



INNOVATION WORKS

COVID-19 RETURN TO WORK PLAN



Everything you need to know
to come back safely

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A message from our leadership team on the re-opening of Innovation Works

To our Innovation Works Community,

Over the past several months, you have shown us that the strength of the community we have built together extends beyond the walls of our physical space. We are so grateful for your commitment to our community and to each other as so many of you have joined us for our virtual connections each week. We are so looking forward to being able to reconnect with you in person again soon.

Since the beginning of our work from home journey, the Innovation Works and Pillar team has been hard at work behind the scenes planning for what a safe return to work would look like for our co-tenant members, employees, volunteers and visitors. We've developed a robust plan, based on guidelines from government and health officials and emerging research on best practices for a safe return to the workplace.

Our primary guiding principle of our reopening plan has been ensuring the health and safety of our community. The plan we have developed is flexible and responsive, and we will be ready to make changes if and when they become necessary. Returning to Innovation Works will be a different experience than you are used to for the time being, but we are confident that all of the safety precautions we've put in place will reduce the risk of COVID-19 transmission in our space. And most importantly, we will be connecting in person - live - and all the benefits that come with human spirits coming together.

Please ensure that you familiarize yourself with the resources in this manual so that you are aware of the steps we have taken to ensure your safety, and what is expected of you.

Feel free to reach out anytime with any questions.

With warm support and community love,

Loredana Wainwright

Director, Innovation Works



Michelle Baldwin

Executive Director, Pillar Nonprofit Network



Who we are

In the wake of all the changes COVID-19 has brought, let's take a moment to remember our values - a strong foundation for us to build upon



We are innovators

We navigate chaos and embrace opportunity. We create space for conscious collisions to take place. We believe in being diverse, resourceful, nimble and humble.



Keep it real

We won't pretend to be something we aren't. We embrace challenges and differences of opinion, without judgment. We believe that authenticity, transparency and vulnerability leads us to mutual respect and understanding.



Anything is possible

Innovation Works is a place for solutions. We default to optimism. We design our work, our systems and our world to get to "yes" as much as humanly possible. When we have to say no, it's because we are saying yes to our mission. We are possibility thinkers, opening doors to unveil potential change by looking beyond the obvious.



Blow people's minds

We are fiercely passionate about our work in the world. We embody excellence, experience and expertise every day. We do our homework, hone our craft and get the job done. Not content with doing "just enough", we go above and beyond. We celebrate and share stories of our work so others can benefit.



Put people and planet first

We are connected by one shared vision: to put people and planet first. Everything we do - every decision, exchange, system, product and offering - must move us closer to justice and equity.



Together we are better

We must work together and actively share our knowledge. We believe in the synergies of connection, the explosive potential of partnership, and the transformative power of movements. Collaboration is in our DNA. It isn't just nice—it's imperative.



Make social change and have fun doing it

We're serious about not taking ourselves too seriously. Happiness, joy and play remind us that both the process and the product matter. Changing the world is hard work. We may as well have fun doing it.



Community is our culture

Core to the human experience is a sense of belonging. We smile at each other, and sometimes even hug you if you let us. The question we ask most often is "How can I help you?" We care for each other, and believe that we all have a role in co-creating our amazing community with courage and hope.



It's up to us

We believe that change happens when people decide to make a difference. We don't sit back and wait for things to get better: we shape the world in which we live.

We're ready to lead. Are you BACK IN?

Common language

Government Stage 1/2/3	Refers to the three stages of re-opening associated with the Ontario government's "Framework for Reopening the Province." If you see numbered stages, this always refers to the government stages, not Innovation Works. See page 5
Return Stage A/B/C/D	Refers to the four stages of the Innovation Works Return to Work Plan. If you see stages using letters, this always refers to Innovation Works, not the government. See page 15
Return "waves"	Refers to the order of entry in Innovation Works' "Return Stage B", where we will be entering in 3 waves rather than all at once. Permanent desks/offices are the first "wave." See page 16
One-at-a-time hallway	A hallway that cannot have two walking lanes because it is less than 12 feet in width. At these hallways, you will be required to stop at the sign and check if there is anyone walking through the hall. If not, you may proceed. If there is someone, you must wait until they have passed before you can walk. In this way, these hallways are one-at-a-time.
One-directional walkway	A path through Innovation Works, marked with floor decals, that will allow you to walk through the building while maintaining a 6ft distance from other members.
Contact tracing	Contact tracing is a process of identifying who comes in and out of the building each day in order to determine who is in contact with who on a day to day basis. Contact tracing is done so that, in the case of an outbreak at Innovation Works, the Health Unit can quickly identify and support those most at risk.
Personal door opener	A device we will be providing you that allows you to open doors without touching handles - click here!
Self-monitor	Self-monitoring symptoms means keeping an eye on your own health and letting your employer and health care provider know if you develop any symptoms of COVID-19.
Social/physical distancing	The act of staying 6ft apart to prevent the spread of COVID-19.
Fogging	Fogging refers to the use of a device that releases a disinfectant fog that settles onto surfaces and into cracks that can't be reached with other cleaning methods. Our cleaning company, CleanWorks, has this technology and will "fog" our building in the event of an outbreak.
CleanWorks	Our cleaning company.

Our COVID-19 response timeline



Tuesday, March 17th

Ontario declares a state of emergency due to COVID-19



Thursday, March 26th

Our first attempted online yoga class Led by Loredana



Monday, April 6th

Our first week of daily animation events



Tuesday, May 19th

Ontario enters Stage 1 of re-opening the Province

Wednesday, June 17th

Pillar host the first of three workshops focused on re-entry during COVID-19

Wednesday, July 8th

Innovation Works re-entry town hall



Monday, July 20th

Innovation Works enters Return Stage B: re-entry begins.

