

# URBAN CO-WORKS

Like so many other businesses and organizations in our community and around the world, we are taking steps at Urban Co-Works to minimize the risk of spreading COVID-19.

**Urban Co-Works is now open with restricted access.** Members will need to use their key cards to enter the space. All others will need to call (518) 256-9190 or (518) 320-0030 to gain entry.

Updated protocols:

- There is mandatory (no touch) temperature check and sign in at the front desk upon entry.
- You must wear a face mask when you enter Urban Co-Works and anytime you are within 6 feet from others.
- Keep at least 6 feet of distance away from others while using shared spaces.
- Coworkers can sit at any available physically distanced desk designated with a large green sticker.

Other steps we have taken to ensure cleanliness at Urban Co-Works:

- Bathrooms, desks, surfaces and high touch points are cleaned every day, Monday through Friday.
- We have sanitizer pumps installed throughout the space and disinfectant wipes to clean your work station before or after use.
- Members are encouraged to wash hands and use hand sanitizer regularly.

We are excited to welcome everyone back to Urban Co-Works and will ensure that your safety is our priority. If you have any questions about the protocols, please do not hesitate to reach out to Jeff or Kristen at [Jeff@urbancoworks.com](mailto:Jeff@urbancoworks.com) and [Kristen@urbancoworks.com](mailto:Kristen@urbancoworks.com).