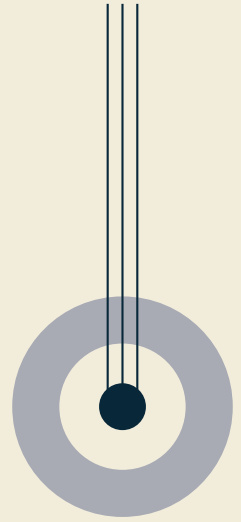
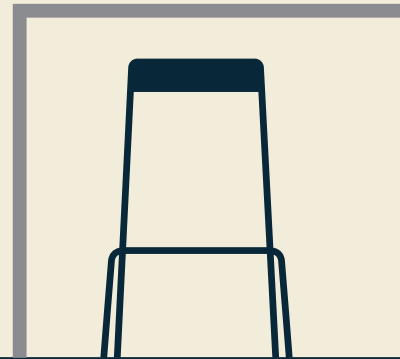


HAWORTH

Work Together. Stay Safe and Healthy.





How is This Going to Work?

Welcome back to the workplace! We'd like to extend our gratitude to everyone who contributes to our ongoing efforts to meet customer needs during the COVID-19 crisis.

Like other businesses figuring out how to bring their people back to the office safely, Haworth is on a journey. COVID-19 has presented us with many challenges in finding new ways to work, and together we can solve them. This booklet is intended to give everyone an idea of what changes you can expect as you return to the workplace, and provide a fresh reminder for those who are settling in.

Starting Your Day Off Well

We're all going to have to learn to work differently, and that means changing your morning routine and arrival process so we can be safe and healthy. Consider these steps and what changes you'll need to make for returning to the workplace.



Start Well

Get into a ritual that sets you up for a positive state of well-being.



Prepare

Don't forget your personal items:

- Face Mask
- Hand Sanitizer
- Coffee Mug
- Water Bottle
- Keys



Certify with App

Visit selfscreen.haworth.com from your preferred device to certify or use the QR code provided below.



Grab & Go

Did you grab everything?
Lunch, phone, mask, badge.

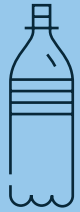


Arrival

Park in your assigned lot to access your designated entryway and work zone.

Tip

Drinking water first thing in the morning helps wake you up and starts to rehydrate your body.





What's New at Haworth

Many of you have been anxious to get back to the workplace. In this new normal, we need to balance remote work with in-person interactions.

We have been working on what short- and long-term changes to implement while keeping you safe, confident, and effective.



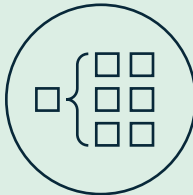
What to Expect

From social spaces, where people gathered pre-pandemic, to workpoints and the amenities that support you throughout the day, we've made many modifications to address COVID-19 protocols.



After Arrival

- Members should scan your badge when entering and exiting the building
- Depending upon your facility you may be required to pass through a temperature taking checkpoint
- If you haven't done so already, visit selfscreen.haworth.com from your preferred device to certify



Space Zoning

- What We Did**
- Assigned teams to a zone
- What to Expect**
- Limited movement in building
 - Assigned workspace
 - Dedicated meeting spaces
 - Access to one toilet & copy room



Amenities

- **Refresh Areas** – reduced seating, exposed recycling/trash bins, provided personal cleaning supplies; refrigerators/ice makers unavailable for use
- **Self-Service Cleaning Stations** – added to each work zone for user control
- **Restrooms** – hands-free door openers, designated by zone
- **Print/Copy Rooms** – assigned by zone



Signage

- What You Do**
- Posted room/space capacity
 - Established protocols
- What to Expect**
- Awareness of limitations
 - Visual reminders



Work Spaces

- **Private Office** – reduced quantity of guest seating
- **Workstation & Benching** – rotational work schedules, screens, added where needed, and evaluated modifications for future density phases
- **Touchdown** – converted to assigned workpoints
- **Meeting & Conference** – reduced quantity of seating, opened doors, removed work tools, fewer touchpoints

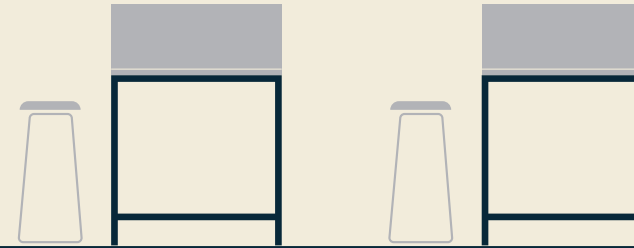


Social Spaces

- **Lobby** – now a checkpoint
- **Community** – modified layouts for physical distancing and more individual work locations
- **Outdoor** – added new products for more work areas outside
- **Retreat** – converted to assigned workpoints

Let's Get Lunch

Lunchtime has been such a social activity, but we need to change our behaviors. You can still meet and talk with friends, but staying physically distant is critical. Options include going off campus to eat, going outside, and bringing your own food.