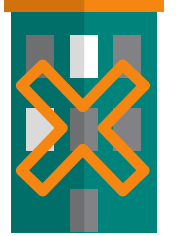
Monday, March 16th

Innovation Works closes; only essential workers may enter the space



Monday, March 23rd

The Ontario Government mandates that all non-essential businesses be closed due to COVID-19



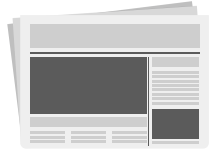
Wednesday, April 1st

Our first virtual Salad Club, hosted by Paul; IW begins subsidizing rent



Monday, April 27th

Ontario Government releases "A Framework for Re-Opening Our Province"



Friday, June 12th

London enters Stage 2 of re-opening the Province



Friday, June 26th

Innovation Works 2020 Co-tenant Member survey opens



Friday, July 17th

London enters Stage 3 of re-opening the Province



The Ontario Government's framework for re-opening our province



A Framework for Reopening our Province

PHASE 2: RESTART



Stage 1

Opening businesses that can immediately meet or modify operations to meet public health advice and workplace safety measures.

Stage 2

Taking a regional approach to opening more businesses and services, as well as community, recreational and outdoor spaces, while emphasizing public health advice and personal responsibility.

Stage 3

Reopening most remaining workplaces and community spaces, while carefully and gradually lifting restrictions. Public health advice and workplace safety guidance will remain in place and available. Large public gatherings will continue to be restricted.



Innovation Works will be able to open during the **Ontario Government's Stage 2**, once all proper safety measures are in place.

.....

Relevant links

- [Overall Government Framework](#)
- [Ontario Government Stage 1 Overview](#)
- [Ontario Government Stage 2 Overview](#)
- [Ontario Government Stage 3 Overview](#)

What changes did we make?

Physical distancing

1

New furniture configurations

To allow for proper social distancing, all furniture on all floors has been moved to be a minimum of 6ft apart from both other furniture and the one-directional walkway. This, while reducing the capacity of each floor, will allow for safe face-to-face meetings in our space.



2

One-directional walkways

One-directional walkways have been mapped out on each floor to ensure everyone can pass through our space while maintaining proper social distancing. In addition to posted maps on each floor, we have installed floor decals to direct you through the space. All floor decals are black and white for maximum colour contrast for those who are visually impaired. See next page for floor maps.



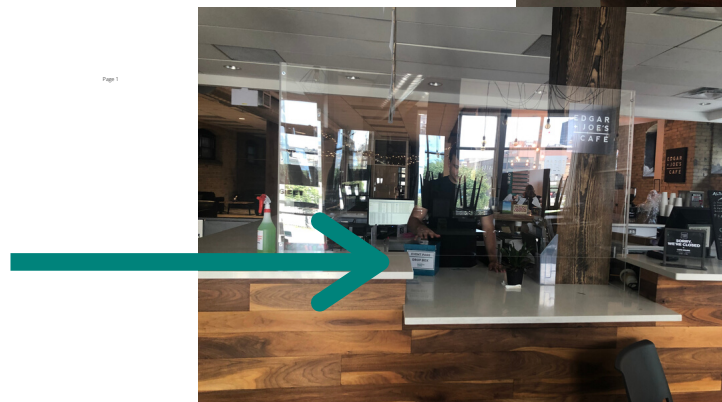
3

Sneeze guard installation

We have installed sneeze guards at the Welcome Desk, Commons tables, flex desks, and certain meeting rooms for protection in areas where a 6ft distance is not possible to maintain.

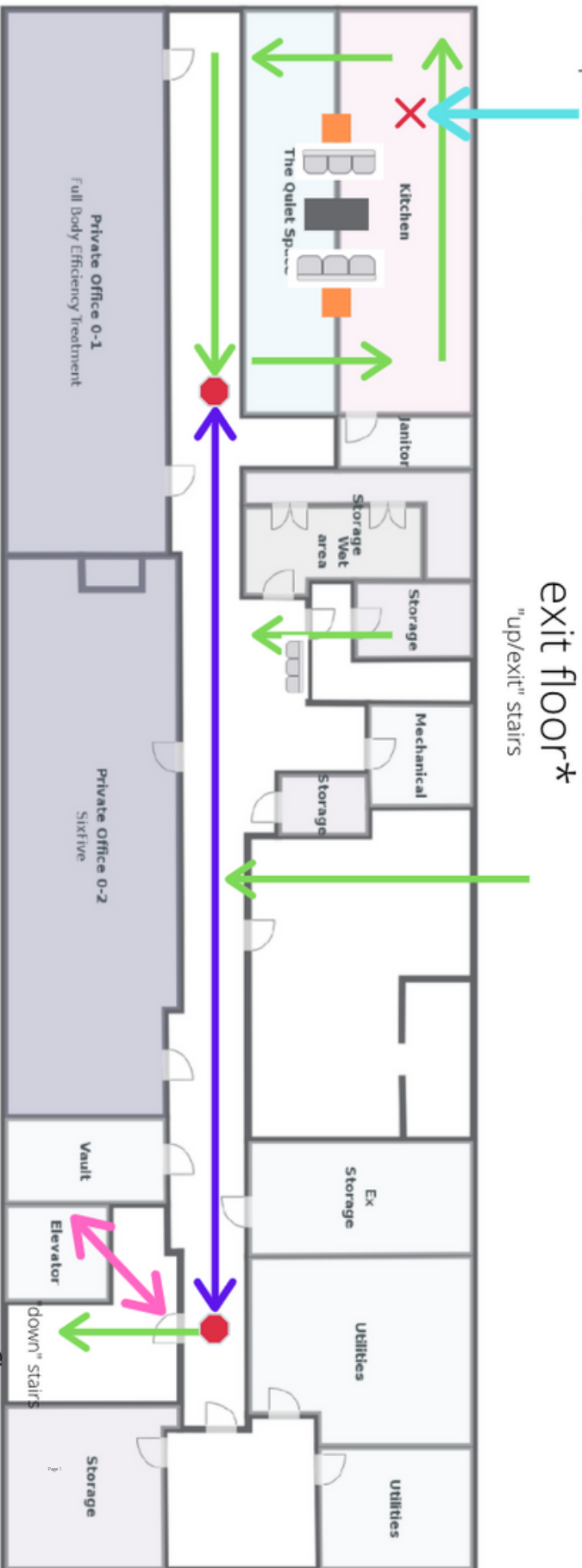


Slot underneath sneeze guard at side for packages



Basement

Remove all furniture
excluding what is
pictured here



***How the stairs work:** The front stairwell is the "enter" stairwell. If you are entering any floor, you will always enter floor take that stairwell. If you are exiting (ie. heading back to the Commons), you must use the back "exit" stairs.

