UPH Universitas Pelita Harapan · **GO WORK**

GoWork App
Coworking Etiquette
New Normal Protocols

UPH GOWORK

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

VISIT US

go-work.com

GET IT ON Google Play

Download on the App Store

Sampoerna Strategic Square
Sampoerna Strategic Square, North Tower, 25th Floor
16 Available
09:00 AM - 04:00 PM

@letsGowork   lets.gowork   go-work.com

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

UPH GOWORK

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
12. GoWork Arkadia

West Jakarta
1. GoWork Lippo Mall Puri
2. GoWork Central Park

North Jakarta
1. GoWork ASG Tower, PIK

Tangerang
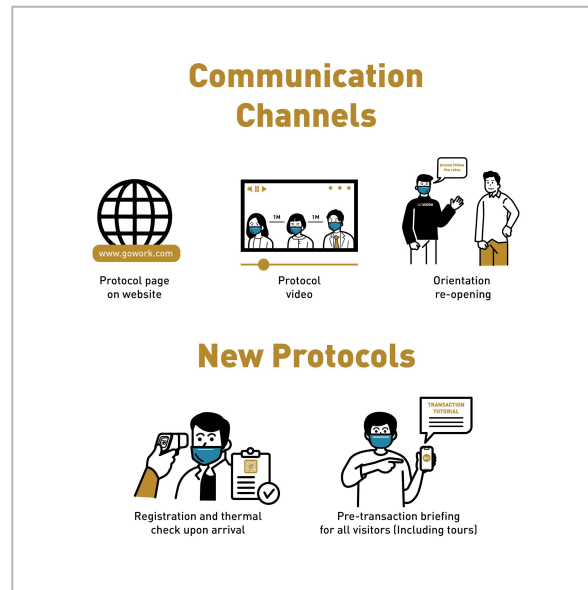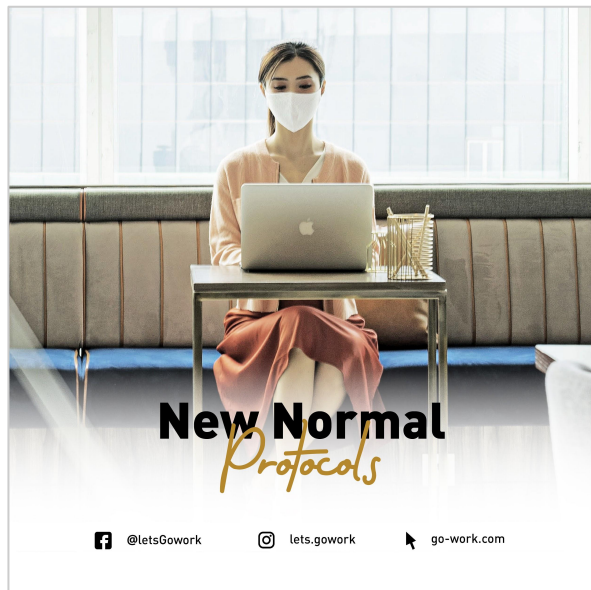1. GoWork BSD

Surabaya
1. GoWork BEI Surabaya

Bali
1. GoWork Park23, Bali

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

# GoWork New Normal Protocols

UPH UNIVERSITAS PELITA HARAPAN | **GO**WORK

New Normal *Protocols*

f @letsGowork ⊙ lets.gowork ➤ go-work.com

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

www.gowork.com

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)

GoWork New Normal Protocols

Physcical Distancing

We're instituting **new distancing measures** in all communal areas:
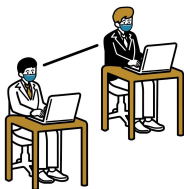
New limits in common areas and shared rooms provide more space per person

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 indivuals, we're **reducing high-touch points** in common areas.

