



# GoWork App Coworking Etiquette New Normal Protocols

**GOWORK**

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

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**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
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 MNC Tower, Surabaya

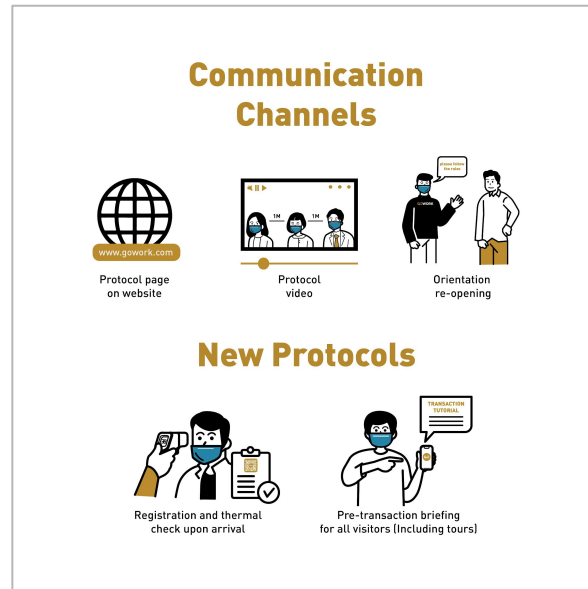
#### Bali

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
- Bring your own **cutlery** (tumbler, lunch box, spoon, fork) and **prayer equipment**

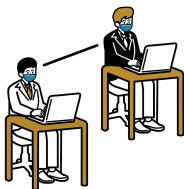
# GoWork New Normal Protocols



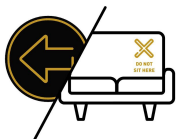
# GoWork New Normal Protocols

## 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 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?

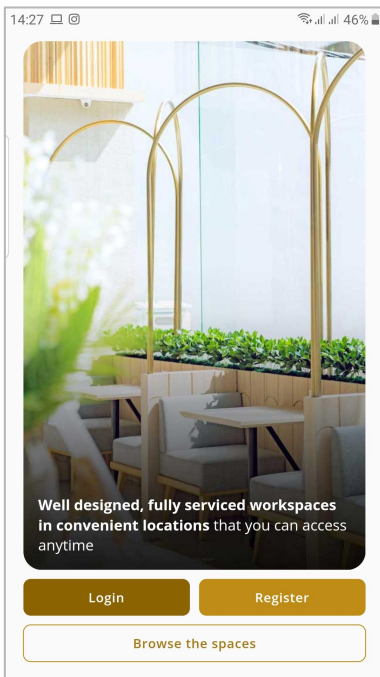




# How to Register on GoWork App?

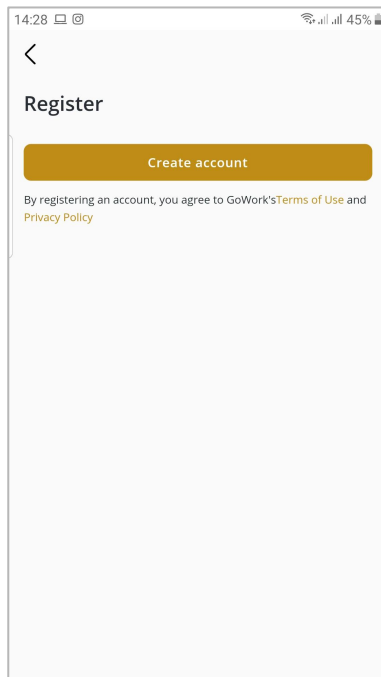
## Step 1 :

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



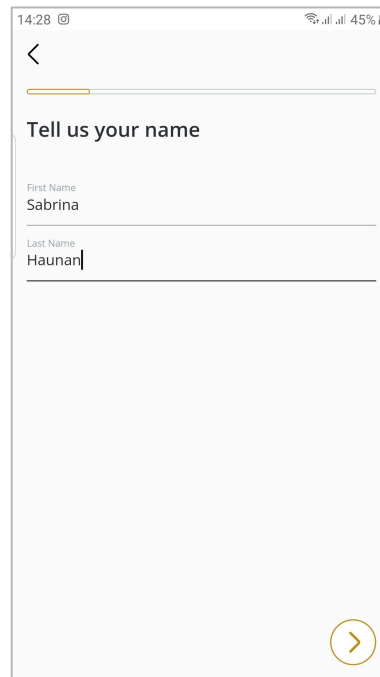
## Step 2 :

