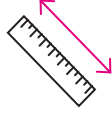


# 10 Steps to a Safer Workspace

4



## KEEPING YOUR DISTANCE

Adjustment of work stations and circulation space to comply with the two metre rule distancing.

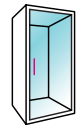
5



## SCREENS

Surrounding screens in addition to the desk dividers to shield transmission of the virus to surrounding colleagues. These can be clear plexi glass to allow effective communication

6



## FURNITURE SOLUTIONS

Innovative solutions from microbe killing lighting, desk mats and utilising furniture for space dividers ensure for a safer workplace.

3



## AIR QUALITY

Investment in air purifying systems will improve the air quality to reduce contaminants in open plan, meeting rooms and collaborative environments.

7



## WELLNESS

Re-emerging in a pleasant environment at a stressful time: Introduce more planting, contemplation areas, less density, choice of work location, and still encouraging social spaces that abide by the distancing rules.

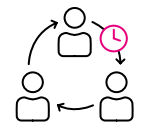
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## HYGIENE

Visible stations of hand sanitiser and disinfectant wipes upon the entrance and throughout the space will give a sense of safety and security.

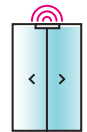
8



## FLEXIBLE WORKING

Rotation of teams and flexible hours – scheduling remote working and teams present in the office will reduce density in the work space and communal areas.

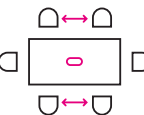
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## CONTACTLESS ENTRANCE

To minimise transmissions of the virus from communal lobbies, automatic doors upon the entrance to the space reduces surface contact in a high traffic area.

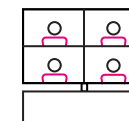
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## MEETING ROOM ARRANGEMENTS

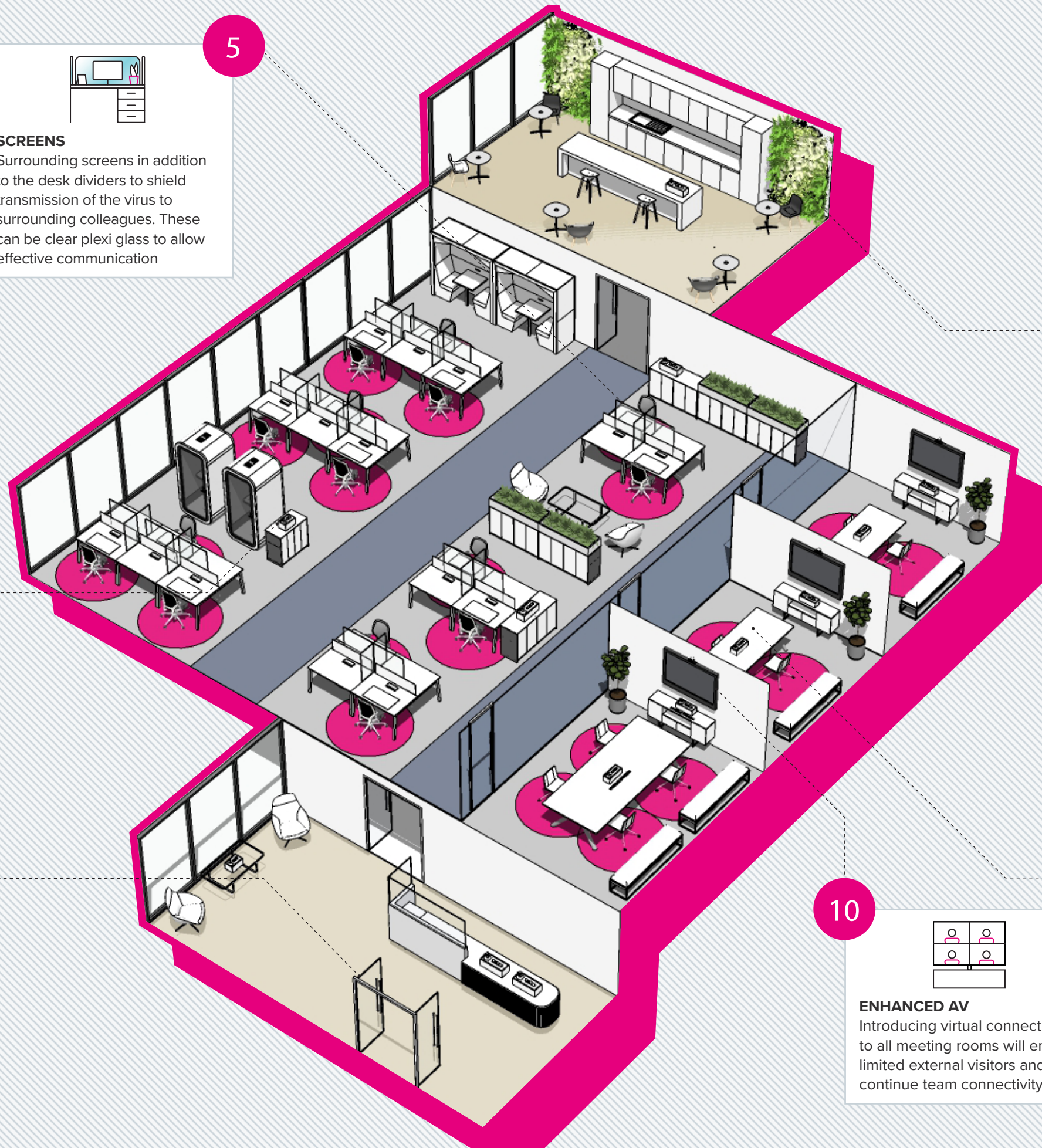
Setting a standard for the meeting room layout to ensure distance is consistent from one meeting to the next, along with cleaning protocols.