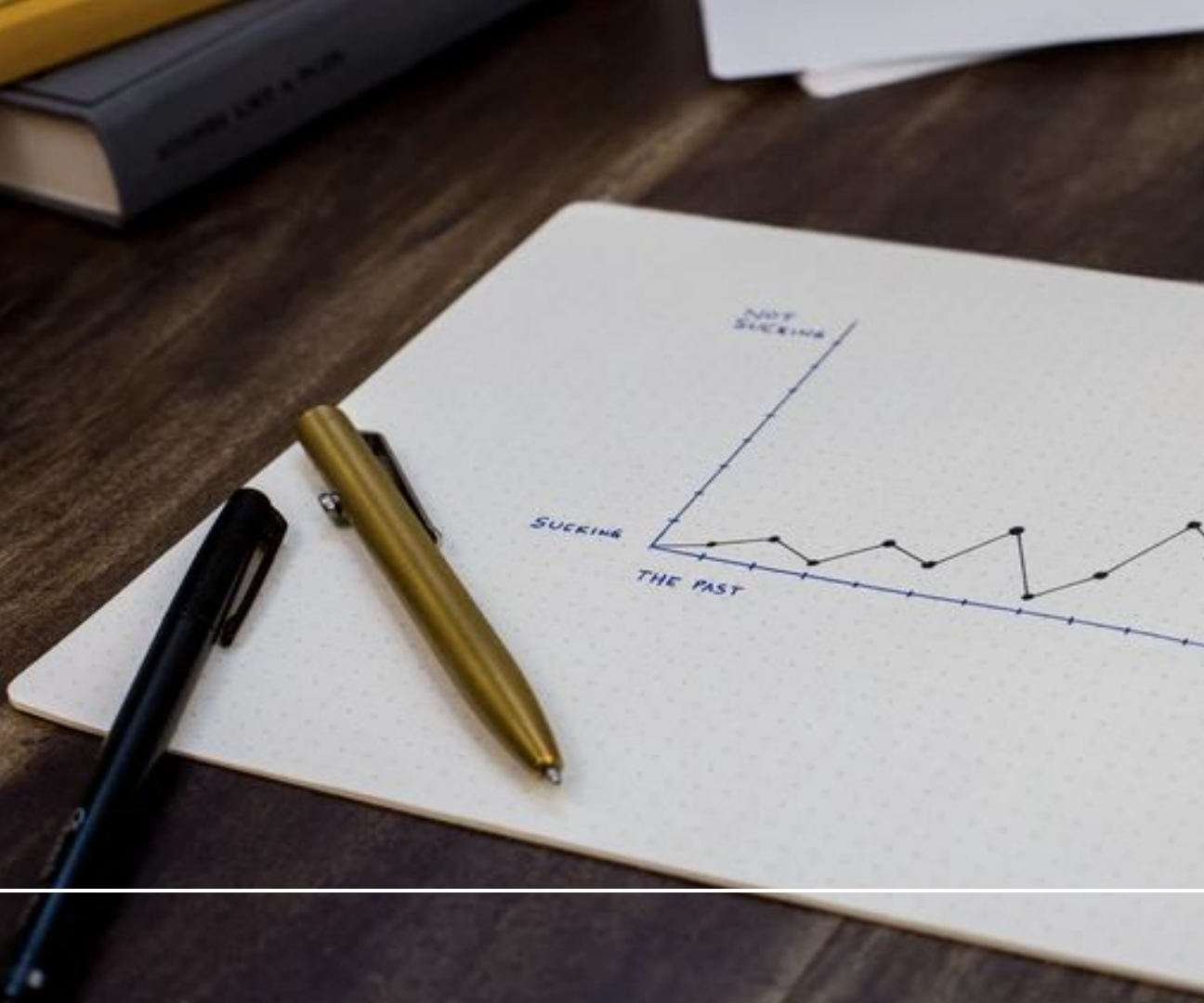Temporarily closing gyms, game rooms, nap nooks, and sleeping pods

Removing cushions, & shared stationeries

Removing coffee, tea, sugar & creamer from the pantry (Bring your own!)

Temporarily removing eating and drinking utensils (Bring your own!)
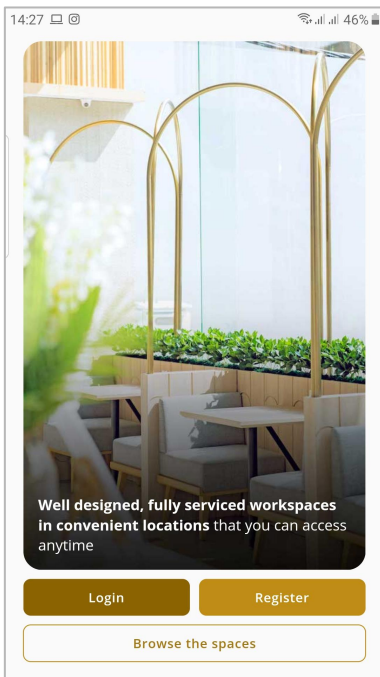
GoWork App
Step by Step

