



GoWork App Coworking Etiquette New Normal Protocols

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



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 During Emergency PPKM

(All GoWork Hubs in red, which are located in mall buildings, will be closed)

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
13. GoWork XL Axiata Tower

West Jakarta

1. GoWork Lippo Mall Puri
2. GoWork Central Park

North Jakarta

1. GoWork ASG Tower, PIK

Tangerang

1. GoWork Green Office Park, BSD

Medan

1. GoWork Sinar Mas Land, Medan

Surabaya

1. GoWork BEI Surabaya

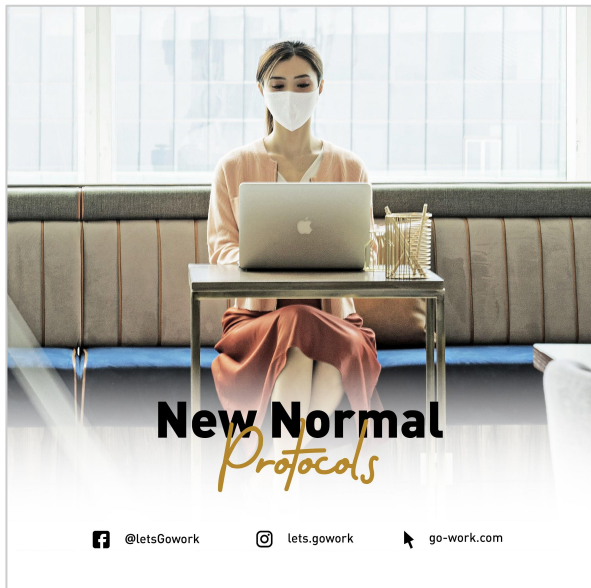
Bali

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



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

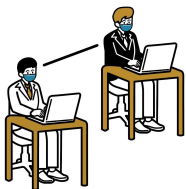


Pre-transaction briefing for all visitors (Including tours)

GoWork New Normal Protocols

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 nooks, and sleeping pods



Removing cushions, & shared stationery



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



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

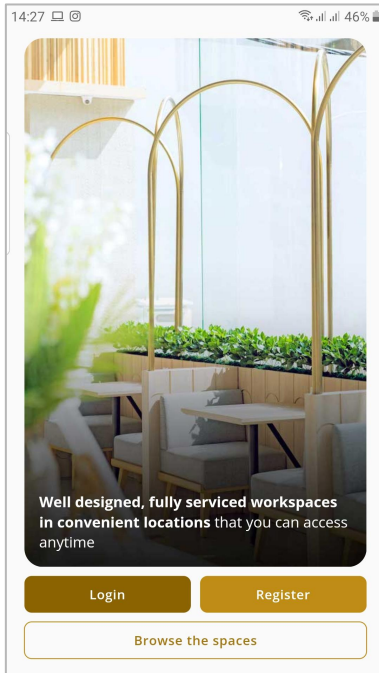


GoWork App
Step by Step

HOW TO REGISTER AN ACCOUNT ON GOWORK APP?

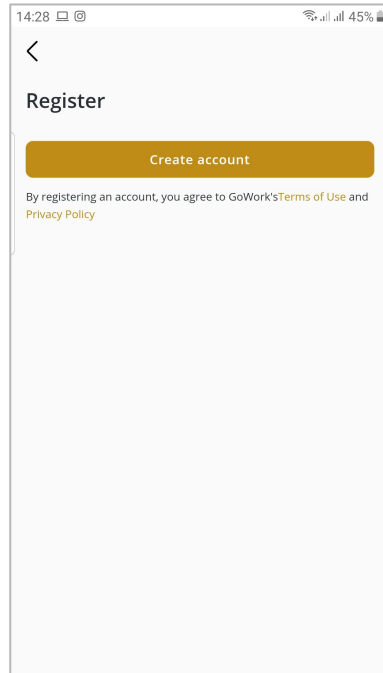
Step 1 :