If you leave the second floor to go to the third floor, you are still entering another floor, so you must use the front stairwell. You can think of the front stairs as the "up" stairs and the back stairs as the "down" stairs; this is only changed for the basement, where you go down the front stairs and up the back stairs to return to the Commons. Note: If you want to go to the 2nd floor from the basement, you must use the back stairwell to go up to the commons and then the front stairwell to go from the Commons to the second floor.

TL;DR - use the front stairwell to enter another floor, use the back stairwell ONLY to go back to the Commons

- ↔ Main path
- ↔ Elevator accessible path
- ↔ One-at-a-time path
- Stop and look point
- Sneezeguard
- ✗ Remove Furniture

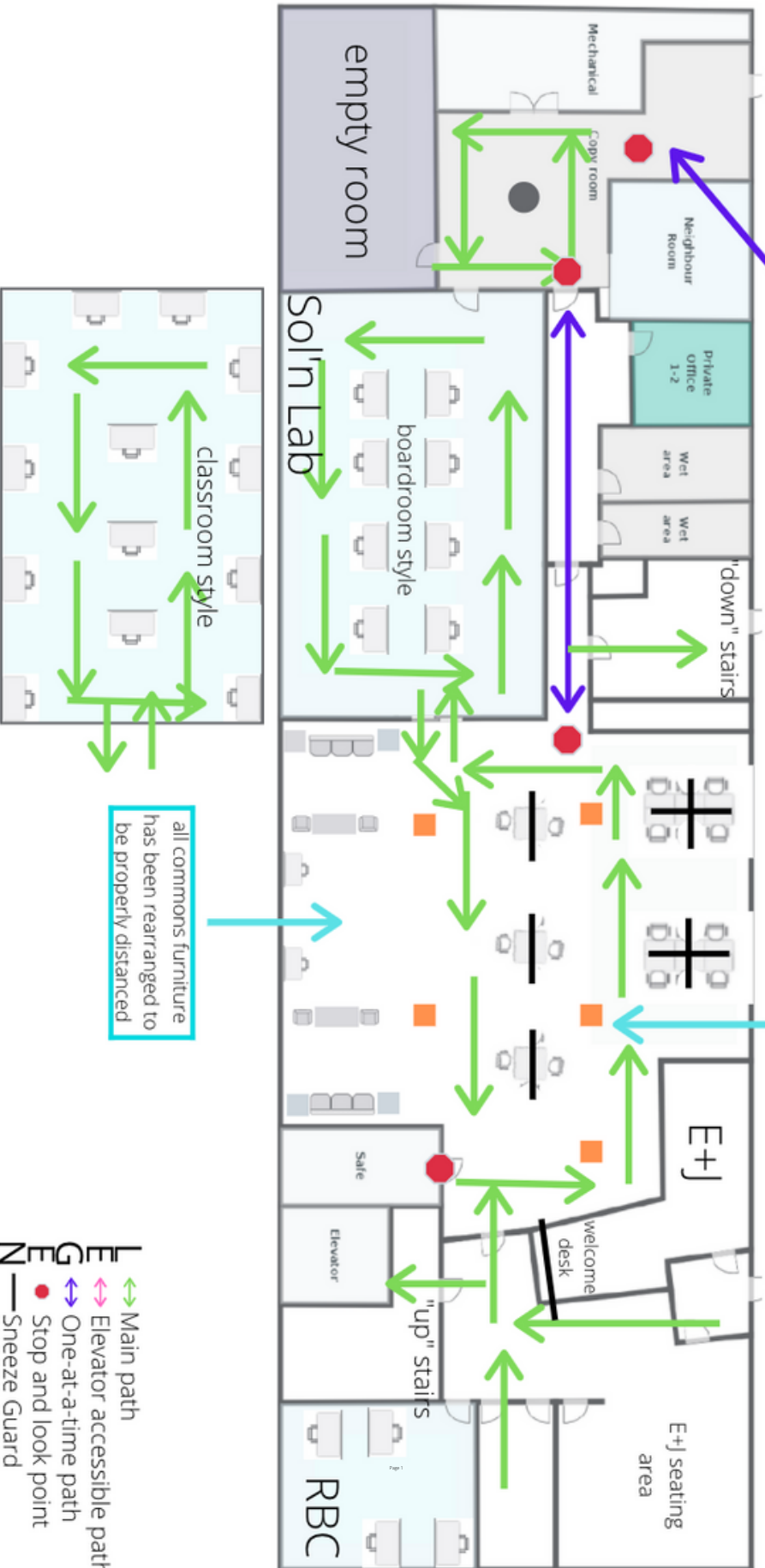
First Floor

One-directional walkway floor maps

only one at a time
here, no loitering and
no working in this area

these are the wood pillars.
it is important that we
walk on the indicated side
of these pillars both ways

all commons furniture
has been rearranged to
be properly distanced



- ↔ Main path
- ↔ Elevator accessible path
- ↔ One-at-a-time path
- Stop and look point
- Sneeze Guard
- ✗ Remove Furniture

