TechTown Detroit
Safe Space Plan

Welcome Back

TechTown is where Detroit's entrepreneurial community converges – and even though our physical spaces are changing to maximize the safety and wellness of our users, our community remains strong and connected. We've been hard at work redesigning our space and our offerings to ensure a safe work environment for all, so you can get back to that Detroit hustle with confidence.

What to Expect at TechTown

Our approach to reopening our space is intentionally careful and cautious. As always, we're prioritizing the health and safety of our people – every person who comes through our space – and that is the driving force behind the changes outlined here. TechTown is a key partner in the Detroit Means Business initiative, and the policies in this overview align with the guidelines presented there.

As we all adjust to a new environment, we'll continue to follow the recommendations and requirements of the Centers for Disease Control and Prevention, as well as related government policies at all levels. And we'll review feedback and data on a monthly basis to inform future policy updates.

TechTown summer hours of operation: 9 a.m.-5 p.m. Monday-Friday
Building re-open date for TENANTS: June 22
Building re-open date for DEDICATED DESK USERS: June 22
Building re-open date for CO-WORKING MEMBERS: June 22

New Membership and Office Options

We're introducing new membership options and added private office spaces to accommodate your evolving work needs.
- New private offices available for short-term (3-month) and long-term leasing
- Membership packages in 2-day, 3-day, and 5-day per week options

Expanded Co-working Space

Reconfigured co-working spaces allow for comfortable physical distancing, so you can enjoy the same entrepreneurial buzz without the stress of crowded spaces.

- Large event spaces converted to co-working spaces to create more distance between workstations
- Plexiglass dividers at dedicated desks
- Single-use desk mats
- Floor signage to indicate proper spacing

Safe Space Floorplans and Cleaning Protocols

We're committed to maintaining a clean environment that's easy to navigate.

- Directional signage to ensure one-way traffic flow
- One-way stairwells and elevators
- Daily deep cleaning

- Regular sanitizing of common areas and high-touch surfaces during the workday
- Common area furniture replaced to enable more frequent surface cleaning
- Hand sanitizer stations and disinfectant wipes provided in all common areas
- Added no-contact trash receptacles throughout the building
- Recycling stations on every floor
- Kitchen closed (barista drip coffee service provided onsite)
- Outdoor food trucks replacing indoor Fooda service

Community Commitments

We're dedicated to our TechTown community and we've created our reopen plan with the collective safety and wellness of the community in mind. But our plans only succeed if every member of the community is equally dedicated to the effort. We'll rely on everyone to adopt these practices while in our building so that our space can continue to be safe and accessible:

- Wear a face mask while inside the building
- Pass through a touch-free thermal scanner upon entering the building to confirm you do not have a fever (fever = 100.4+ degrees)
- Pass a 2-point checklist to confirm you have not been recently exposed to COVID-19 and are not experiencing symptoms of COVID-19
- Wash and/or sanitize hands often
- Always keep a minimum of 6 feet distance from others
- Follow signage for building entry and exit
- Use keypad-free swipe card to access building and meeting rooms
- Leave the building/stay home if you are not feeling well
- Submit questions, issues, reports of symptoms/confirmed cases to TechTown at coworking@techtowndetroit.org

Events and Visitors

Our initial focus is on safely returning our tenants and members to their workspaces. While we won't be welcoming visitors or scheduling in-person events during June and July, we will be regularly evaluating conditions and updating policies when safe to do so.

- **June:** No visitors (including friends/family of members and tenants) / No onsite events
- **July:** No visitors (including friends/family of members and tenants) / No onsite events
- **August:** Policy will be informed by information and data collected in June-July

Thank You

We're proud to serve you and support you as your work needs evolve. As we continue to face the challenges of the COVID-19 pandemic together, know that we appreciate you and value you as a member of the TechTown community.