

Private Workspace Checklist

Check all the boxes of turning your accommodation into a private workspace

The Basics

- ☐ **Strong Wifi connection**
- ☐ **Desk**
Clean and disinfected
- ☐ **Chair**
Clean and disinfected
- ☐ **New in-room amenities**
Include hand sanitiser, disinfecting wipes and masks

Guest Experience

- ☐ **Kettle**
Include a basket with coffee, tea, and milk sachets
- ☐ **Go contactless**
Provide contactless check-in and check-out processes
- ☐ **Reassure guests of cleanliness**
Use stickers to indicate no prior use since last cleaned. Display signs to highlight your deep cleaning process

Rate Plans

- ☐ **Set up an offline rate plan**
for the billing of the private workspace
- ☐ **Create promos**
for longer bookings (-X% for one week booking; -XX% for one month booking...)
- ☐ **Create dedicated extras**
in the charge tab

Upsells

- ☐ **Room service for coffee and snacks**
Upsell different coffee, tea, and snack options
- ☐ **Lunch options**
Offer different lunch options, to be packed and delivered via room service

Policy Updates

- ☐ **Remove minimum stay**
Eliminate any booking barriers that may deter potential guests
- ☐ **Update your cancellation policy**
Ensure you provide your guests with flexible options

Operations

- ☐ **Space out bookings**
with 24 hours between guests, automatically with eviivo suite
- ☐ **Deep cleaning procedures**
Check out eviivo's Cleaning Dashboard for smooth changeovers
- ☐ **Protective clothing**
Secure personal protective equipment and supplies for staff

Communications

- ☐ **Update your website**
with information about your private workspace
- ☐ **Add a badge or widget**
Use visuals to inform guests of safe practices or certifications
- ☐ **Display ads on local shops**
Posters, banners etc.
- ☐ **Social media**
using relevant hashtags and a badge showcasing safe practices
- ☐ **Email past guests**
to inform them that you are offering private workspaces
- ☐ **Contact local companies**
whose offices are closed
- ☐ **Consult local tourist boards**
for advice and tips

Want more resources like this?

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eviivo has been supporting the hospitality industry for more than 12 years. Visit eviivo.com to find out more.