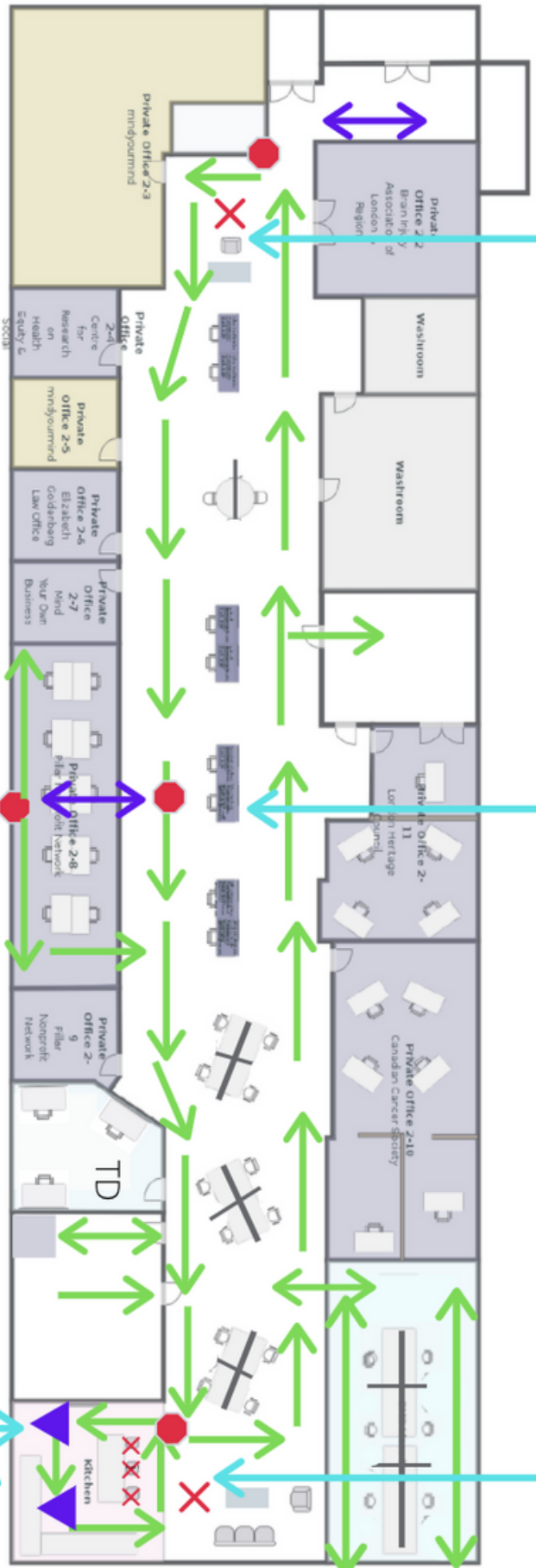
One-directional walkway floor maps

Second Floor

Remove couch

remove all permanent desks on this side -
nobody can sit at them in order to
maintain 6ft. people at those desks must
be relocated

Remove chair and
barstools



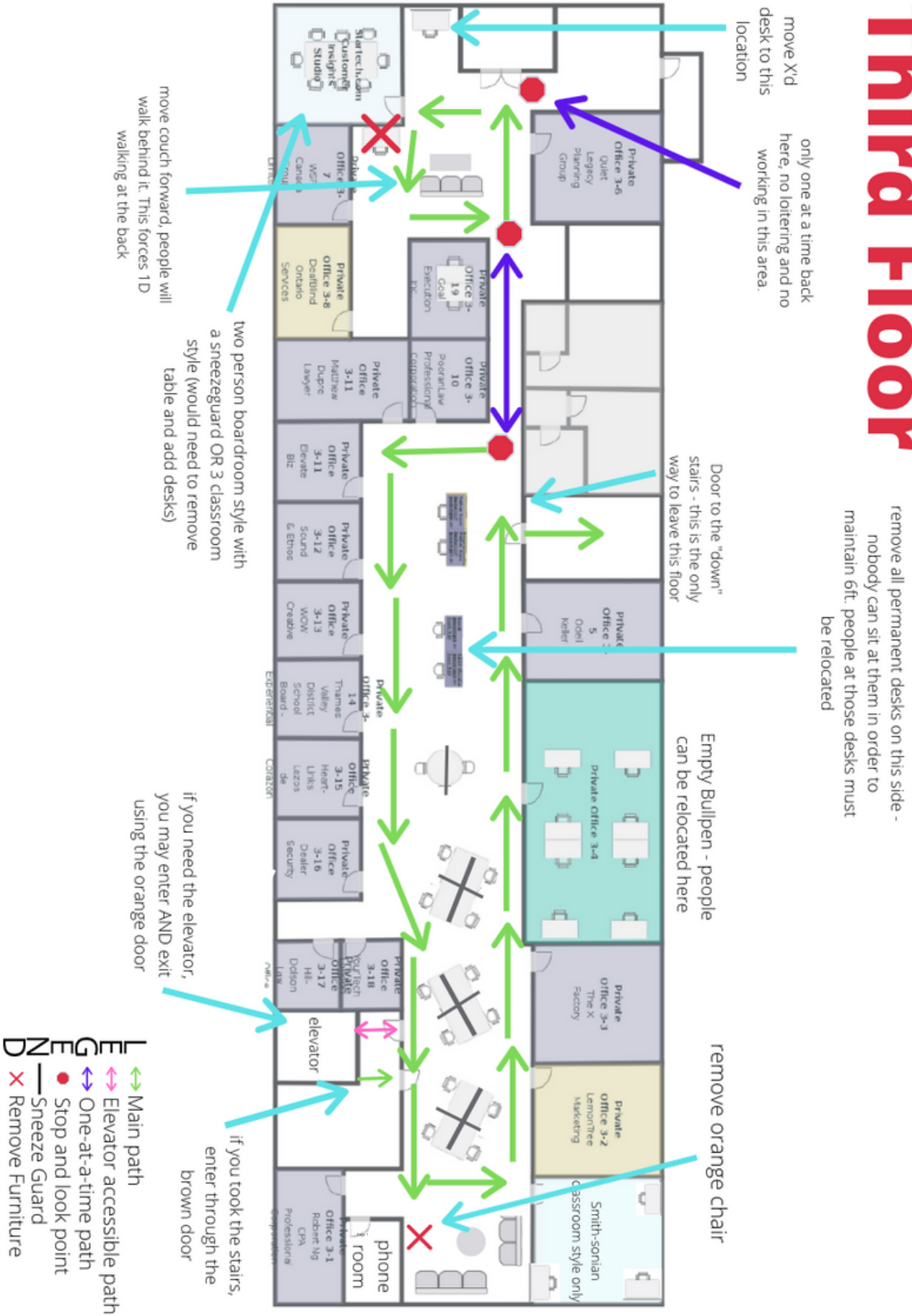
option 2:



- ↔ Main path
- ↔ Elevator accessible path
- ↔ One-at-a-time path
- Stop and look point
- Sneeze Guard
- ✗ Remove Furniture

One-directional walkway floor maps

Third Floor



Fourth Floor

One-directional walkway floor maps

This empty room can be used as a meeting room for two people - but a sneeze guard is necessary as there is not enough space to put the desks 6ft apart

This is one-at-a-time, but only people who need the elevator should be going >>



two options: two chairs and a coffee table OR two desks

There is lots of furniture to remove here: either two desks, two couches and two chairs or four chairs and two couches

- ↔ Main path
- ↔ Elevator accessible path
- ↔ One-at-a-time path
- Stop and look point
- Sneeze Guard
- ✗ Remove Furniture

What changes did we make?

