



NEW WAYS OF WORKING

SAFER WORKSPACES WITH COVID-19

Generator at **'Red'**
in the Covid-19 Traffic Light System

January 2022

Generator[®]
FLEXIBLE WORK SPACES



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OUR VACCINATION POLICY



As New Zealand now lives with Covid-19 in the community, Generator has implemented a policy that requires all of our staff, members, guests and suppliers to be double vaccinated.

Generator is a double vaccinated workspace so please ensure you can adhere to our H&S policy before your arrival at site.



Find out more



- To find out more about what this looks like, please read our commonly asked FAQ's [here](#).



ACCESS AT **RED** IN THE TRAFFIC LIGHT SYSTEM

Generator sites are open and accessible to members to work from at Red in the traffic light system.

We've followed the guidelines outlined by the New Zealand government to create a safe working environment for members to access Generator during Red.

- Please ensure you scan the QR code each time you enter a Generator site.
- Please wear a mask while in common areas of the building.
- Please swipe your Generator access card as you move through the buildings.
- Please do not access Generator if you are feeling unwell or have been in contact with a Covid-19 case or suspected case in the last 14 days.

- We encourage you to follow government instructions to get tested if you are feeling unwell.

Guest Access

All guests will be required to be double vaxxed and sign in at our reception when entering Generator buildings, where they will need to read, understand, and accept this as part of our Health & Safety policies.

Cross Site Access

Members are allowed to access other Generator sites.

Hot Desk Access

It is essential that all hot desk members book their desks online through GenHub.

Dog Access (Madden St Only)

While we are in Red Light please leave your furry friend at home. They'll be able to return to site once we move to Orange.

How you can help



- Do not access Generator if you are feeling unwell.
- Ensure your guests sign in at our reception when entering Generator buildings.
- Ensure you book your hot desk online.
- Please wear a mask while in common areas.

KEY PRINCIPLES



Enhanced cleaning and sanitisation

Our focus is to take a proactive approach to cleanliness and hygiene.

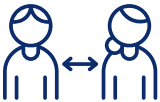
We will be completing regular sweeps to disinfect key areas such as – stair handrails, shared door handles, elevator buttons, bathroom surfaces, kitchen surfaces, breakout spaces and printers and copiers.



Contact tracing

Each site has the New Zealand Government Covid Tracer app QR code clearly displayed. We urge you to use this every time you enter the site.

Generator access cards will be used for contact tracing should it be required. We ask that members swipe their access card through all doors, even if they are open. Signage will notify and remind you at points where you may not have been required to swipe in the past.



Physical distancing

Our focus is physical distancing. Not social distancing. Adhering to government guidelines we ask that members maintain a 1 metre distance from colleagues, and other Generator members. Signage across our sites will assist you with this.



Mask up

Face masks help reduce the spread of COVID-19. In-line with government guidance please wear a mask when in common areas. Signage will show you where this is required.

More information on the government's mask policy can be found [here](#).

STAFFING AND FACILITIES



Generator Team

Our focus during Red in the traffic light system is to ensure that all sites run smoothly and we are able to support members on site, without causing increased risk of spreading Covid-19.

Our community teams will be onsite and available during regular office hours. Concierge will be open and the team will be available to provide our full Generator service.

Please follow any team requests relating to physical distancing.

The Generator IT Helpdesk will be available. Please contact our IT team as you normally would: helpdesk@generatornz.com

Barista

Our Barista team will be available to provide members with their daily coffee fix. Generator lounges will be operating our regular hours. Kitchens will be available for your use as usual.

Bathrooms and End of Trip

Our end of trip facilities are open during Red. These facilities can be 'pinch points' so please be courteous of physical distancing when using them.

Lounges

Lounges are open, please practice recommended physical distancing from other members using lounge facilities.





STAFFING AND FACILITIES

Meeting Rooms

Meeting room bookings are operating as normal. Please book via Genhub before using a meeting room so we can ensure they are cleaned between bookings.

To meet requirements around physical distancing, meeting rooms will run at a reduced capacity so please remember this when booking. I.e. If you need a meeting room for 2 we suggest you book one for 4.

Generator staff will assist wherever needed so if unsure please ask one of the team for help.

Kitchens

Kitchens are open and our team will be regularly disinfecting high touch areas. Kitchens can be 'pinch points' so we ask that you stagger usage where possible. We also ask that you

place your dishes in the dishwasher immediately after use to avoid any double handling.