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



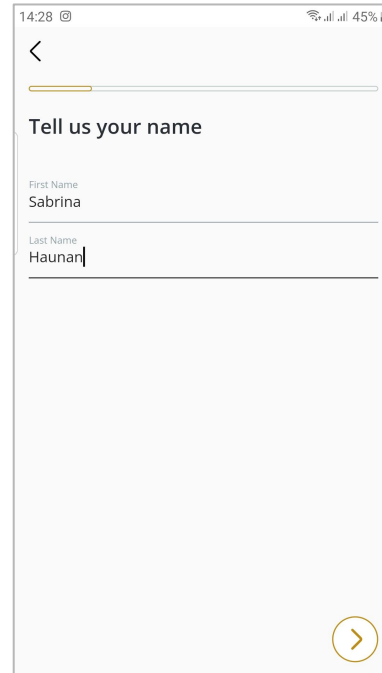
Step 2 :

Register by click **CREATE ACCOUNT**



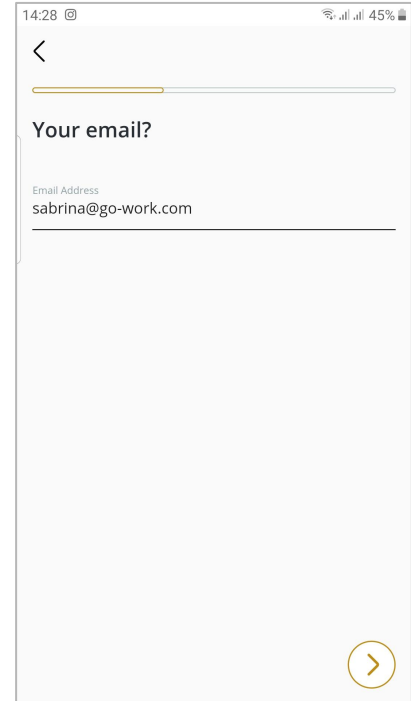
Step 3 :

Type your First Name and Last Name, click >



Step 4 :

Type your active email, click >



Step 5 :

Type your phone number, click >



14:29 @ 45%

<

And, your mobile number?

Mobile Number

+62 ▾ 81511218392

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

>

Step 6 :

Check your inbox message and input 4 digit of verification code.

Click **SUBMIT**

14:29 @ 45%

<

Enter verification code

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

| _ _ _ _

code will expire in
56

Verify

Step 7 :

Create your password, click >



14:29 @ 45%

<

Create a password

Password

>

Step 8 :

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

14:29 @ 45%

<

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

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

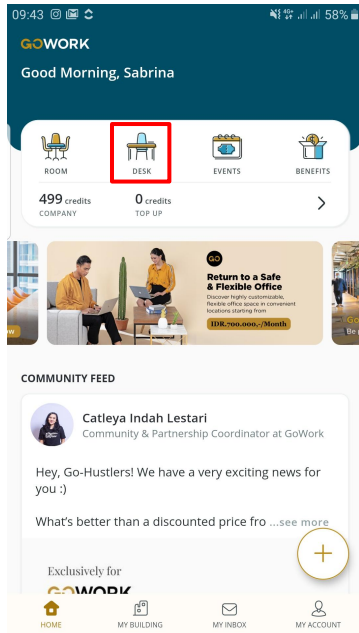
Add coupon +

Register

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

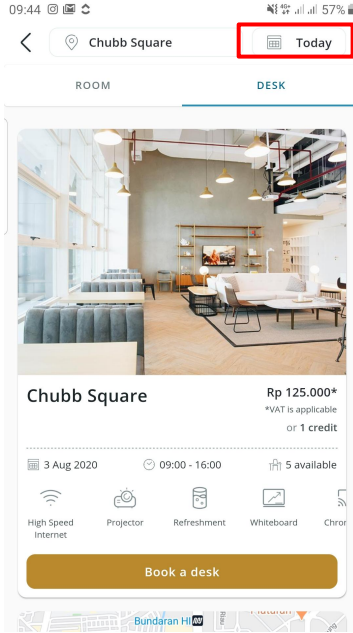
Step 1 :