Airflow/Cleaning

1

Increased cleaning hours

We have added an additional 15 hours of professional cleaning per week: a day porter that will clean for three hours each afternoon. This is on top of our regular cleaning of the building each night.

2

Cleaning high-touch surfaces added to volunteer responsibilities

To supplement the above-mentioned professional cleaning, we will have our staff/volunteers clean during the morning and afternoon shift to ensure high-touch surfaces are cleaned every two hours.

3

Anti-viral cleaner available throughout the space

Spray bottles filled with cleaner that is known to kill other human coronaviruses will be placed throughout the building so people can wipe down their own workspaces. Paper towel will be provided, all of which is compostable. Green compost bins for paper towel only have been placed throughout the space.

4

Increased HVAC filter changes

We have increased our number of filter changes from 4x/year to 6x/year.

5

Windows open where possible

Where possible, we will open windows to increase airflow through our space.



What changes did we make?

Personal protection

1

Increased number of hand sanitizer dispensers

Hand sanitizer dispensers have been added to all high traffic locations (the Commons, kitchens, etc.) as well as on both sides of every door in both stairwells.



2

Face masks required

We ask that you wear a face mask upon entering Innovation Works and when walking through the building. Face masks will be provided for those who do not have their own or have forgotten their personal masks.



3

Plastic door openers provided

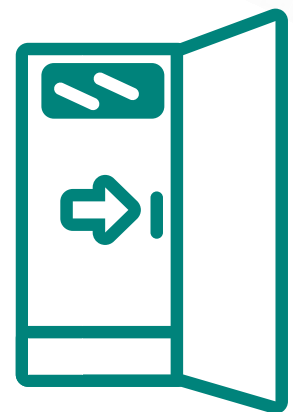
We will be distributing door openers that can be used to open doors without touching the handles. They can also be used to push buttons, and the tip at the end will work as a stylus for the iPad!



4

Doors propped open where possible

In order to eliminate the need to touch door handles, most doors will be propped open. Most doors will be closed by end of business hours for fire safety reasons.



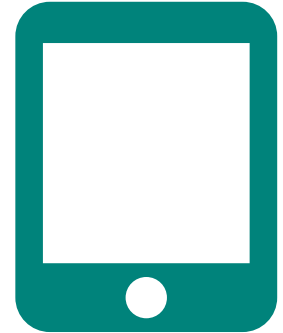
What changes did we make?

Contact tracing/Capacity management

1

Daily check in/out

All co-tenant members, staff, and visitors will be required to check in/out at the Welcome Desk for contact tracing purposes. After hours sign in/out will be available.



2

Symptom self-reporting

All individuals entering the building will be asked to self-screen for COVID-19 symptoms. We are having some fun with an "I'm (back) in" postcard for you!



3

New floor/room capacities set

Each floor and room has a new capacity limit that takes into account 6ft social distancing. These capacities will be monitored by volunteers/staff.



4

New flex desk system

We have implemented a new workspace reservation system for flex-desks on Office RND. All flex-desk users will be required to book a space before coming into the building to ensure floor capacities are not exceeded.

A screenshot of a web-based reservation system. At the top, it says "Today" and "7/14/2020". Below is a grid with columns for "Flexdesk 1-01", "Flexdesk 1-02", "Flexdesk 1-03", and "Flexdesk 1-04". The rows represent time slots: "all day", "8:00 AM", "9:00 AM", "10:00 AM", "11:00 AM", "12:00 PM", "1:00 PM", "2:00 PM", and "3:00 PM". The grid is currently empty.

This is what the reservation system looks like - it's the exact same process as meeting room booking!



Four Stage: Return to Work Plan

Innovation Works will re-open when all health and safety protocols are in place.

	Return Stage A Full quarantine, building closed	Return Stage B Partial re-open, work from home recommended	Return Stage C Back with caution	Return Stage D Post Covid
Building open	X	✓*	✓	✓
Meeting rooms open for reservation	X	✓*	✓	✓
Personal offices available	X	✓	✓	✓
Permanent desks available	X	✓	✓	✓
Flex desks available	X	✓*	✓	✓
Visitors Welcome	X	✓	✓	✓
Event spaces open	X	X	✓*	✓
Mandatory Social Distancing (staying 6 ft. apart)	✓	✓	✓	X
Face Masks Mandatory	✓	✓	✓	X
Mandatory check in when arriving and leaving the building	X	✓	✓	X
In person community animations groups (Yoga, Salad Club, Socialpreneur Chats)	X	X	✓ Groups of 10 or less permitted, yoga/salad club online	✓
Commons Open	X	✓*	✓*	✓

Legend:

X n/a

✓ available

* open with reduced capacity

Decision Point: Every two weeks we will provide an update as to whether we will (a) move back a phase, (b) move into the next phase of reopening, or (c) stay another two weeks in the current phase. These decisions will be made according to government recommendations, which we are monitoring on an ongoing basis.



[Click here to view the PDF of our Four Stage Return to Work Plan](#)

Return Stage B information

Re-entry waves

Timeline:

We will be re-entering the building for Return Stage B in three waves rather than all at once: Members with offices/permanent desks will be the first to come back, followed by flex members as the second wave, and visitors/non-members will not come back until the third wave. We will be announcing when each wave begins closer to the time.

	First Wave	Second Wave	Third Wave
Offices + Permanent Desks	On	On	On
Flex Desks	Off	On	On
Visitors	Off	Off	On

The first wave of re-entry begins on **Monday, July 20** for members with Permanent Desks/Offices.