HOW TO REGISTER AN ACCOUNT ON GOWORK APP?
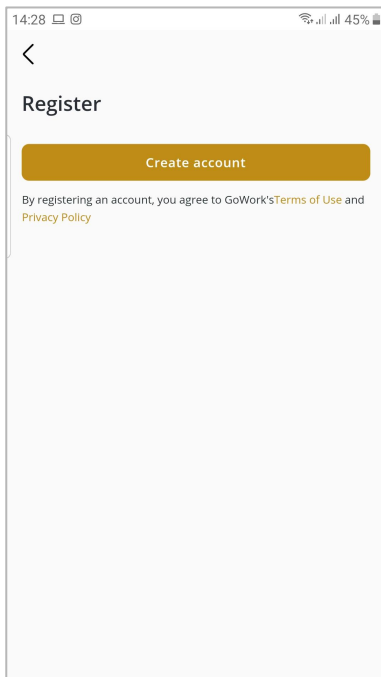
GOWORK

How to Register on GoWork App?

Step 1 :
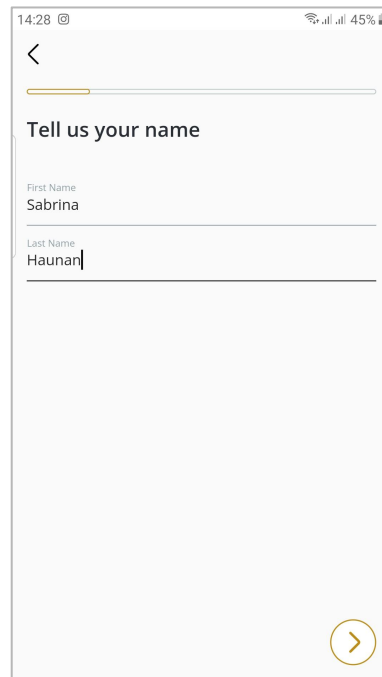Download **GoWork App** on App Store or Play Store, or simply type **go-work.com/app. Click REGISTER**

Step 2 :
Register by click **CREATE ACCOUNT**

Step 3 :
Type your First Name and Last Name, click **>**

Step 4 :
Type your active email, click

14:27   46%

Well designed, fully serviced workspaces in convenient locations that you can access anytime

| Login | Register |

Browse the spaces

14:28   45%

Register

Create account

By registering an account, you agree to GoWork's Terms of Use and Privacy Policy

14:28   45%

Tell us your name

First Name
Sabrina

Last Name
Haunan

14:28   45%

Your email?

Email Address
sabrina@go-work.com

GOWORK

Step 5 :
Type your phone number, click **>** ⊙

Step 6 :
Check your inbox message and input 4 digit of verification code. **Click SUBMIT**

Step 7 :
Create your password, click **>** ⊙

Step 8 :
There is no coupon code while register. Just proceed to click **REGISTER**

14:29

And, your mobile number?

Mobile Number
+62 ⌄   81511218392

Please enter your active mobile number, as we will send SMS verification code to you.

14:29

Enter verification code

Please check, we have sent a code via SMS to **+62 81511218392**

code will expire in
56

Verify

14:29

Create a password

Password

14:29

Almost done, do you have a coupon code? (optional)

If you have a coupon code, please enter it here.