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



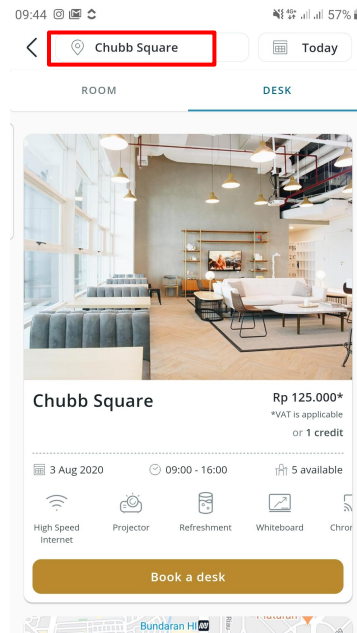
Step 2 :

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



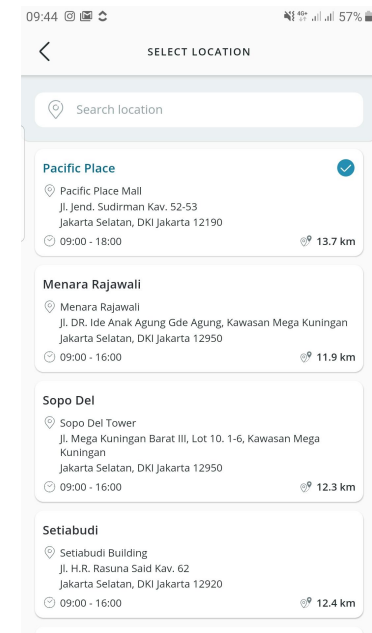
Step 3 :

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

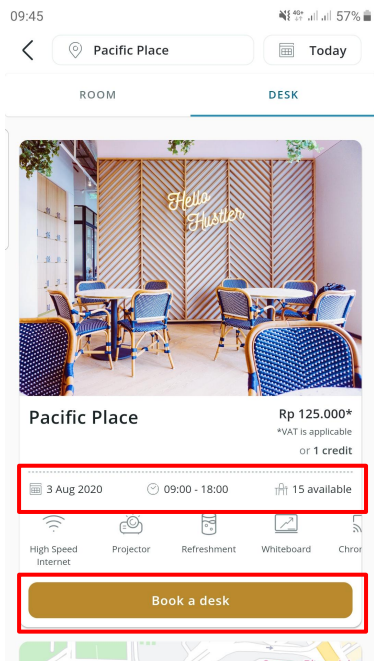


Step 4 :

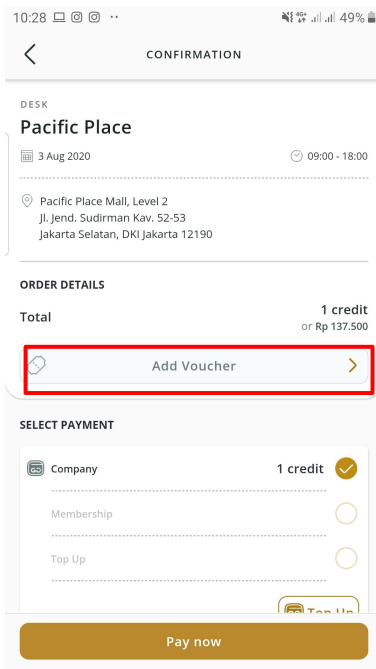
Choose your preferred location.



