doors and even the printer station, any surface you have touched.







# Thank You!