Tip

Use touchless payments like Apple Pay and Google Wallet when available.



Out To Lunch

If you head out for lunch outside do it during off-peak hours.



Bring Your Own

While we're working through details on how food service will work going forward, members should expect to bring their own lunch.



Use Your Own

Bring utensils and containers to work and take them home each day.



Where Do I Eat?

Eat where you can keep the necessary physical distance. Make sure you are in designated lunch areas.



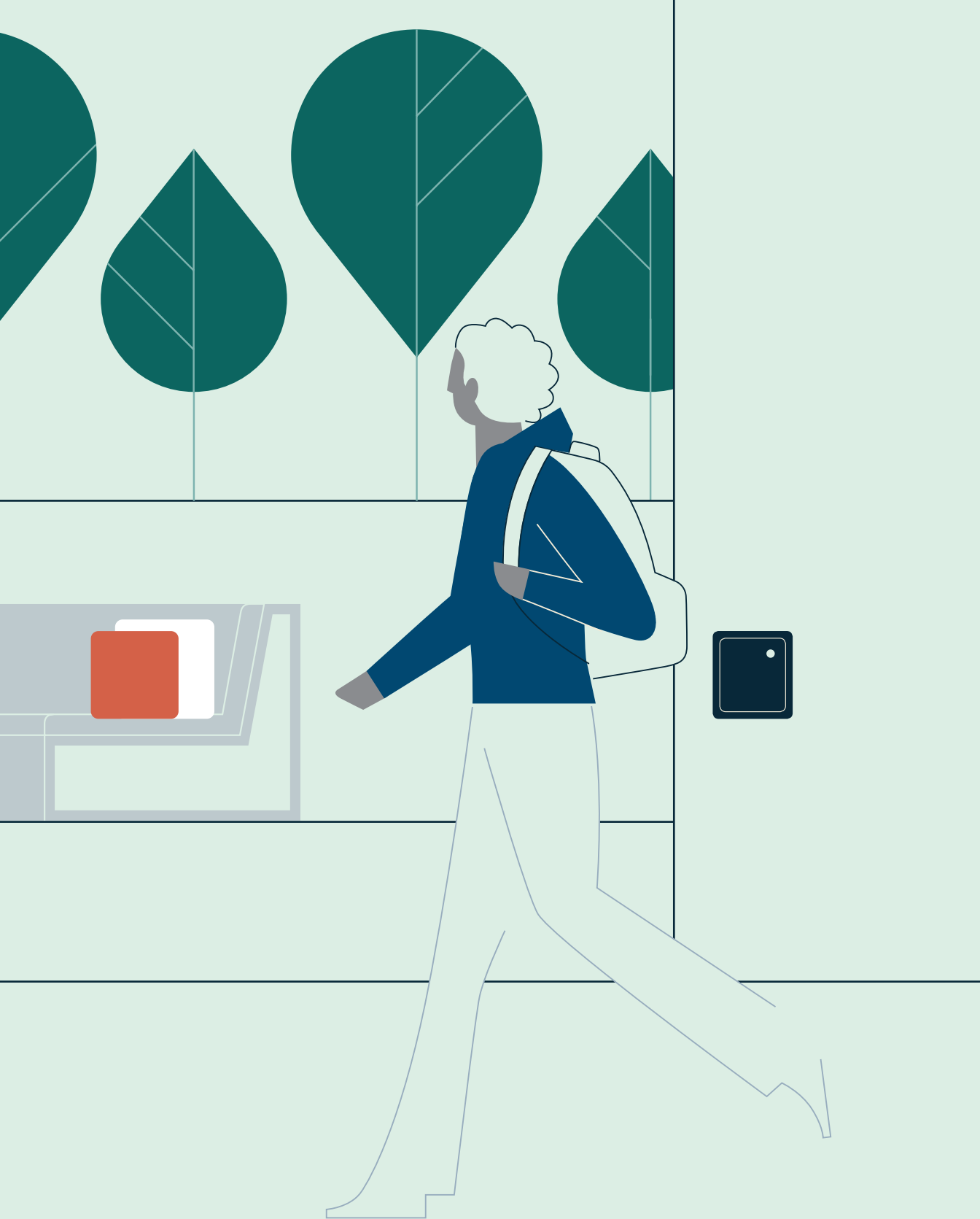
Keep It Clean

Make sure that you dispose trash, wipes and all used items.



Clean Up

Less mess, less stress. Please clean up after yourself when you're done.