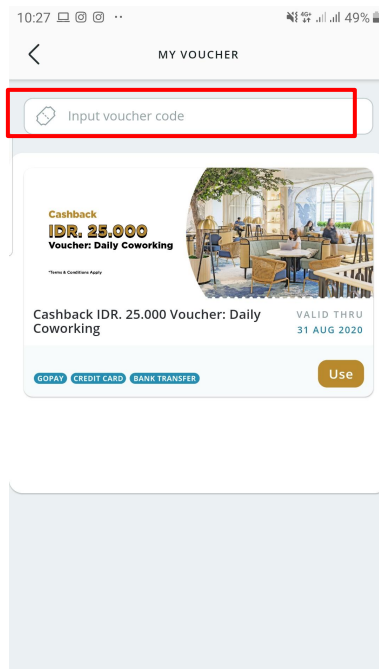
Step 5 :
Check your details and make sure the slot is still available. If OK, click **BOOK A DESK**



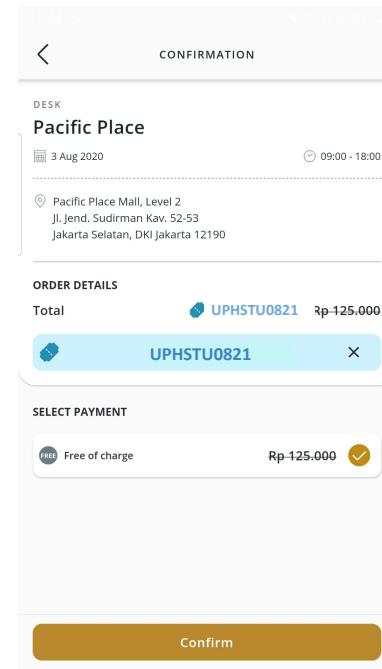
Step 6 :
On Confirmation page, Click Add Voucher



Step 7 :
Input the voucher code
UPHSTU0821 and then Click **USE**

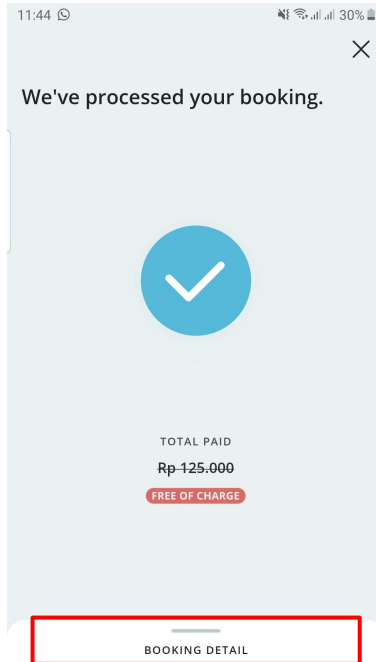


Step 8 :
Promo code applied. There is no charge (FREE). Click **CONFIRM**



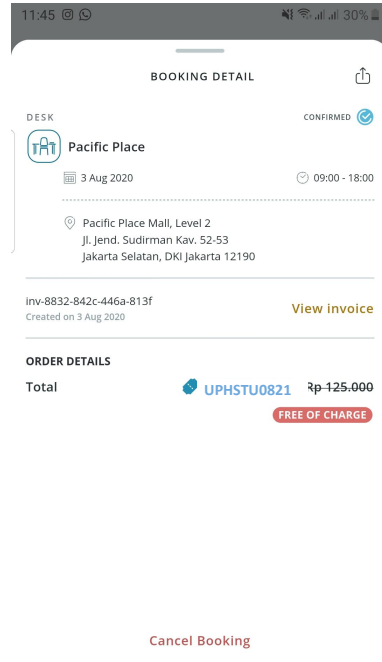
Step 9 :

Your workspace has been booked successfully. 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