Register by click **CREATE ACCOUNT**



## Step 3 :

Type your First Name and Last Name, click >



## Step 4 :

Type your active email, click >



### 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 >



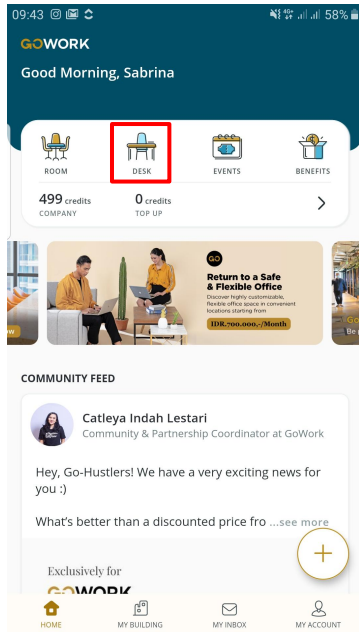
### Step 8 :

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

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

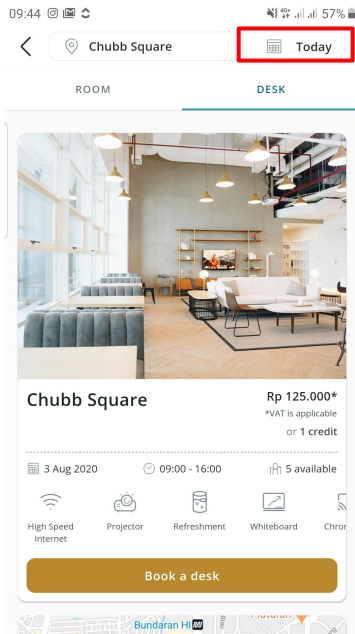
### Step 1 :

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



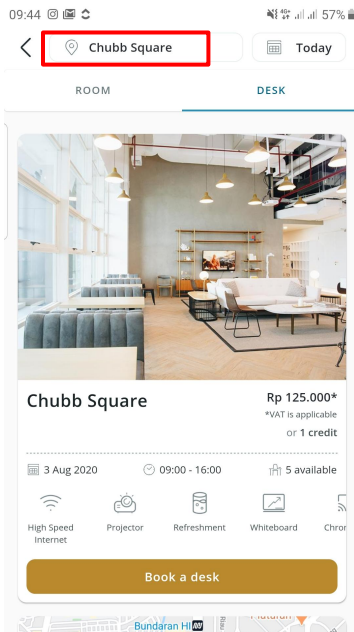
### Step 2 :

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



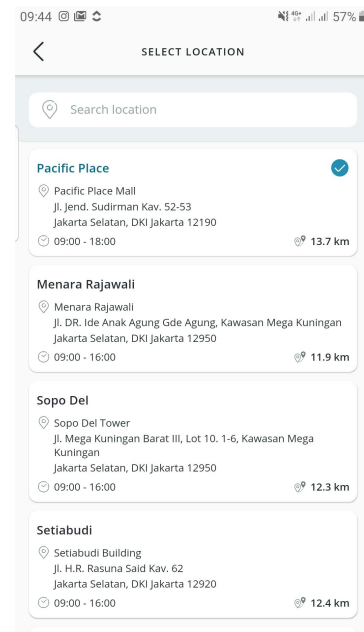
### Step 3 :

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



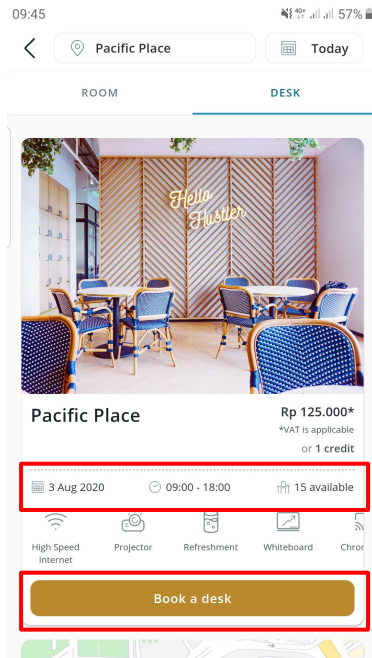
### Step 4 :

Choose your preferred location.



