



Date: 17 July 2020

Dear R ONE Space Members

致：所有客戶

Notice for Coronavirus (COVID-19) Control Measures

有關新型冠狀病毒疫情的防控措施

The situation of COVID-19 has been evolving rapidly. To ensure a safe workplace and the health of all members, please kindly follow the arrangement as listed below:

鑑於目前新冠肺炎疫情有再度蔓延之勢，為保障租戶之健康，務請各租戶必須遵守以下最新措施：

1. Please pay attention to your personal hygiene. All entrants (including members and visitors) must wear mask, complete the temperature check and sterilize their hands with alcohol disinfectant before entering the premise.
租戶必須自律，時常保持個人衛生，出入本中心必須帶口罩、量度體溫及以消毒酒精清潔雙手。
2. All entrants (including members and visitors) must wear masks in public areas including common areas, event areas, common corridors, Hot Desks and Dedicated Desks. We reserve the right to prohibit our centers, entrants who have no mask in the above areas.
所有進入本中心範圍之租戶及訪客需於共享區域帶上口罩，共享區域包括公眾共享空間，活動空間，茶水間，共享辦公空間及固定辦公空間。如在上述區域沒有帶上口罩，本公司有權禁止進入本中心。
3. Due to COVID-19, we strongly recommended that private offices members wear masks all the time in their offices. Please also ensure to wear masks before leaving your own office.
由於新冠肺炎疫情蔓延之勢，我們強烈建議私人辦公室之租戶於自己的辦公室內帶上口罩，離開私人辦公室前，亦緊記帶上口罩。
4. Member company must notify our Community Team once there are any confirmed cases of COVID-19 among your team.
租戶若成為確診者，請第一時間通知我們的社區團隊。
5. Members who were directly in touched with any individuals who are infected with COVID-19 are prohibited to enter our centers and shall complete their 14-day voluntary quarantine and must notify our Community Team.
租戶若曾直接接觸確診者，請第一時間通知我們的社區團隊及請自我隔離十四天，以及不可進入本中心範圍。
6. Members who have been to any overseas countries in the past 14 days must not enter our centers. We reserve the right to take legal action for claiming any loss as incurred due to the breach of the control measures.
閣下若於 14 天內由境外回港，請勿進入本中心任何範圍。若本中心因閣下違規而須關閉及招致任何損失，本中心將予以追究。

R ONE Space Community Team

御一空間社區團隊