Deliveries

Generator will be accepting deliveries during regular business hours. Our reception team will notify members via our Greetly App when deliveries arrive for them.

How you can help



- Book all meeting rooms via Genhub.
- Respect the physical distancing requirements of the Generator team onsite.
- Be courteous of other users in kitchens, bathrooms and end of trip facilities.
- Put your dishes in the dishwasher immediately after use.

CONTACT TRACING



Member access cards will be used for contact tracing should it be required.

Please swipe in and out of spaces even when the door is open, this is to allow for detailed contact tracing. You will also need to swipe your access card in the lift as this is a key access point. There is plenty of signage to remind you to swipe at points where you may not have been required to swipe in the past. If in doubt, swipe!



Government Covid Tracer App

Each site has the Government Covid Tracer app QR code displayed - we urge you to use this every time you enter the site as this creates a useful personal record. More information about the app is available [here](#).

Access Cards

Please ensure your access card is with you at all times and continue to swipe in and out of our spaces. Generator lanyards are available from reception, please ask your community team onsite if you'd like one for your access card.

How you can help



- Swipe your access card as you go through all doorways and in lifts.
- Use the Government Covid tracer app each time you arrive at a Generator site.



CLEANING AND SANITISATION

Regular Cleaning

Contracted cleaning will remain at current levels while at level Red in the traffic light system, with a heightened focus on sanitising regular touch points such as lift call pads.

Generator staff will be taking a proactive approach to cleanliness and hygiene through the site and will be regularly completing a sweep through each site:

This will include but not limited to:

- Stair handrail sanitisation
- Shared door handles sanitisation
- Elevator button sanitisation
- Kitchen bench clearing and wiping
- Dishwashers stack and cleared
- Breakout space clearing and surface wiping
- Bathroom surfaces wiping
- Printer and copiers

How you can help



- Regularly and thoroughly wash hands.
- Stay home if you are feeling unwell.
- Let a member of your community team know promptly if you identify areas for improvement with cleaning.

Air Conditioning and Ventilation

All buildings will operate air conditioning during normal business hours, where applicable this will remain set to 100% fresh air providing a high level of ventilation.

Hot Desks & Meeting Rooms

These must be booked so we can ensure thorough cleaning between uses.

Sanitisation

At key common areas we will have sanitisation stations. We will have available [Zoono sanitiser](#) which is proven to be effective for 24 hours after application. Sanitisation wipes will be available on all floors for you to wipe down your own workstation at the end of the working day.

Deep Cleaning

Generator's contracted cleaners can undertake a sanitisation process and deep cleaning exercise utilising the 'ULV Fogging' methodology which creates additional surface protection for 21 days should this be required. This process would be applied to all publicly accessible areas. For businesses in private offices, we are able to carry our 'ULV Fogging' or additional cleaning upon request.



PHYSICAL DISTANCING

Government guidance at level Red of the traffic light system recommends 1 metre distancing.

At reception and high traffic areas we have clearly marked signage to encourage this distancing. We do ask that you be considerate of others in common areas, lounges and pinch points and respect the recommended distancing.

Lifts and Stairs

Please ensure you follow the recommended distancing when using the lifts.

Please be patient and considerate of other members.

How you can help



- Be courteous of other users in kitchens, bathrooms, lifts and stairs and respect one metre physical distancing.





COVID-19 ON PREMISE PROCESS

If a member, staff member or guest contracts Covid-19 and has been at a Generator premises whilst infectious, Generator NZ will work closely with the Ministry of Health around the recommended process given the individual circumstances.

To support contact tracing, if you do test positive for Covid-19 please advise your Generator Site Manager immediately.

We ask that all members adhere to the government guidance around isolation and quarantine periods as outlined in the three-stage approach to Omicron that can be viewed [here](#).

However, broadly Generator NZ will:

- Work with Ministry of Health to support contact tracing and notification of impacted parties
- Generator NZ will send a notification to all members and guests at impacted site and all members if required
- Depending on the circumstances, the impacted site may be closed for 48 hours while "ULV Fogging" and cleaning is carried out
- Generator NZ will work with the Ministry of Health and members to ensure a safe and timely re-entry to site and appropriate isolation periods depending on the circumstance.

Changing Levels in the Traffic Light System

Should New Zealand change traffic light colours, we are well placed to implement any additional signage, cleaning and sanitisation, contact tracing and physical distancing processes.

All members will be notified of what changes are occurring onsite in a timely manner.

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