Add coupon   +

Register
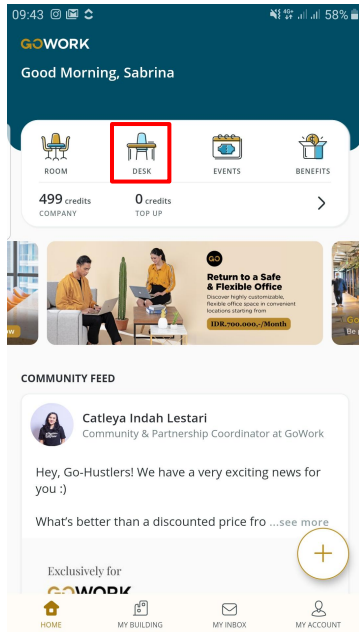
HOW TO BOOK A WORKSPACE ON GOWORK APP
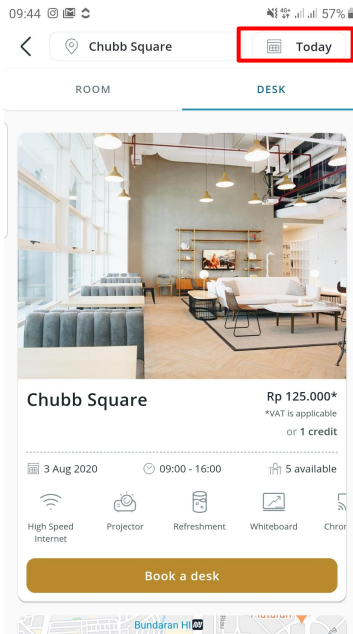# FOR UPH STUDENTS?

GOWORK

How to Book a Workspace on GoWork App for UPH Students?

Step 1 :
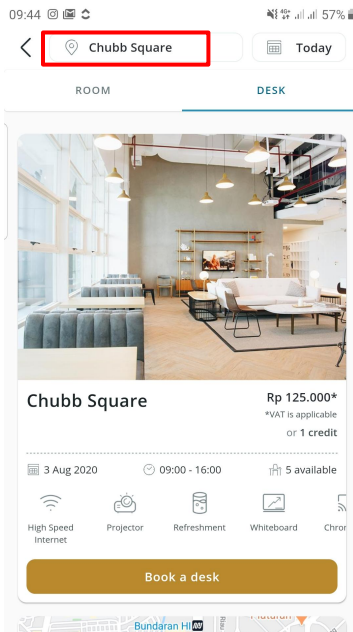You are directed to Home page. To book a workspace, click **DESK**

Step 2 :
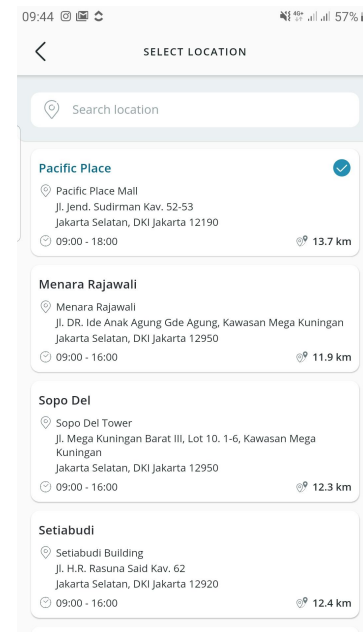Choose your preferred time (Today or pick a date).

Step 3 :
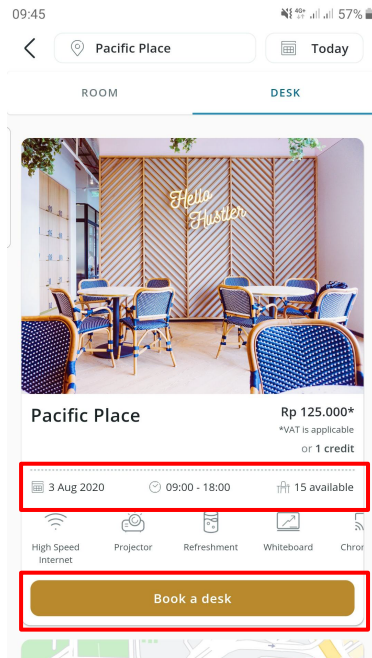Click on the location bar at the top of the screen to choose your preferred location.

Step 4 :
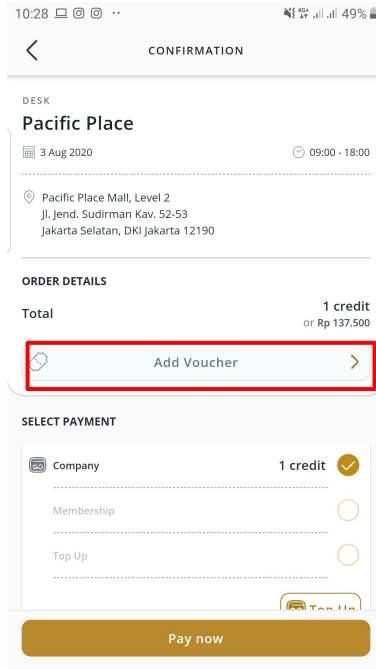Choose your preferred location.

