



ESDC Coworking Sites – Different Workspaces

The goal of ESDC Workplace is to improve the employee experience by providing more choice, mobility, and flexibility. As such, Special Purpose Spaces are available for all employees to use. There are numerous types of these spaces that can be found in ESDC coworking locations.

ENCLOSED SPACES

The ESDC coworking spaces include several enclosed Special Purpose Spaces. These spaces are shared spaces. As such, please keep in mind that:

- These Spaces are non-reservable.
- Please do not use personal items to reserve the spaces.
- They are for limited time work activities. Please use them as required and with specified work requirements.
- The variety of enclosed spaces are not only for those in nearby neighbourhoods or home bases. Employees are encouraged to leave their neighbourhood or home base to find a Special Purpose Space, as needed.
- Onsite Work Coordinators (OWCs) are available to provide assistance to employees who are having difficulties setting up meeting equipment within the Special Purpose Spaces. Please be respectful to the OWCs as they are attempting to make everyone's work environment pleasant and enjoyable.
- If it is noted that employees are squatting in an enclosed space, please bring it to the attention of an OWC.
- Please do not remove or borrow the chairs, equipment or cables from the variety of enclosed spaces or workstations. Workstations have been verified and fully equipped. If something is missing or not working, please open a ticket with the National Service Desk at [National Service Desk \(iservice.prv\)](https://iservice.prv) or 1-800-268-0408.
- Please use this space appropriately for work related purposes.

COLLABORATIVE AREAS

Collaborative areas are based on the concept of Activity Based Working and allow employees to work and connect with one another. The variety of spaces, including chat points, huddles, and team collaborative spaces, empowers employees to choose a setting best suited to their work activities. You will note that many of the points listed above apply to these areas too.

Chat Point: Chat Points are areas designed for brief, impromptu conversations.



- This space is meant for short meetings of less than half an hour (30 minutes).
- Please moderate your voice to ensure any nearby employees are not disturbed.
- Do not remove any of the seats.
- Ensure that the space is clean after use.

Huddle: Huddles are informal open or semi-enclosed areas for short-to mid-term meetings.



- This space is for meetings that are less than 1 hour.
- Use headphones for video calls.
- Ensure that the space is clean after use
- Do not remove any of the equipment or seats.
- Please use this space appropriately for work related purposes.

Teaming Area: The Teaming Area is a space designed to accommodate group work and idea generation. This space is made to accommodate bigger groups and larger open meeting areas.



- While this space is meant for open discussion, please moderate your voice to not distract other employees.
- This space can be used for longer periods of time – or as needed.
- Please use headphones when taking video calls.
- Ensure that the space is clean after use.

Boardrooms: Boardrooms are designed to accommodate larger group meetings that may need extra privacy or equipment.



- These rooms are reservable and should be reserved as soon as employees know they need it. Please do not have recurring bookings for meeting rooms. Instructions for reserving a boardroom can be found on [iService](#).
- They are not meant to be used as lounge or relaxation spaces; however, they can be used as prayer spaces.

These boardrooms are for meetings that fall under one or more of the following categories:

- Meetings of sensitive or confidential nature
- Group meetings with more than two employees
- Meetings that will last less than two hours
- Group meetings that need access to video equipment