Old Meeting Room Capacity								
Meeting Room	RBC	Sol'n Lab	BMO	TD	StarTech	Smithsonian	Collab Station	4th Floor Empty
Capacity	10	38	16	8	6	12	35	4

New Meeting Room Capacity								
Meeting Room	RBC	Sol'n Lab	BMO	TD	StarTech	Smithsonian	Collab Station	4th Floor Empty
Boardroom Style	N/A	8	6	2	2	N/A	N/A	2
Classroom Style	4	13	N/A	3	3	3	8	2

Table Types:

Flex desks/ Commons high top tables: 4 people, one in each quadrant of sneeze guard

Hives: 2 people with sneeze guard

Commons low tables: 2 people with sneeze guard

Couches: One person

Welcome desk: One volunteer

Room Types:

Kitchens: Maximum 2 people

Bathrooms: One person at a time

Printer areas: One person at a time

Elevator: One person at a time

Phone rooms: One person at a time

Floor Capacities

Basement: 3 in kitchen/quiet space; one at a time for mail

First Floor Commons: 23 people

Second: 24 people

Third: 22 people

Fourth: 8 people



Return Stage B information

Kitchen procedures

1

Only two people at a time in the kitchen: one at the sink/dishwasher/counter and one at the fridge/island.

2

When storing items in the fridge, co-tenants must wipe down their own items with disinfectant/wash at the sink before eating and must wipe the handles of the fridge with disinfectant when finished.

3

We encourage co-tenant members to bring their own dishes and take them home each night.

4

Dishes may not under any circumstances be left in the sink - please wash by hand immediately, add them to the dishwasher, or use your own dishes that you will bring home at the end of the day.

5

Communal food will not be permitted - please only eat your own food and put it away when you are finished.



Return Stage B information

Bathroom procedures

1

During Return Stage B, only one person will be permitted in each bathroom at a time. Every washroom in the building will be treated as gender neutral.



2

We will be using an "occupied/unoccupied" slider on each bathroom door to indicate whether or not the bathroom is in use. These can be moved without direct touch using your provided door openers.

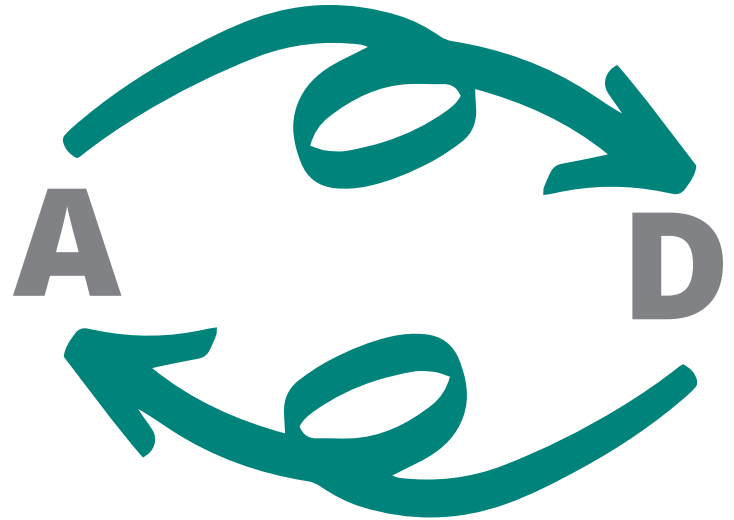
3

While bathroom doors must remain closed for privacy reasons, the provided door openers can be used to open doors without touching the handles.

Transition between return stages

When do we move to a different Stage?

▷ This plan is designed to be agile: we can move forwards through the return stages if COVID-19 cases continue to decrease, and we can move backward through the return stages in the event of a second wave.



▷ Every two weeks we will provide an update as to whether we will (a) move back a stage, (b) move into the next return stage, or (c) stay another two weeks in the current stage.

▷ We are monitoring government recommendation on an ongoing basis and will use these recommendations to inform our transition decisions.



[Click here to view the PDF of our Four Stage Return to Work Plan](#)

Outbreak Procedure

In the event of a co-tenant or staff member testing positive for COVID-19, the following measures will be taken:

- ▶ The building will be closed for 24 hours to allow for deep cleaning.* This will be announced via email.
- ▶ This deep clean will include fogging our building, as well as cleaning with a virus killing, anti-bacterial, anti-fungal cleaning solvent proven to kill other human coronaviruses.
- ▶ We will hand over our sign in/out logs to the public health unit in order to help them finish case tracing as quickly as possible.
- ▶ The health unit will identify who came into contact with the person who is infected and will notify 1) anyone who should be tested for COVID-19, and 2) anyone who should stay home and self-isolate.
- ▶ The building will open after 24 hours unless we are advised otherwise by the health unit. Those who were not contacted by the health unit may come back to the building once the 24 hours have passed. Those who were contacted by the health unit are asked to stay home and to follow the health unit's instructions.
- ▶ When Innovation Works re-opens after 24 hours, we will move to Return Stage B protocols, regardless of what stage we were in before the outbreak.

*The health unit advises cleaning after an outbreak, but does not require building closure. The full 24 hours of closure for deep cleaning is an extra precaution on our part.

What we expect from you



CO-TENANT MEMBER & GUEST EXPECTATIONS

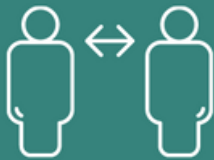
Health & Safety Protocols are subject to change according to Public Health guidelines.

COVID Screening



Everyone entering Innovation Works will be asked to self monitor for COVID-19 symptoms. If you have symptoms or have been in contact with any symptomatic person, we ask that you stay home and isolate for 14 days.

Physical Distancing



All co-tenant members are asked to remain 6 ft. apart from others in the building at all times. We ask that you strictly follow the directional walkways with floor decals and guiding signage to adhere to our distancing guidelines. All furniture should be left in place as it is strategically placed in order to enforce physical distancing.

Flex-desk Reservation System



Flex-desk users are required to book their space in advanced through the online system provided to ensure physical distancing.

Sanitization & Cleaning Protocols



Upon entry and exit of the building, all co-tenants are expected to sanitize their hands. You are also expected to wipe down personal desks, flex desks, kitchen counter spaces, meeting rooms, and common area tables after use with the anti-viral cleaner provided.

Personal Protective Equipment



Co-tenants and visitors are **required** to wear a face mask upon entry and while moving within Innovation Works.

How to self-monitor symptoms



Know the **COVID-19 SYMPTOMS**

Please do not enter the building if you have experienced or have been around someone who has showcased symptoms of COVID-19.

