*Living and working in such a close space can be difficult, especially given current health concerns. This document helps to guide and outline the expectations of your unit in order to maintain a respectful shared environment. Section I focuses on health and cleanliness concerns. Section II focuses on shared workspace interactions. “Work Hours” is intended to outline a time or set of times during the day that, as an apartment, designate to provide a conducive work space.*

SECTION I:

Individuals who are not residents of the unit may enter:  
€ Under no condition € with prior approval of all residents € if other residents not present   
€ Other:

What procedures should all individuals who enter the unit follow?

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What procedures should all individuals leaving the apartment follow?

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Are there partners or other members of your support network who you may visit?

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Those working in lab spaces are returning in some capacities. What are the work guidelines for each of your labs? (This is a great opportunity to discuss how these lab procedures will impact and interact with your living situation)

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These guidelines mostly focus on traffic and movement in/out of the apartment. Please refer to the roommate agreement for outlining or updating discussions on maintaining general cleanliness inside the space.

SECTION II:

What are the designated work times (days and times)?

During these work hours, what should the environment be like in your apartment?

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Noise level should be:   
€ Quiet € Music/background noise is okay € No loud appliances   
€ Other:

Showers can be loud! Is it okay to run them during work hours? € Yes € No

When working in one’s room during work hours, what are the expectations? (Door open or closed? Music/videos with or without headphones? Etc.)

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Can work be done in the common space during work hours?  
€ No, common space is only for eating € Yes   
€ No, common space is only non-work activities € Yes between                     and

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| **If yes**, what are the expectations? (Music/videos with or without headphones while working? Dining table okay to use? What happens if more than one person uses the common space at a time? How should space be cleaned up after use?) |
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| **If no**, what are the expectations? (What activities are okay? Music/videos with or without headphones? What happens if more than one person uses the common space at a time? How should space be cleaned up after use?) |
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When working in one’s room outside of work hours, what are the expectations? (Door open or closed? Music/videos with or without headphones? Etc.)

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Can work be done in the common space outside of hours?  
€ No € Yes € Yes between \_\_\_\_\_ and \_\_\_\_\_\_

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| If yes, what are the expectations? (Music/videos with or without headphones while working? Dining table okay to use? Area remains free use for exercise or non-work activities?) |
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*We agree to follow this shared workspace and COVID mediation agreement, in order to respect our shared live-work environment and health concerns.*

 

 