Step 5 :
Check your details and make sure the slot is still available. If OK, click **BOOK A DESK**
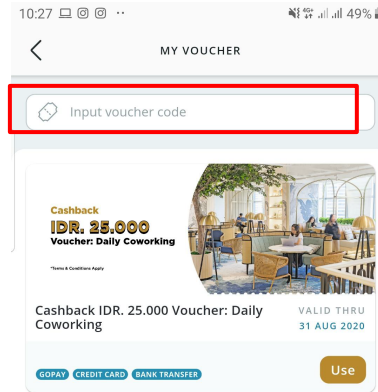
Step 6 :
On Confirmation page, Click Add Voucher

Step 7 :
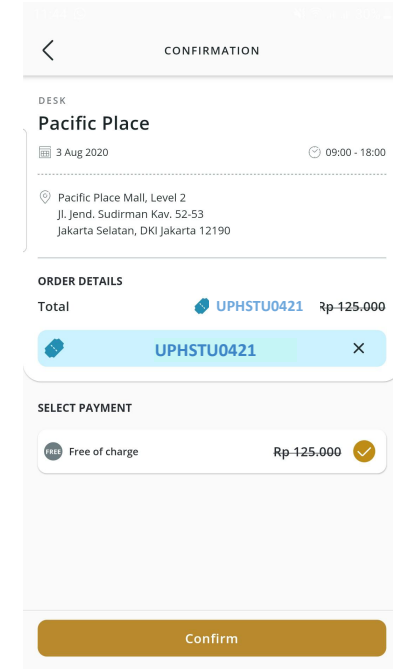Input the voucher code **UPHSTU0521** and then Click **USE**

Step 8 :
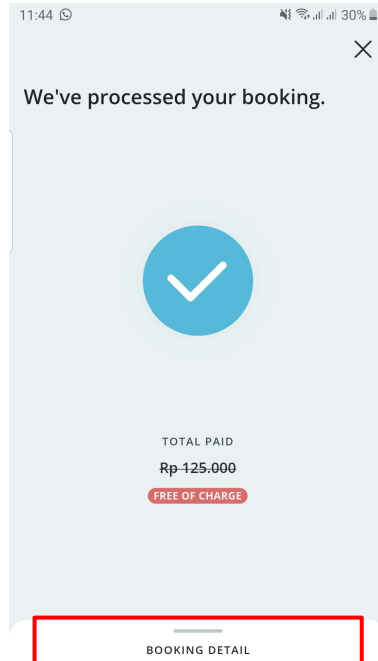Promo code applied. There is no charge (FREE). Click **CONFIRM**

Step 9 :
Your workspace has been booked succesfully. Swipe up to **CHECK BOOKING DETAILS**

Step 10 :
Show your booking details here and **Show your UPH Student Card** to GoWork Operational Team for check-in process
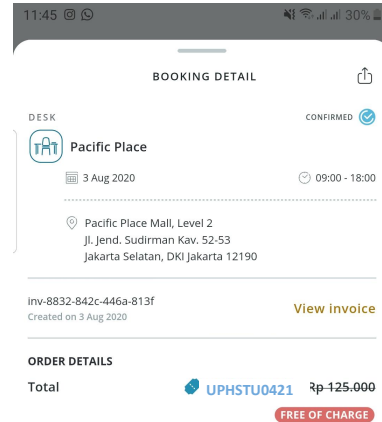
Show your UPH Student Card

HOW TO BOOK A WORKSPACE ON GOWORK APP
FOR UPH LECTURERS/STAFF?

GOWORK

How to Book a Workspace on GoWork App for UPH Lecturers/Staff?

Step 1 :
You are directed to Home page. To book a workspace, click **DESK**

Step 2 :
Choose your preferred time (Today or pick a date).

Step 3 :
Click on the location bar at the top of the screen to choose your preferred location.

Step 4 :
Choose your preferred location.

GOWORK

How to Book a Workspace on GoWork App for UPH Lecturers/Staff?