The following symptoms may appear 2-14 days after exposure:

- Fever
- Cough
- Shortness of Breath

Seek medical advice if:

- You develop worsening symptoms
- You have been in close contact with a person known to have COVID-19
- You live in or have recently been in an on area with ongoing spread of COVID-19

FOR MORE INFORMATION, VISIT [CDC.GOV](https://www.cdc.gov)



Disinfectant spray cleaning instructions

Buckeye Eco Neutral Disinfectant is a multi-purpose, neutral pH, broad-spectrum germicidal detergent designed for use in hospital, healthcare and industrial settings at ½ oz. and 2 oz. per gallon of water. Buckeye Eco Neutral Disinfectant is ideal for routine germicidal cleaning and floor care maintenance. Buckeye Eco Neutral Disinfectant is proven to kill Human Coronaviruses with a **1 minute contact time**.



Directions:

- 1** Remove heavy soil deposits from surface.
- 2** Thoroughly spray surface with E23 spray bottle. Spray 6-8 inches from the surface, rub with a brush, cloth or sponge. Do not breathe spray.
- 3** **Let solution remain on surface for a minimum of 1 minute.**
- 4** Rinse or allow to air dry.
- 5** Food contact surfaces must be thoroughly rinsed with potable water.

Note: This product must not be used to clean the following food contact surfaces: utensils, glassware and dishes.

Source: <https://www.buckeyeinternational.com/media/2465-e23-lit.pdf>

SDS: <https://www.buckeyeinternational.com/media/ECO6023CE.pdf>

Innovation Works signage floor maps

We have placed new signage all throughout the building to make our new procedures as easy to follow as possible:

First Floor

decals should make it clear that there is an "in" door and an "out" door here

Should both be floor standing and obtrusive



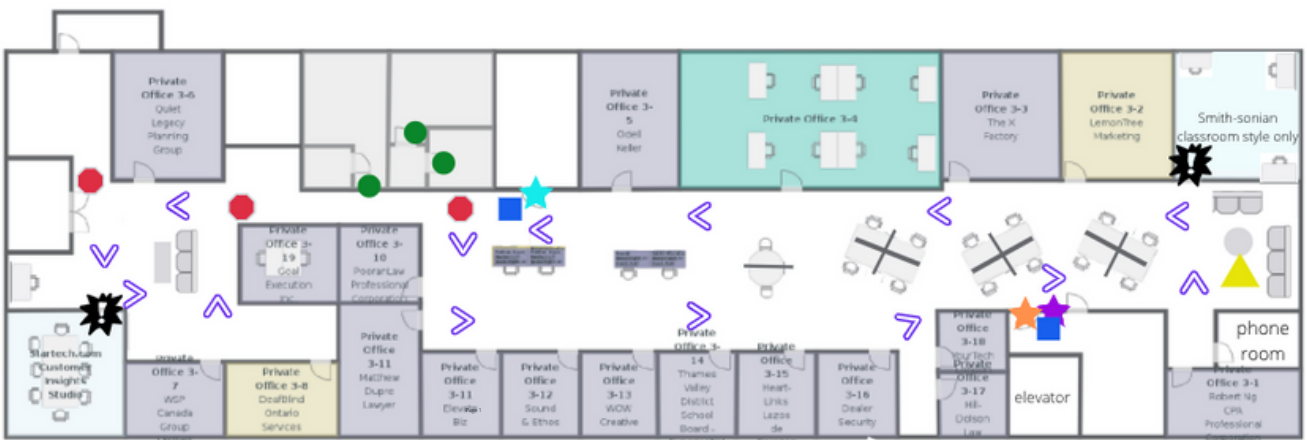
Innovation Works signage floor maps

Second Floor



- ★ "Do not enter this way" sign - stuck to glass partition
- Meeting room/kitchen floor map
- ★ Enter only if taking elevator
- one-at-a-time hallway sign
- Full floor map + Floor Rules
- ▲ Kitchen rules
- ◀ Directional floor decal
- ★ This way to go up (use other door to go down)!
- ▲ Fridge rules
- ★ Enter Here - stuck to wall
- ★ This way to go down! (use other door to go up)
- ▲ Absolutely no dishes
- ▲ do not move furniture/couches = 1 person capacity sign
- ♥ Please wipe workspace when finished
- Bathroom door sign
- ★ meeting room capacity/rules sign

Third Floor



- one-at-a-time hallway sign
- Full floor map + Floor Rules
- ★ This way to go up (use other door to go down)!
- ◀ Directional floor decal
- ★ This way to go down! (use other door to go up)
- Bathroom door sign
- ★ meeting room capacity/rules sign
- ★ Enter only if taking elevator
- ▲ do not move furniture/couches = 1 person capacity sign

Innovation Works signage floor maps

Fourth Floor

This sign should make it clear that going back > is for elevator use only



- ★ "Do not enter this way" sign - stuck to glass partition
- one-at-a-time hallway sign
- ◀ Directional floor decal
- ★ This way to bathrooms and collaboration station - stuck to wall
- ⊛ meeting room capacity/rules sign
- Meeting room floor map
- Full floor map + Floor Rules
- ★ This way to go up (use other door to go down)!
- ★ This way to go down! (use other door to go up)
- Bathroom door sign
- ▲ do not move furniture/couches = 1 person capacity sign

Basement

This sign should make it clear that going back > is for elevator use only



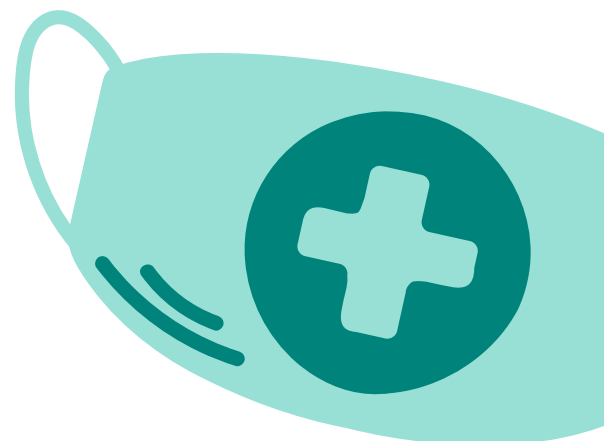
- ★ "Do not enter this way" sign
- one-at-a-time hallway sign
- ◀ Directional floor decal
- ★ Enter Here - stuck to wall
- ⊛ meeting room capacity/rules sign
- Meeting room/kitchen floor map
- Full floor map + Floor Rules
- ★ This way to go up !
- ▲ do not move furniture/couches = 1 person capacity sign
- Bathroom door sign
- ★ Enter only if taking elevator
- ▲ Kitchen rules
- ▲ Fridge rules
- ▲ Absolutely no dishes
- ♥ Please wipe workspace when finished

