

CoWorking For Kids Check In/Check Out Protocol

Check In Protocol

1. Clients and students will enter the CoWorking Space together starting at 7:30 am and continuing until 8:00 am. Clients will be asked to maintain 6ft apart from other client families and staff members.
2. All Individuals entering the CoWorking space will be required to wear a face mask for the duration of their time in the space (unless directed by a TA or staff member). Students and clients are also welcome to wear gloves if they so wish.
3. Parents will be asked to remain in the “check in”area as their student is admitted to the space. If there are any membership concerns, lunch ordering, scheduling concerns, or additional inquiries they can be made at this time.
4. Students will be directed to the Student Restroom to wash their hands, place their belongings in the provided locker rooms if necessary, store their lunch in the kitchen, and get settled into the space as directed by the TAs (Technology Assistans).

Check Out Protocol

1. Parents may come to the “check in area” starting at 2:30pm continuing to 3:00 pm so long as they maintain 6 ft apart from the CoWorking staff, students, and other client families.

2. Parents will be asked to wear face masks while waiting and picking up their student.
3. While waiting for their student clients may address membership concerns, future class arrangements, and other inquiries.
4. Students will gather their belongings, wash their hands in the Student Bathroom before exiting the space, and leave with their designated adult.
5. Clients who wish to pick their student up in their vehicle must clearly state that in their student's file, provide the proper identifying information, and promptly pick their student up as there is limited parking in the front of the center.
6. Clients who wish to pick their student up in person will not be permitted to park in front of the CoWorking Space in order to accommodate for the pick up area.