Step 5 :
Check your details and make sure the slot is still available. If OK, click **BOOK A DESK**

09:45   57%

<   📍 Pacific Place   📅 Today

ROOM   DESK

Pacific Place   **Rp 125.000***
                   *VAT is applicable
                   or **1 credit**

📅 3 Aug 2020   🕐 09:00 - 18:00   🧍 15 available

High Speed Internet   Projector   Refreshment   Whiteboard   Chron

Book a desk

Step 6 :
On Confirmation page, Click Add Voucher

10:28   49%

<   CONFIRMATION

DESK
Pacific Place

📅 3 Aug 2020   🕐 09:00 - 18:00

📍 Pacific Place Mall, Level 2
Jl. Jend. Sudirman Kav. 52-53
Jakarta Selatan, DKI Jakarta 12190

ORDER DETAILS
Total   1 credit
                 or Rp 137.500

🏷️   **Add Voucher**   >

SELECT PAYMENT

💳 Company   1 credit ✅

Membership   ⚪

Top Up   ⚪

Pay now

Step 7 :
Input the voucher code **UPHLEC05** and then Click **USE**

10:27   49%

<   MY VOUCHER

🏷️   Input voucher code

Cashback
IDR. 25.000
Voucher: Daily Coworking
*Terms & Conditions Apply

Cashback IDR. 25.000 Voucher: Daily Coworking   VALID THRU **31 AUG 2020**

GOPAY   CREDIT CARD   BANK TRANSFER   **Use**

Step 8 :
Promo code applied. There is no charge (FREE). Click **CONFIRM**

10:28   49%

<   CONFIRMATION

DESK
Pacific Place

📅 3 Aug 2020   🕐 09:00 - 18:00

📍 Pacific Place Mall, Level 2
Jl. Jend. Sudirman Kav. 52-53
Jakarta Selatan, DKI Jakarta 12190