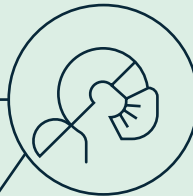
Leaving the Office

We'll all need to get into new routines as we head home from work. Keeping your workstation clean helps the janitorial staff thoroughly disinfect your space after you leave. Scan your badge on the way out to track building occupancy. Continue to wear your mask even when you go home to protect yourself and others.



Clean Your Desk or Work Area

Practice a clean desk policy. Remove all personal items and work files or documents from the desk when leaving the office.



Mask On

Put your mask on before you get up and go.



Swipe Card

Swipe your access card before leaving the office.



Avoid Large Groups

Try to avoid big groups when leaving the office.



Commuting

When you are using public transport for your commute, make sure you avoid touching public surfaces, sanitize your hands after touching doorknobs, handrails etc. If possible use touch free payment methods.

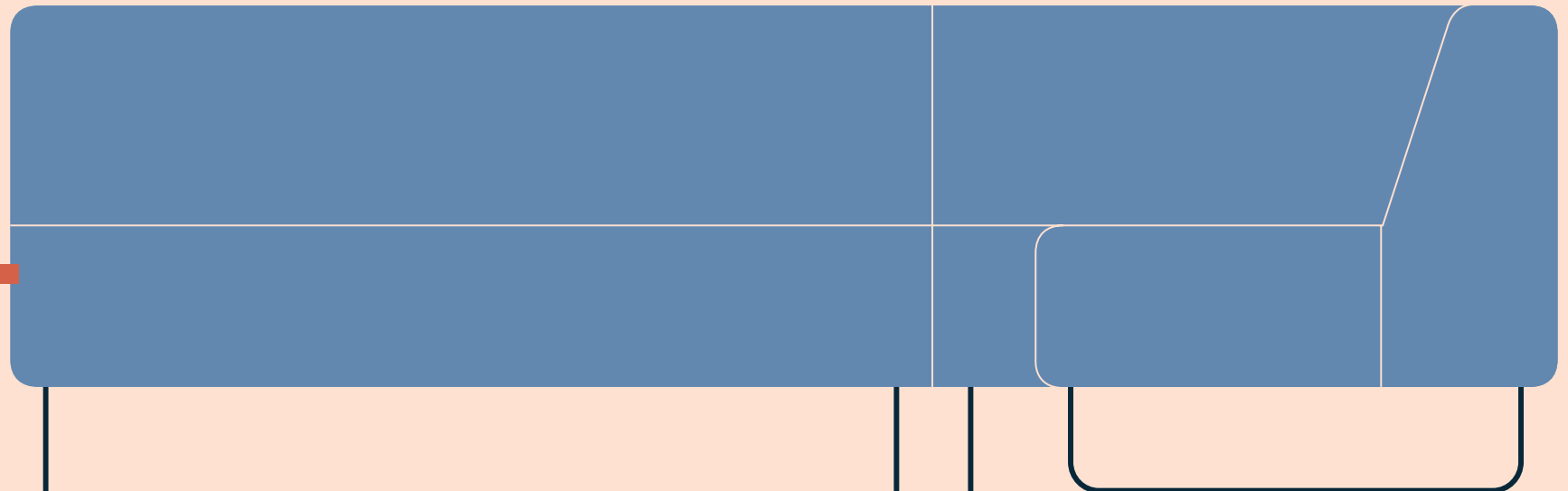
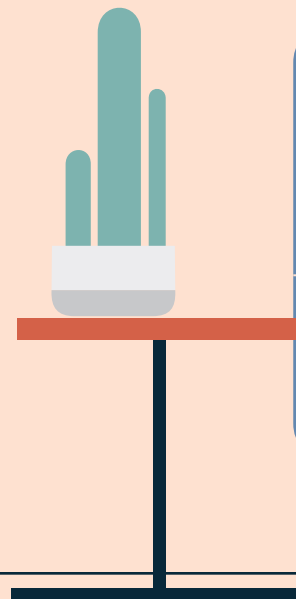
Tip
Watch for digital and posted signage around your facility.





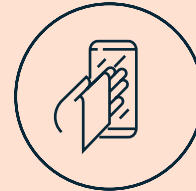
Returning to a Healthy Home

Just as you start your day out with new routines, changes to your nightly habits are just as important. Following these practices when returning home from work will help you maintain your health and well-being.



Wash Up

We can't help what we touch, and we don't know who else may have touched it before us. Make hand washing an essential habit.



Clean Your Phone

Where has your phone been today? It's worth cleaning it after you arrive home.



Discard Mask

If you wore a disposable mask, discard it immediately.



Wash Mask

If you wore a reusable mask, make sure you properly wash it before wearing it again.



Get Some Exercise

These are stressful times and your health and well-being are important. Exercise can help relieve stress.



Enjoy Your Night

Nothing beats a good night of sleep. Get plenty of rest to prepare for the next day.

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