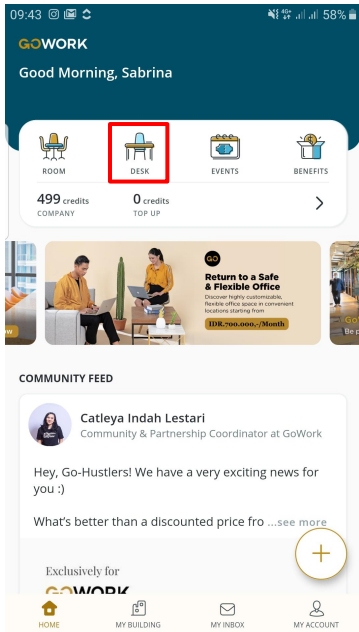
Show your UPH Student Card



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

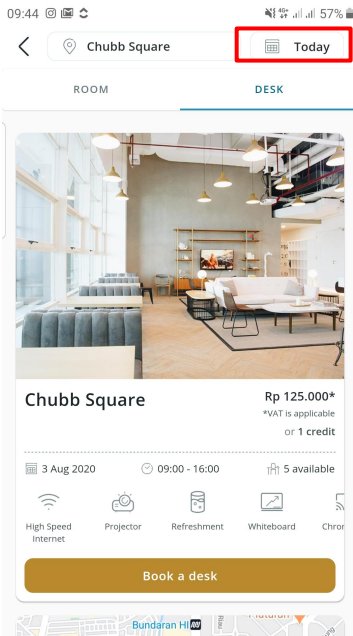
Step 1 :

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



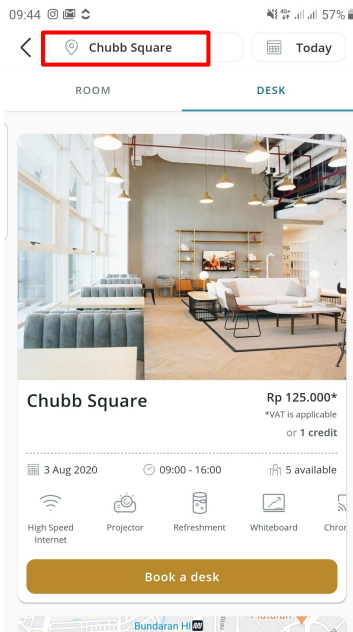
Step 2 :

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



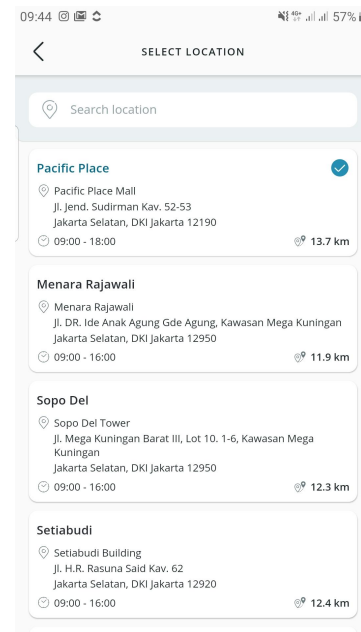
Step 3 :

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

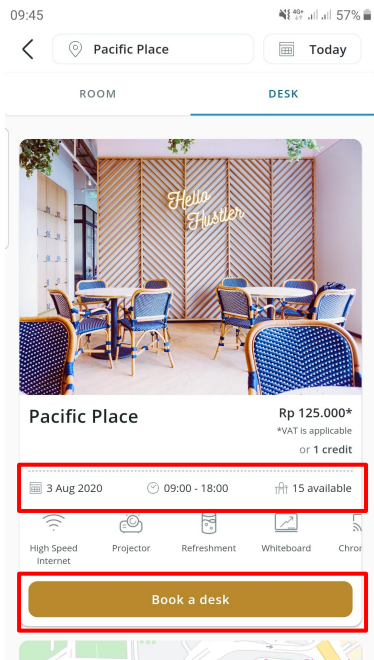


Step 4 :

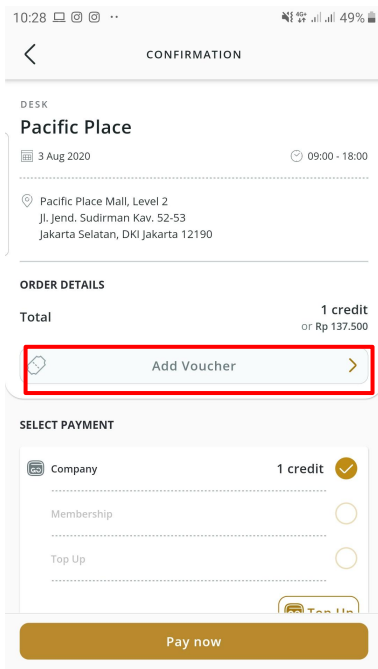
Choose your preferred location.