10



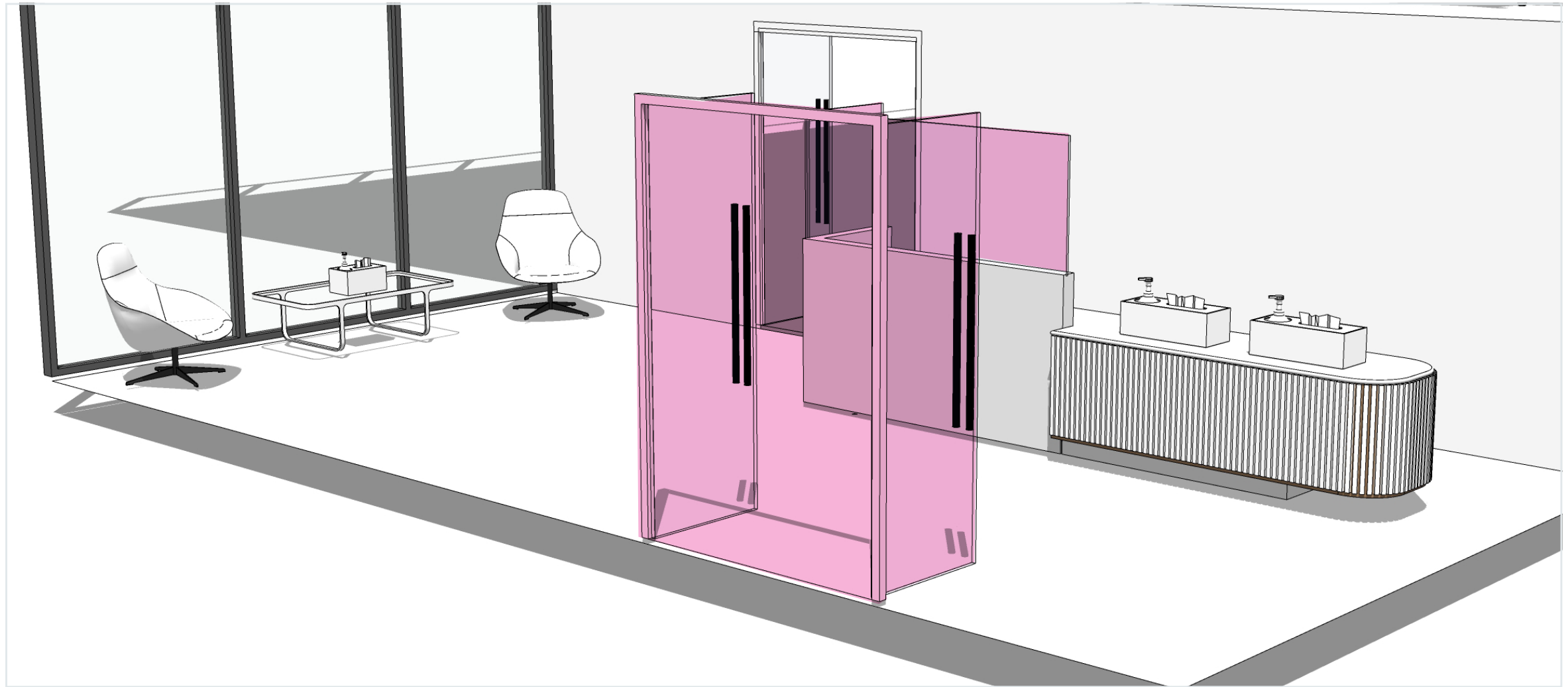
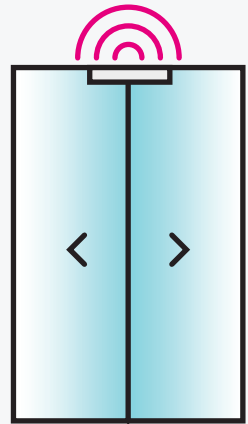
## ENHANCED AV

