

# COVID - 19 **PRECAUTION**

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The Mint Hub co-working space has taken all the necessary Covid 19 precautions to ensure that the space is safe for you!

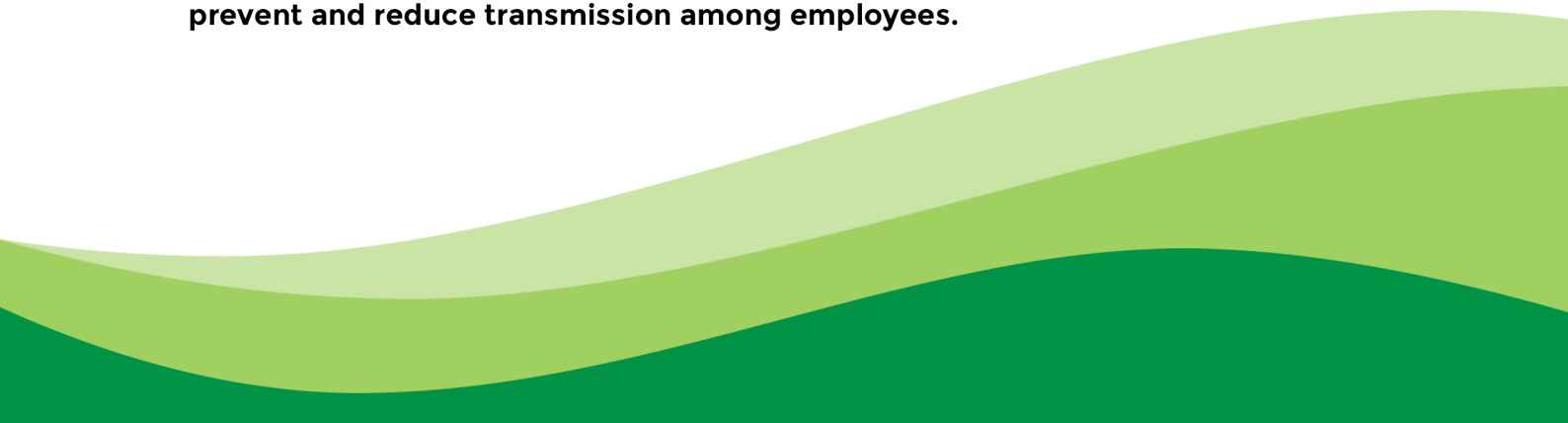
We value our clients and their health comes first

**1. Clients/employees who have symptoms should notify their supervisor and stay home.** CDC recommends testing for people with any signs or symptoms of COVID-19 and for all close contacts of persons with COVID-19.

**2. Employees/Clients who are sick with COVID-19 should isolate and follow CDC-recommended steps.** Employees/clients who are asymptomatic (have no symptoms) or pre-symptomatic (not yet showing symptoms) but have tested positive for SARS-CoV-2 infection should also isolate and follow CDC-recommended steps. Employees/clients should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers. Upon resuming the office, please share your test results with the Business Development Manager, Faith Nzomo, and head of HR, Helen Kinyua. (hellen@tillowsglobal.com, susan@theminthub.com or faith@theminthub.com)

**3. Clients/ Employees who are well but who have a sick household member with COVID-19 should notify their supervisor and follow CDC-recommended precautions.** The Supervisor will then get in touch with the Business Development Manager/HR of the Mint Hub

**4. Employers are encouraged to implement flexible, non-punitive paid sick leave and supportive policies** and practices as part of a comprehensive approach to prevent and reduce transmission among employees.



**We value our clients and their health comes first :**

**1. The space is disinfected 3 times a week; Monday, Wednesday & Friday, between 7 am to 8 am. Your safety is our priority**

**2. It is mandatory to keep your masks on. No mask, no service. Wear your mask at all times, and wear it correctly covering both your mouth and your nose completely. Did you know that by just wearing your mask, you reduce your chances of contracting the virus by 70%? Yes, please, keep it on at all times and remember to wear it correctly.**

**3. We have automatic sanitizer dispensers strategically placed in several locations throughout the space. Kindly make use of them as often as possible.**

**4. Shared kitchen - Kindly keep a one-meter distance and sanitize, even as you get help in serving your tea/coffee either in the morning or during the day.**

**5. Use of the microwave. We shall make a sanitizer available next to the microwave. Please sanitize your hands well before touching the microwave. Either way, our office assistants will be at hand to help with this as well**

**6. Keep distance. We shall have more private offices open to ensure that clients in the co-working areas can keep a safe distance while working. Temperature checks will be done at the reception**

**7. If you happen to experience any COVID-19 symptoms, kindly stay at home and self-quarantine for 14 days, and please, take a test and resume to the office. You can get tested at The Nairobi West Hospital, get in touch with the hospital on this number-0755 845259**

**8. Do not use a lift that has more than 4 persons**

**9. For any concern related to the above, please feel free to reach out to any Mint Hub staff.**

**We kindly request everyone to please take care of themselves. Whether at the mall, fueling your car, walking home, at your place of worship, please take the necessary precautions.**