HOW TO PROPERLY WEAR A MASK

- 1** Wash or sanitize hands before handling face mask.
- 2** With the thin metal strip at the top, put your fingers through the earloops and position the mask over your nose and mouth.
- 3** Place the earloops around your ears and pull the mask from top and bottom to open the folds.
- 4** Adjust the mask around your face, then gently fit the thin metal strip over the bridge of your nose.

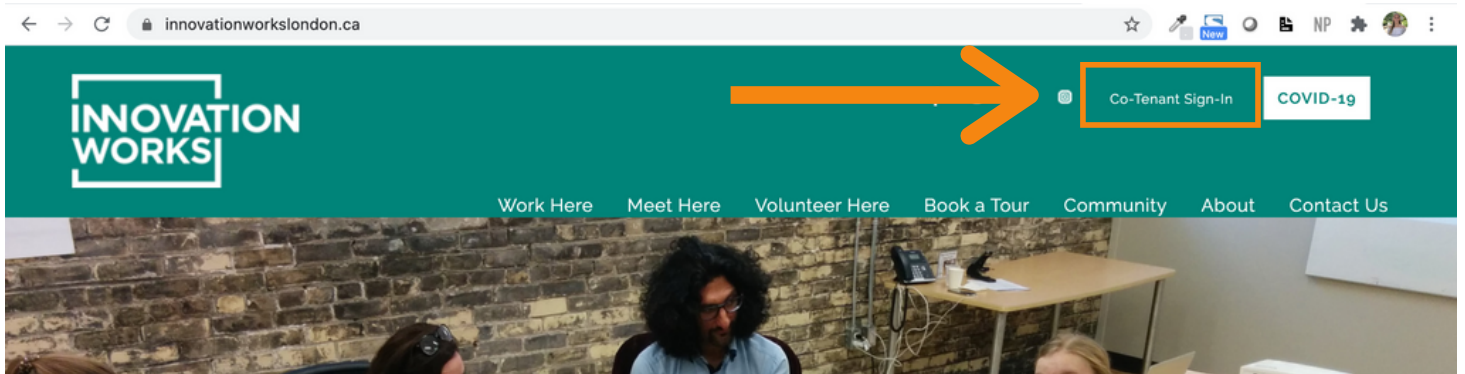
We encourage everyone to bring their own reusable masks each day. If you do not have a mask, one will be provided to you. You will be required to wear masks when entering and when moving through the space.

SOURCE: GM



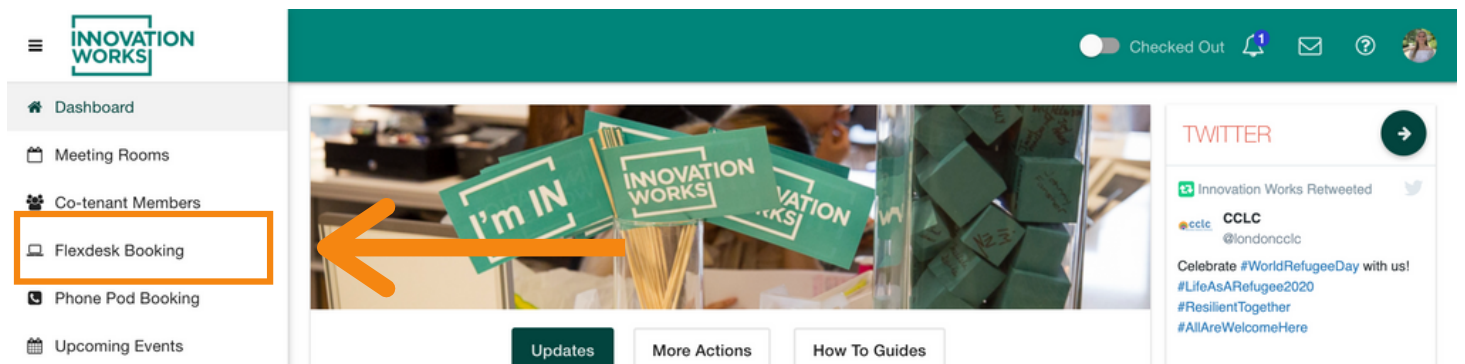
Flexdesk booking instructions

- 1 Navigate to innovation-works.officernd.com or use the "Co-Tenant Member Sign-In" link at the top right of the Innovation Works website.



- 2 Log in using your credentials. If you have never logged in, please email aleest@pillarnonprofit.ca to activate your user account.

- 3 Once logged in, click on Flexdesk Booking on the left side of the screen.



- 4 Use the calendar to book the flexdesk you want by clicking and dragging. You may filter by floor. Lower numbers are closer to the King St side of Innovation Works. Odd desk numbers are on the elevator side of the floor.

Today	7/14/2020	7/14/2020	7/14/2020
	Flexdesk 1-01	Flexdesk 1-02	Flexdesk 1-03
	7/14/2020	7/14/2020	7/14/2020
all day			
8:00 AM			
9:00 AM			
10:00 AM			
11:00 AM			
12:00 PM			

It should look like this

- 5 You should receive a confirmation email. Check to ensure the details are correct

ADDITIONAL RESOURCES

01

Check out [our COVID-19 webpage](#) to find all of our COVID-19 resources in one place as well as any updates that we have for you.

02

Have questions? Check out [our FAQ page](#)

03

Don't have a mask yet? Support local by shopping [here](#) or [here](#)!

04

Use [this tool](#) to self-monitor symptoms from home

05

Watch our [video walkthrough of the space](#) to see the changes we've made!

06

If you still have questions, please don't hesitate to [email Andrew or Lore!](#)