

TechPlace- Step 3 Roadmap to Reopen- Resumption Strategy-July 26, 2021

User Group	Estimated Daily Users	Maximum Daily Users	Limitation on Maximum Daily users
Launchpad Companies	10	20 (estimate)	None
Hot Desks	8	12	Implement Planyo for one reservation per hot desk per day
Meeting Rooms	8	36 (6 meetings x 2 people/meeting x 3 meeting rooms)	Add half an hour buffer after each meeting
Board Room	4	24 (6 meetings x 4 people/meeting)	Add half an hour buffer after each meeting
Event Space	5	16	Limit to one event per day
Totals	35	108	

General:

As of July 26, 2021, TechPlace will be open for all LaunchPad businesses, Co-location Partners and Endorsed users, operating at 50 % capacity. We estimate the maximum number of potential users to be at 108. Social distancing, contact tracing, and face protection is required in all common areas.

Actions by Users:

- **ALL USERS** must **check in** using iPad (at the reception or back door). This information is needed and will be used for contact tracing in case of an outbreak.
- LaunchPad and Co-location Partners- Guests are permitted and **must check in** and fully comply with rules. Please book meeting space when meeting with guests (2 persons per meeting room)
- Disinfectant spray bottles are spread out in the common areas. We ask that you wipe down your area after use.
- Masks are mandatory when using common space.
- Patrons are required to bring their own masks.
- Practice physical distancing
- Please do not share telephones, keyboards, desks, or workstations.
- Avoid high-touch areas, where possible, or ensure you clean your hands after
- Wash your hands often and thoroughly with soap and water or alcohol-based hand sanitizer.

- Sneeze and cough into your sleeve.
- If you use a tissue, discard immediately and wash your hands afterward.
- Avoid touching your face, eyes, nose, or mouth.
- Avoid contact with people who are sick.
- Stay home if you are sick.
- If you are ill: notify your supervisor and TechPlace staff immediately, complete the [self-assessment](#) and follow the instructions you get.
- Consider staggering breaks and lunches for your team.
- All requests are directed to izabela@techplace.ca or info@techplace.ca

Lunchroom:

- Lunchroom is not available for booking.
- Lunchroom is open for food consumption.
- 9 persons capacity, one user per table, maintain social distancing, consider staggering lunch times.
- Fridge is accessible for personal use.
- No provision nor sharing of common fridge food (e.g.milk)
- Hand sanitizers in visible areas
- Proper hand-washing signage over kitchen sink.
- Disinfectant spray bottles are spread out in the common areas. We ask that users wipe down your area after usage.
- Coffee machine is in service. Please wipe after each use. Please bring your own coffee beans.
- Use of common **clean** kitchenware is allowed.
- **DO NOT LEAVE** dirty dishes in the sink. Place dirty dishes in the dishwasher. If the dishwasher is full, please run and empty it (dishwashing tablets are under sink)
- Consider supporting Deli Mart Café downstairs (ground floor)

Meeting Space:

- Open to all launchpad businesses, co-location partners, and endorsed users.
- Open at 50% capacity- 2 persons per each meeting room, 6 persons per boardroom, 10 persons per event space
- Booking is required: <https://techplace.ca/book-a-meeting-room/>
- TechPlace launchpad and co-location partners have access to unlimited free space booking.
- TechPlace endorsed users have access to 10 free hours of total room booking time every 30 days. After which, the regular pricing kicks in (see prices below)
- Masks are mandatory.
- All users to clean desks after each use (TechPlace provides sanitizers and cleaning supplies)

Hot Desking:

- Open for all launchpad businesses and co-location partners but consider working out of your own office space.
- Open to all endorsed users
- Available at 50% capacity- 12 desks open, reservation is required by **ALL USERS**
- Available on a day-use basis for endorsed users
- Masks are required while using hot desks.
- All users to clean hot desks after each use (TechPlace provides sanitizers and cleaning supplies)
- Booking is required.

Actions by TechPlace:

- Open for all launchpad businesses, co-location partners, and all endorsed users
- All staff to continue diligent use of personal protective equipment.
- Signage communicating mask requirement and working practices throughout the space.
- Cleaning supplies available to self-clean workspaces.
- Sectioned off desks to allow for social distancing.
- “Respect social distancing signage” and “if you have covid-19 symptoms” placed at all TechPlace entrances.
- In the event of an COVID-19 case, TechPlace will be closed, and City of Burlington staff will do a disinfection of the space.
- Removal of telephones from meeting rooms to storage room.
- Disinfectant spray bottles are spread out in the common areas. We ask that users wipe down your area after you finish working.
- Capacity signage on board room, kitchen, and main event space.
- Educating staff and customers on effective hand washing and sanitizing techniques (poster)
- Signage to route all inquiries to info@techplace.ca or izabela@techplace.ca
- Communication plan with the help of the Burlington Economic Development’s Marketing team will include social media blasts, website updates, signage and Haltech newsletter updates.
- We are keeping up with advisories from the City of Burlington, Halton Region, and Province of Ontario.
- Update Notes on Front Door – open to LaunchPad businesses, residents and endorsed users; all users must sign-in on the Receptionist (contactless iPad check-in)
- Remove extra chairs in line with social distancing requirements.
- All deliveries will be touchless.
- Tours of TechPlace are allowed by appointment only (contact izabela@techplace.ca)

Meeting Room Rental Fees (applicable to endorsed users, after using 10 hours of booking per month)

	One Hour	Each Additional Hour	Full Day (8h+)
Meeting Room	\$30 + HST	+ \$10/ hour	\$100 + HST
Board Room	\$45 + HST	+ \$15/hour	\$150 + HST
Event Space	\$60 + HST	+ \$20/hour	\$200 + HST

Actions by Landlord (received from Soneil – Property Owners)

1. Hand sanitizer dispensers have been placed at both main entrances.
2. All common area surfaces (toilets, door handles, elevator buttons, stair railings, etc.) will be sanitized at frequent intervals throughout the day.
3. All common areas will be cleaned thoroughly every night.
4. Soneil will mark the floor with tape for 6 ft distance for elevator waiting and inside elevators.
5. Hand washing signage in bathrooms
6. Mask signage in lobby, elevators, and common areas
7. There will be a maximum of 2 people allowed in each elevator.
8. All HVAC filters have been recently changed.
9. Gym is still closed for everyone.
10. The café on the main floor is open, indoor dining permitted with limited capacity
11. Minimizing face to face interaction with Building Operators by using alternative means of communications