



At Thrive Workplace, we are honored to serve this amazing community of business leaders and teams, and we always placed the health and safety of our members and team as a top priority. With that in mind, we want to share with you that we are aware of the concern surrounding the spread of the COVID-19, better known as the Coronavirus, and are taking additional steps to provide a healthy and clean workplace. In addition to our thorough daily cleaning, we are also taking the following steps:

- We have directed our site-specific cleaning crew to increase the depth of their daily cleaning.
- Site teams are elevating their daily cleaning practices to include increased cleaning of table surfaces in common areas and conference rooms, door handles in conference rooms and site entrances and exits, and restrooms. They also will increase their cleaning of restrooms throughout each day. Including cleaning high-touch surfaces and common areas hourly
- Sanitation stations have been ordered and will be installed at each site as soon as they arrive.
- Sanitation wipes will be available in our common areas, along with cleaning wipes and supplies for office and desk members to actively clean their respective desks and surfaces.
- Provide one-time use, disposable gloves for coffee and water dispensing.
- Thrive is proactively requesting that members wear face coverings when in common areas and restrooms
- Removal of all reusable glassware, flatware, and plates/bowls and will ONLY be providing paper and plastic cups to help prevent spread through contact. Please be prepared to bring your own mugs/cups at this time.
- Expand and spread out the Mobile areas
- Adding visual signage to encourage social distancing

We also ask all of our members to take the following personal steps:

- Wash your hands with soap and water for a minimum of 20 seconds, specifically after using the restroom, before eating, after sneezing, coughing, and blowing your nose.
- Cover your cough and sneeze with a tissue, then discard the tissue.
- Please stay at home if you feel ill.
- Keep disinfectant with you.
- Remain calm. Our Thrive team is always here to support you and we welcome any questions or concerns you may have; however, a sense of panic can create discomfort with other Thrive members.

If you are looking for more information and updates about this virus, we highly recommend the Center for Disease Control and Prevention at [cdc.gov/coronavirus](https://www.cdc.gov/coronavirus).

If you have any further questions and concerns, please contact Chris Adams at chris.adams@thriveworkplace.com. As mentioned before, it has been an honor to serve this community and we are thankful that you are part of the Thrive community!