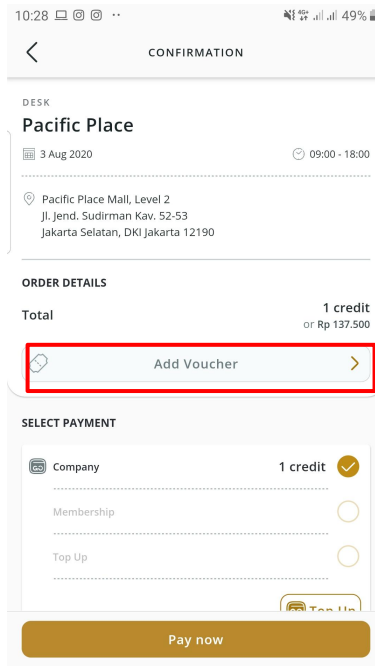
### Step 5 :

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



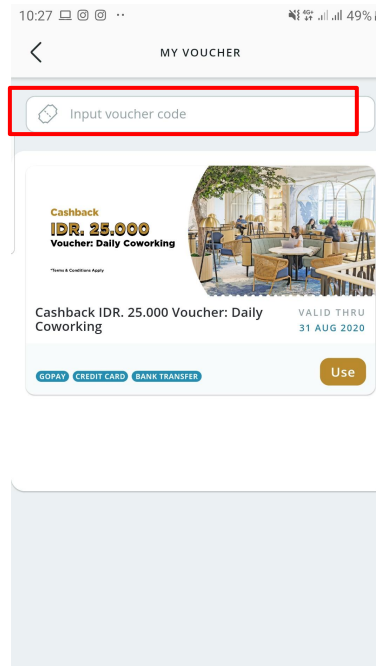
### Step 6 :

On Confirmation page, Click **ADD VOUCHER**



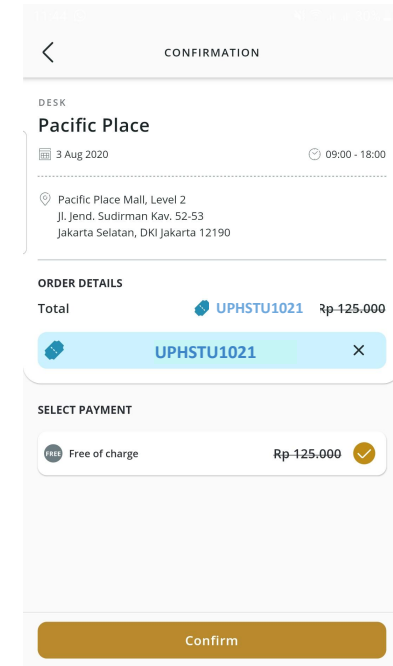
### Step 7 :

Input the voucher code **UPHSTU1021** and then Click **USE**



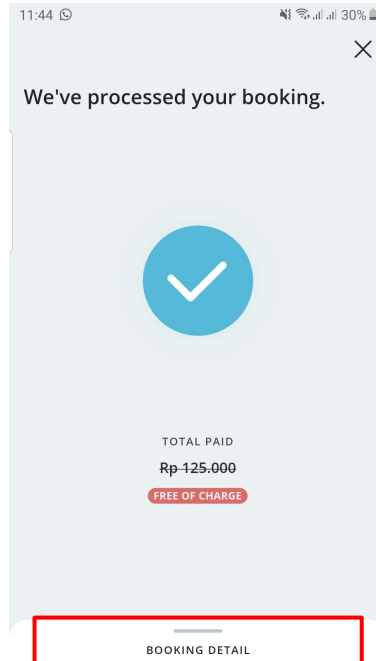
### Step 8 :

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



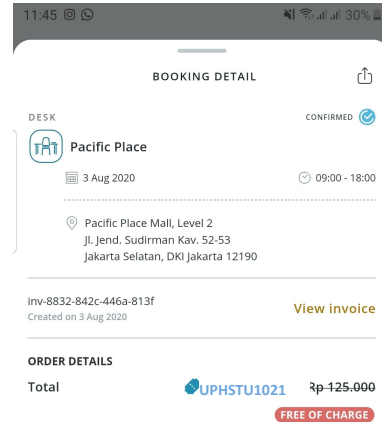
### Step 9 :

