



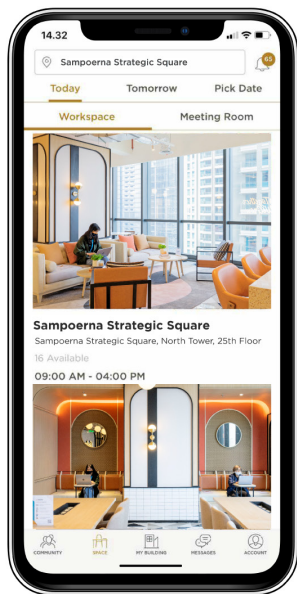
**UPH** **GOWORK**  
UNIVERSITAS PELITA HARAPAN

# GoWork App Coworking Etiquette New Normal Protocols



**Your Access to  
Awesome Office Space  
Is Now in Your Hands!**

**VISIT US**



**GOWORK**

GoWork is Indonesia's leading premium coworking space with a mission to help people be their best.

## Our Advantages



Strategic central location



High speed internet



Spacious lounge area



Members network & special benefits



Free hand-brewed beverages



World-class Printers



Exclusive events & Workshop



Ergonomic chairs



## Locations & Operational Hours

### GoWork Operational Hours:

Monday - Friday | 9 am - 4 pm (Closed on public holidays)

#### Central Jakarta

1. GoWork Plaza Indonesia
2. GoWork Chubb Square
3. GoWork Sahid Sudirman
4. GoWork Senayan City
5. GoWork fX Sudirman

#### South Jakarta

1. GoWork Millennium Centennial Center
2. GoWork Setiabudi
3. GoWork Menara Rajawali
4. GoWork Sopo Del Tower
5. GoWork Menara Standard Chartered
6. GoWork Sampoerna Strategic Square
7. GoWork Pacific Place
8. GoWork Treasury Tower
9. GoWork Kemang X
10. GoWork Fatmawati
11. GoWork Pondok Indah

#### West Jakarta

1. GoWork Lippo Mall Puri
2. GoWork Central Park

#### North Jakarta

1. GoWork ASG Tower, PIK

#### Tangerang

1. GoWork BSD

#### Surabaya

1. GoWork BEI Surabaya

#### Bali

1. GoWork Park23, Bali

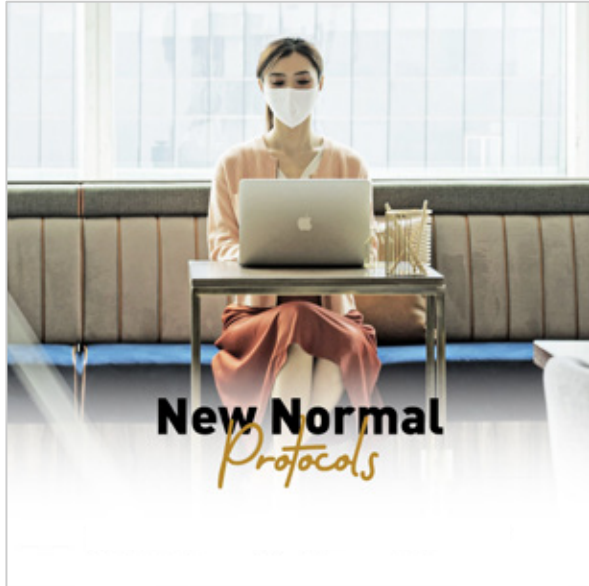


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**GO**WORK

## GoWork Coworking Etiquette

- Sit only in **allowed** and desks spot
- Station yourself **in one spot** for the whole day
- Limit direct conversations **to maximum 2 persons**
- **Wear your mask** at all times
- **Practice** proper sneeze and cough etiquettes



### Communication & Collaboration

We'll maintain **clear communication** with you about updates on our protocols. However, we need your participation to ensure that everything is done consistently.



### Communication Channels



Protocol page on website



Protocol video



Orientation re-opening

### New Protocols



Registration and thermal check upon arrival



Pre-transaction briefing for all visitors (including tours)

### Physical Distancing

We're instituting **new distancing measures** in all communal areas:



New limits in common areas and shared rooms provide more space per person



Strategically placing distance and wayfinding signage as distancing standards

### Increased Sanitization

We're now **sanitizing common areas** more frequently and providing more sanitization products.



Providing extra hand sanitizer



Equipping our team members with masks and gloves

### Reducing high-touch point areas

To decrease indirect contact with other individuals, we're **reducing high-touch points** in common areas.



Temporarily closing gyms, game rooms, nap rooms, and sleeping pods



Removing cushions, & shared stationeries



Removing coffee, tea, sugar & creamer from the pantry [Bring your own!]



Temporarily removing eating and drinking utensils [Bring your own!]