TASK UP

Effective June 8, 2020

# COVID-19 CARE PLAN

In light of Covid-19, our community is providing additional hygienic products and enforcing health protocols to prevent the spread of corona virus. We appreciate our members for complying with the law and by helping our community reduce risks.

# FRONT DESK HOURS

Our receptionist/community manager will be available in person during the following days and times:

Monday thru Thursday, 8:30am-1:30pm

We are available by phone and/or email on Friday, Saturday and Sunday.

Direct Line: 267-761-4118
General Email: Info@Task-Up.com
Ken's Email: Kshinn@Task-Up.com
Qing's Email: Qyang@Task-Up.com
Matas' Email: MSmakotinas@Task-Up.com

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# PROTOCALS

- Forehead temperature scan is required for entry. If you have a temperature of 101 degrees F. NO EXCEPTIONS.
- Do not enter workspace if you show signs and/or symptoms of illness and/or coughing, sneezing frequently.
- Spray Hands: Use provided alcohol based sanitizer upon entry.
- Wear a Mask: All members are required to wear a mask at all times except when they are at their work station or in their private office.
- Hand Wash: Wash your hands with warm water and soap prior to operating microwave, fridge and beverage in the kitchenette.
- Coffee Area: Fresh Brewed Coffee is temporarily unavailable. Please use available KCUP and tea bag in the meantime.
- No Entry allowed between 12AM - 2AM, Ozone generator is scheduled to run daily after midnight.
- Wipe down - wipe down your surrounding after each use with alcohol disinfect.
- Meeting Room disinfect - we will use Ozone generator to filter air after end of each reservation for 30 minutes before next use.

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# MEMBERS SERVICES

We as a small business understand the hardships some of our members are facing at the moment. We sympathize with our members and will do our best to reduce negative business impact.

Receptionist

Community manager / receptionist will return on June 8, 2020 on limited hours.

Membership Fees

June membership will be reduced by 30%. (Discounts cannot be combined).

Conference Room & Print Credits

All conference room credits from March 1, 2020 will be added and rolled over to your credits balance until end of December 2020.
Print credits balancing still applies and will be enforced. Please use our honor system to report color and black & white prints.

# SUPPLIES

- Reusable mask with filter inserts (limited supply)
- Screen Wipes, alcohol wipes
- Hand Sanitizer
- All purpose cleaner

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# INFORMATION

WORLD HEALTH ORGANIZATION:
https://www.who.int/emergencies/diseases/novel-coronavirus-2019

WHITE HOUSE GUIDELINES
https://www.whitehouse.gov/openingamerica

PHILADELPHIA INTERNATIONAL AIRPORT
https://www.phl.org/covid19

CITY OF PHILA | DEPT OF PUBLIC HEALTH
https://www.phila.gov/programs/coronavirus-disease-2019-covid-19/updates/

PENNSYLVANIA DEPT OF HEALTH
https://www.media.pa.gov/Pages/Health.aspx

RECEIVE PHILLY TEXT ALERTS
SEND TEXT "COVIDPHL" TO "888-777"