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



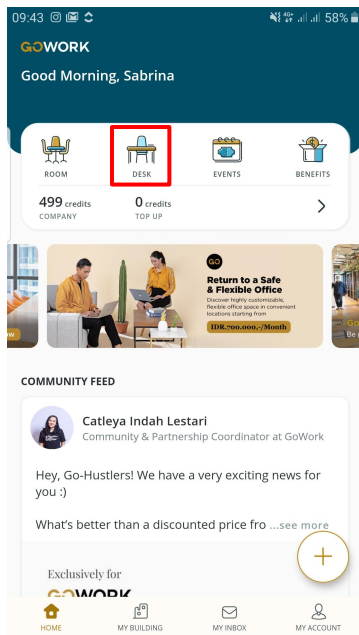
Cancel Booking



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

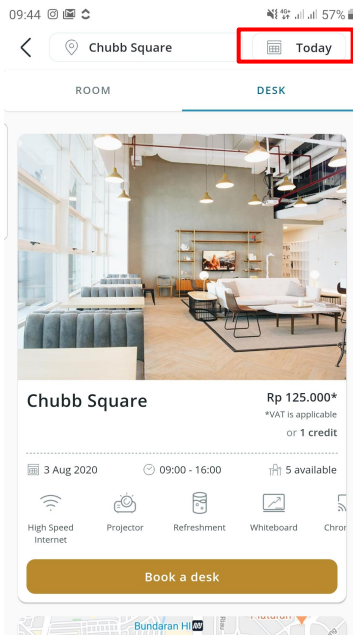
### Step 1 :

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



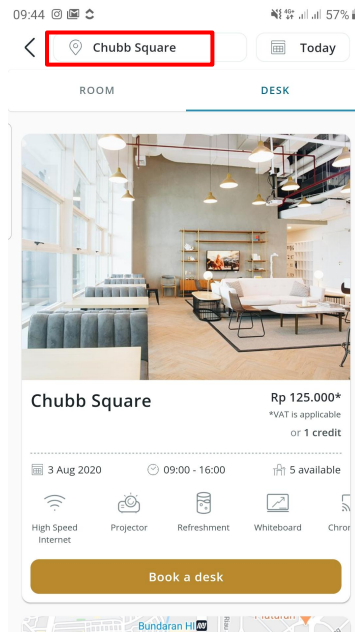
### Step 2 :

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



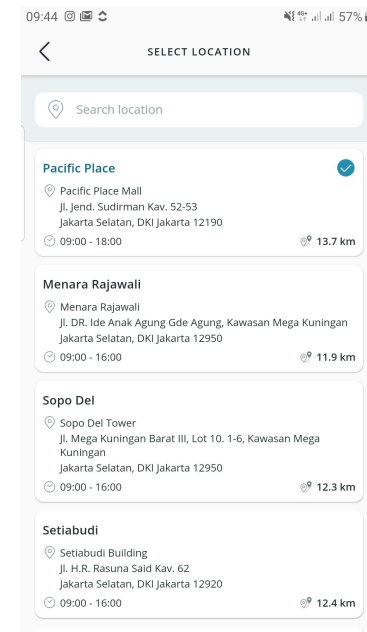
### Step 3 :

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



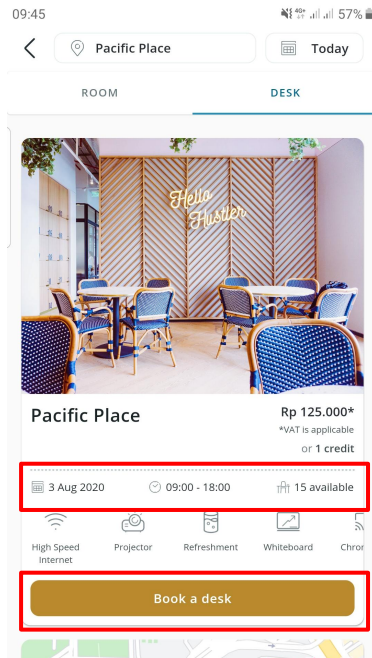
### Step 4 :

Choose your preferred location.