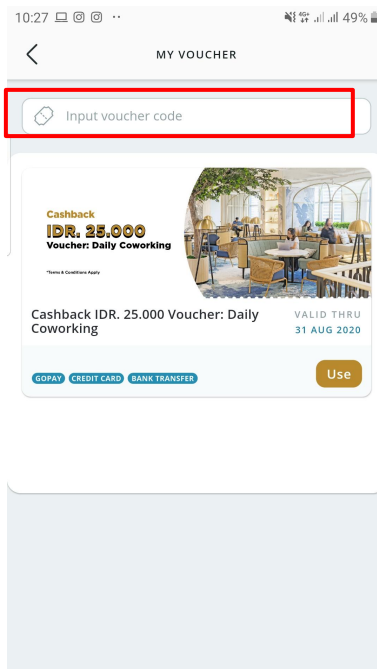
Step 5 :
Check your details and make sure the slot is still available. If OK, click **BOOK A DESK**



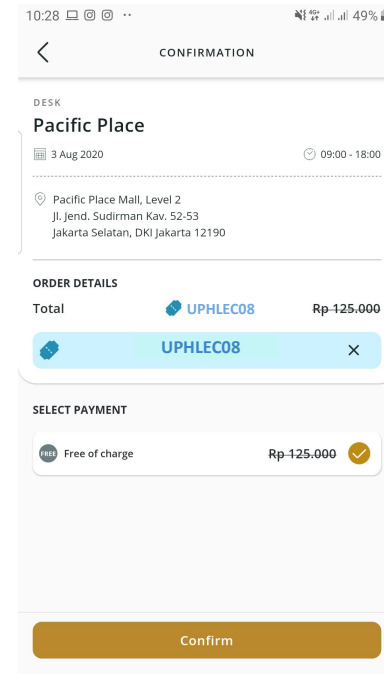
Step 6 :
On Confirmation page, Click Add Voucher



Step 7 :
Input the voucher code **UPHLEC08** and then Click **USE**

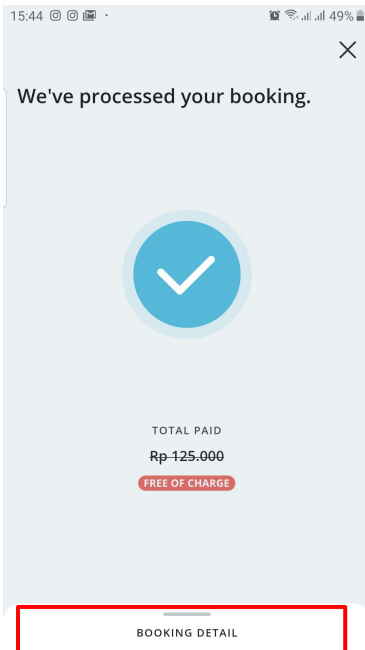


Step 8 :
Promo code applied. There is no charge (FREE). Click **CONFIRM**



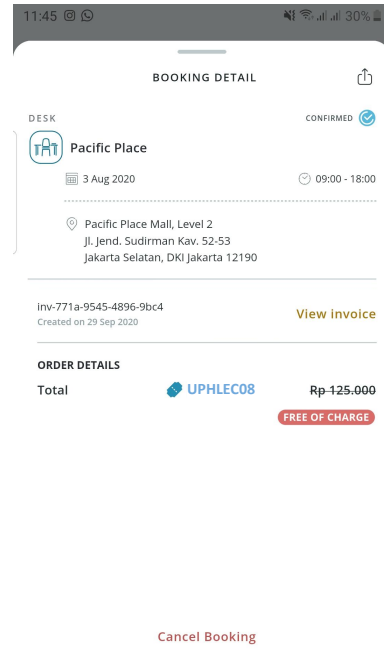
Step 9 :

Your workspace has been booked successfully. 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



Show your UPH Staff ID



THANK YOU!