

# Guidelines for the reopening of Quartz's New York office

Quartz has created these guidelines to ensure a smooth and safe reopening of the New York office for employees who wish to use it, beginning June 1. We expect to update these guidelines from time to time based on the pandemic's trajectory in New York City and updates from government agencies. We are primarily following the [CDC's guidelines](#) for gatherings of fully vaccinated people, with additional precautions due to the communal nature of any office space.

## Core principles

**No pressure:** There is absolutely no expectation, and you should feel no pressure, to use the office until you feel comfortable, which only you can determine.

**Start with empathy:** Everyone will have different levels of comfort being among other people in the office, so please be mindful of that and respectful of each other's choices. It's a good idea to ask your colleagues what they are comfortable doing, and to share your own feelings. There will be stickers provided that you can wear to share your current level of comfort.

**Make the most of it:** We are lucky to have such a great space for another year, and might as well use it to 1) experiment; 2) serve Quartz's business needs; and 3) figure out our long-term office needs for the whole company. Please feel free to use the office in creative ways.

**Still distributed:** Quartz is a fully distributed company with staff all around the world. We collaborate virtually by default and don't assume we're all in the same place. The New York office is an exception to our otherwise virtual workplace.

## Safety protocols

We've taken a number of new steps to create a safe and comfortable environment. The office will be cleaned and sanitized every evening, including all desks and common areas, and a deeper clean will take place at the end of each week. We have upgraded the office's HVAC system with MERV-13 filters, which can trap small particles, including viruses. The building has also taken other steps to sanitize surfaces and purify the air in common areas like the lobby.

**Office hours:** The Quartz office will be open to employees from every Monday through Thursday, from 8:30am to 6:00pm ET, except for company holidays. (We're keeping the office closed on Fridays this summer, due to low demand, but expect to be open five days a week by the fall.) The HVAC will be running from 8:45am to 5:15pm. Everyone needs to leave by 6pm to allow the office to be cleaned and then left undisturbed overnight.

**Envoy & Bindle:** We'll use an app called Bindle to gather proof of vaccination. Envoy will be used to perform daily health checks, and reserve desks in the office. You should download the

[iOS or Android app](#) and log in with your Quartz account. Please refer to this guide for more detailed instructions.

**Vaccination:** Any Quartz employee who wishes to use the office must be fully vaccinated for Covid-19. Before you plan to use the office, please submit proof of vaccination through the Envoy app. You may request a medical or religious exemption to this policy, which will be considered on a case-by-case basis. Please contact [redacted] if you wish to seek an exemption. Here is our complete vaccination policy.

**Masks:** As everyone is fully vaccinated, there is no requirement to wear a mask when you're inside the building or our office. Of course, you may still choose to wear one whenever you want, and we'll continue to provide masks for those who want them.

**Health check:** Before coming into the office or upon arriving each day, you'll have to answer a few questions about your health in Envoy, to help ensure we're all keeping each other safe. If you're not feeling well or running a temperature, you won't be allowed to use the office that day. You will need to show your health check approval when entering the building and the office.

## Around the office

**Desks:** There are no permanent desks in the office. You will use the Envoy app to choose among dozens of desks, all spaced more than six feet apart from each other. Desks can be reserved in advance and then confirmed on the day of with a health check. You can book desks up until 3pm ET on the day you want to use one. Each open desk will be set up with a monitor and an adaptor to connect your laptop. Each pod of desks will also be stocked with hand sanitizer, disinfectant wipes, tissues, disposable masks, and two jars for unused and used writing utensils. Standing desks have also been dispersed throughout the office, as well. You will need to bring your own work computer, charger, and any other peripherals you might want.

**Common areas:** You can reserve any of the conference rooms or phone booths through Google Calendar. Each room has its maximum occupancy displayed on the door and comes with a basket of essentials. Please wipe down the table and any equipment after using it. Common areas like the workshop, library, cafe, and town hall may also be used for work.

**Personal belongings:** We have lockers that you can use to secure personal or work belongings that you want to leave in the office. In order to keep the office clean and organized, no personal items can be left on top of the desk or in the filing cabinets.

**Occupancy limit:** We will monitor demand for the office among employees and may impose a limit on the number of people who can be in the office at any time, especially at the start. Any occupancy limits will be announced in the #nyc channel in Slack.

**Visitors:** Only essential visitors, such as building management, delivery workers, and repair technicians, are allowed in the Quartz office. We won't allow non-essential visitors into the Quartz office until the risk of Covid-19 has dissipated and vaccinations are more widespread.

**Office mayor:** Every day the office is open, there will be one employee assigned to perform certain office duties—turning on and off the lights, accepting deliveries, etc.—and provide support to others in the office. The mayor will announce themselves in #nyc in Slack.

**Kitchen and cafe:** Clean cups and mugs have been sanitized and placed in the cupboards for use. At this time there will be no communal coffee or snacks provided, but other appliances are available for personal use. The refrigerators can be used to store personal food, but they will be emptied for cleaning at the end of the week. Please, please keep the kitchen and cafe areas clean by cleaning after yourselves and putting items in the dishwasher, which will be run overnight and emptied by the office mayor each morning.