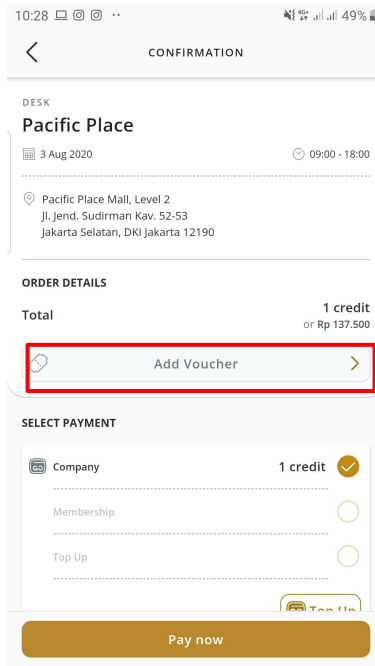
### Step 5 :

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



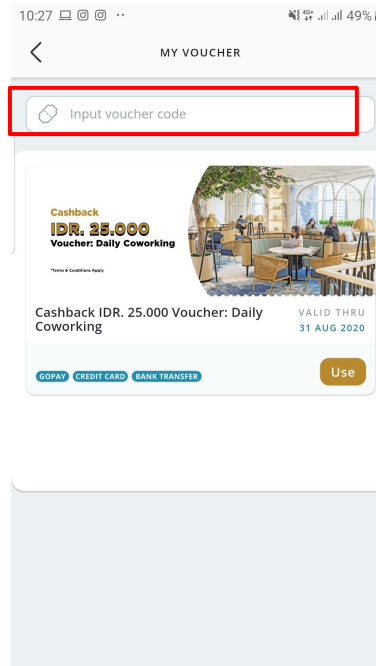
### Step 6 :

On Confirmation page, Click **ADD VOUCHER**



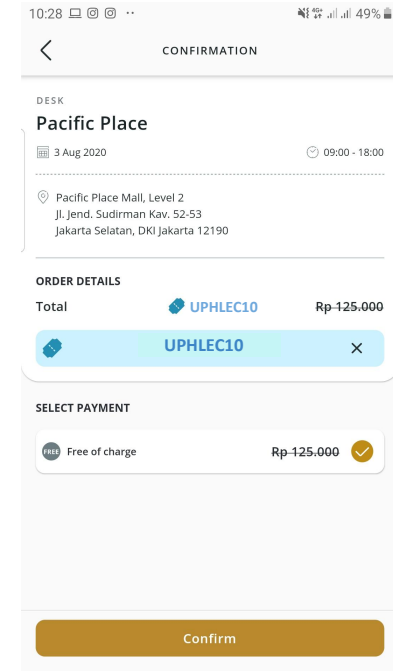
### Step 7 :

Input the voucher code **UPHLEC10** and then Click **USE**



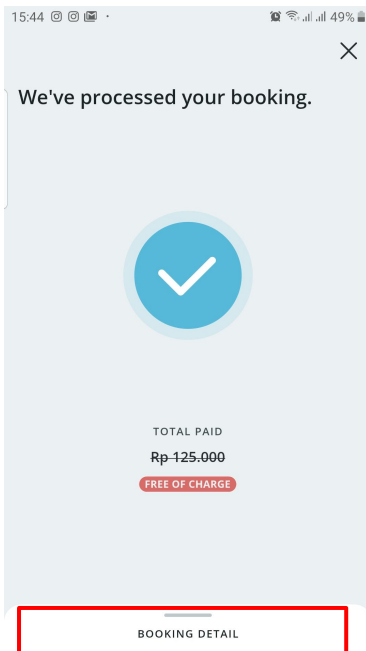
### Step 8 :

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



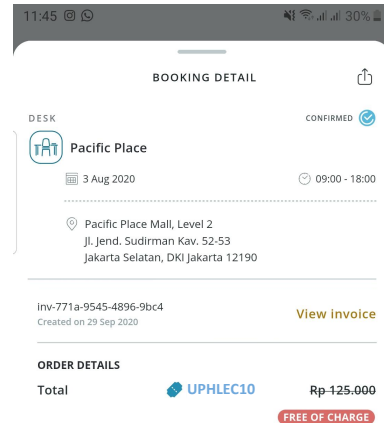
### Step 9 :

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



Cancel Booking

**THANK YOU!**