ORDER DETAILS
Total   🏷️ UPHLEC04   Rp 125.000

🏷️   **UPHLEC04**   ✕

SELECT PAYMENT

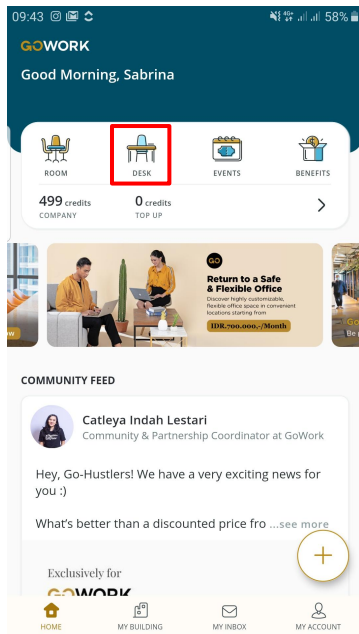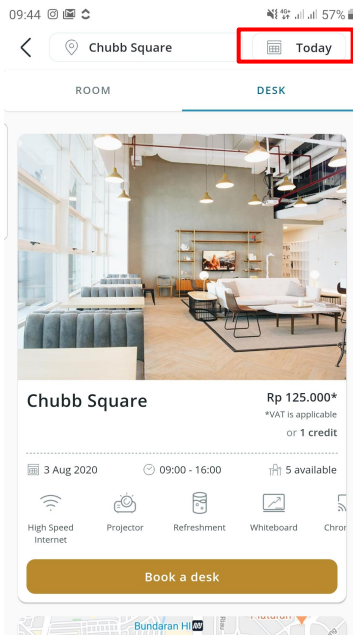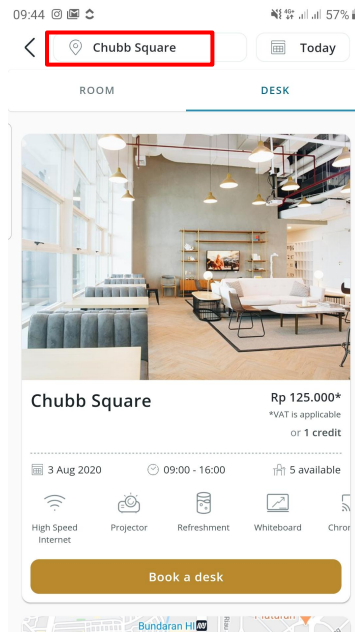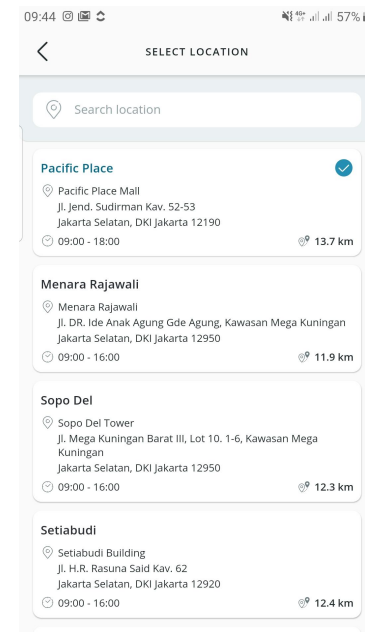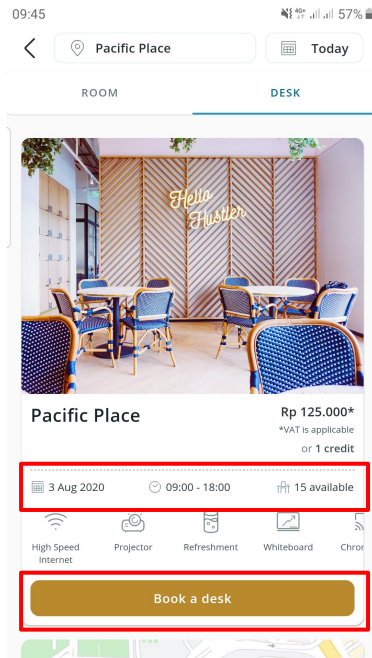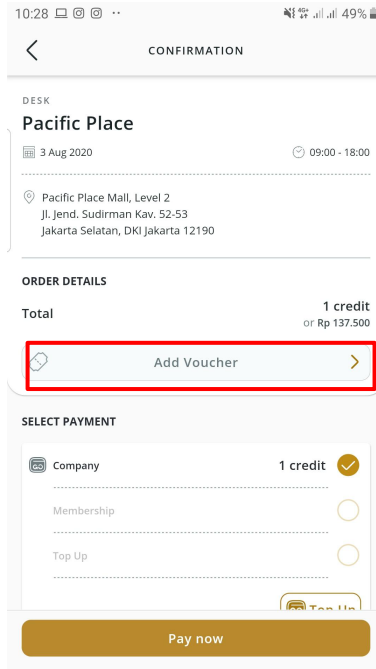FREE   Free of charge   Rp 125.000 ✅

Confirm

Step 9 :
Your workspace has been booked succesfully. Swipe up to **CHECK BOOKING DETAILS**

Step 10 :
Show your booking details here and **Show your UPH Staff ID** to GoWork Operational Team for check-in process
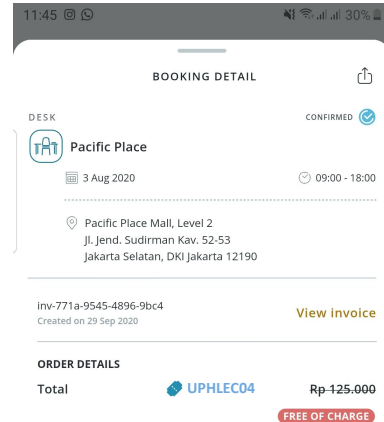
15:44 🔘 📷 🖼 ·   🔔 📶 📶 49% 📱

We've processed your booking.

✓

TOTAL PAID
Rp 125.000
FREE OF CHARGE

BOOKING DETAIL

11:45 🔘 📷 💬   🔇 📶 📶 30% 📱

BOOKING DETAIL   ⬆

DESK   CONFIRMED ✓

🏢 Pacific Place

📅 3 Aug 2020   🕐 09:00 - 18:00

📍 Pacific Place Mall, Level 2
Jl. Jend. Sudirman Kav. 52-53
Jakarta Selatan, DKI Jakarta 12190

inv-771a-9545-4896-9bc4   **View invoice**
Created on 29 Sep 2020

ORDER DETAILS

Total   🔹 **UPHLEC04**   Rp 125.000
                                        FREE OF CHARGE

Cancel Booking

Show your UPH Staff ID

Helena Calista
01023190032
JUL 2024

UNDERGRADUATE

SOD

UPH Card
UNIVERSITAS PELITA HARAPAN

THANK YOU