Introducing virtual connectivity to all meeting rooms will ensure limited external visitors and continue team connectivity.





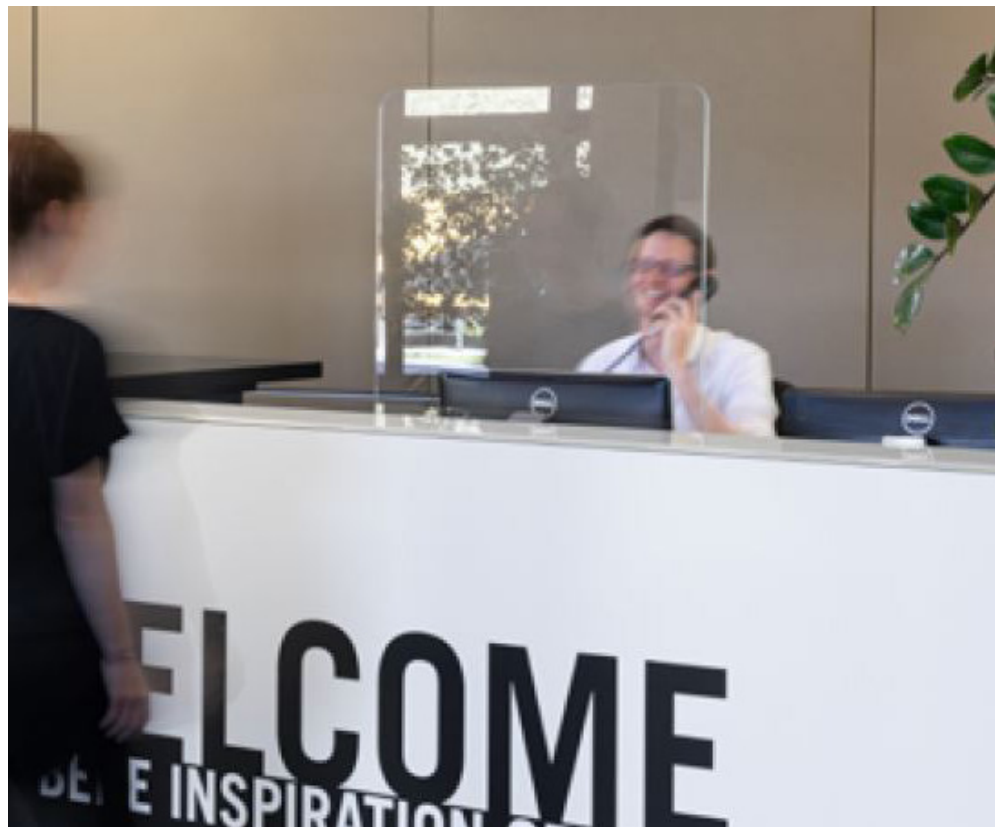
# 1 Contactless Entrance



It is important to feel a sense of safety and trust when re-emerging back in to the workplace. The front door is a weak point as people touch the handle as they enter from street, tube etc. Handled Doors can be swapped for automated ones. (This may be a Landlord door so you will need to call them)

To minimise transmissions of the virus from communal lobbies, consider automatic doors upon the entrance to the space reduces surface contact in a high traffic area.

- This may be a Landlord door so you will need to call them
- Consider other doors within your own demise that are deemed high traffic
- Keep doors on hold opens within your demise to limit touching as far as possible.



## 2 Hygiene



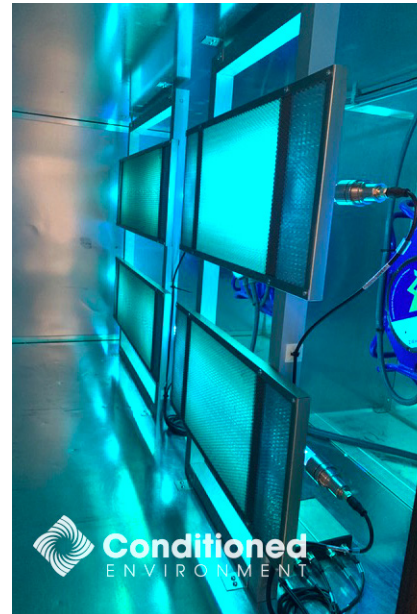
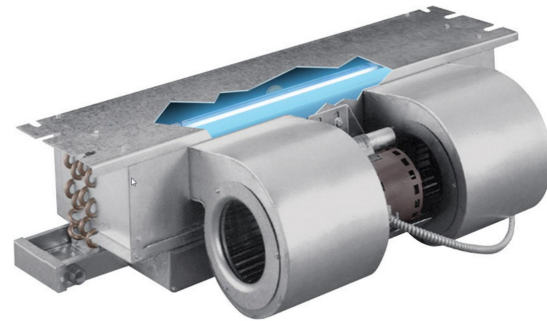
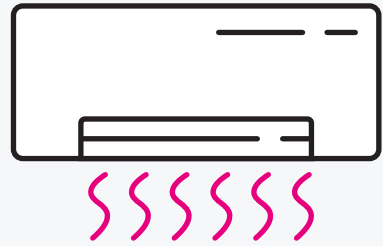
Enhanced cleaning protocols will be a necessity in order for a safe and clean environment, but also for the reassurance of your team. This involves –

- Hand sanitisation at the reception or entry point means hands are then clean to handle doors and surfaces thereafter.
- Plan in hand sanitisation points throughout the office
- Consider a professional deep clean and paint refresh prior to the return of employees
- Professional cleaning protocols twice daily as opposed to once.
- Reinforcing hygiene stations throughout the space with well stocked cleaning supplies.
- Set dishwashers to hotter setting, provide team with personalised water bottles
- Hourly door handle cleaning





# 3 Air Quality



Maintaining and enhancing air quality will improve the air quality to reduce contaminants.

UVC Light Technology is used to disinfect HVAC systems by making micro-organisms inactive – including viruses. UVC Filtration is the use of ultra violet Germicidal Irradiation (UVGI) lamps in the HVAC system to disinfect air by damaging the DNA of micro-organisms. An organism that can't reproduce, can't spread! Our trusted partner, Conditioned Environment, can create a bespoke disinfectant system that can be retrofitted to existing systems.

- Increase maintenance regimes from 3-4 visits per annum to 5-6 visits per annum
- Change AHU filters more frequently, where applicable change filtration rating.

## Indoor Air Quality Matters



People spend more than **80%** of their time indoors



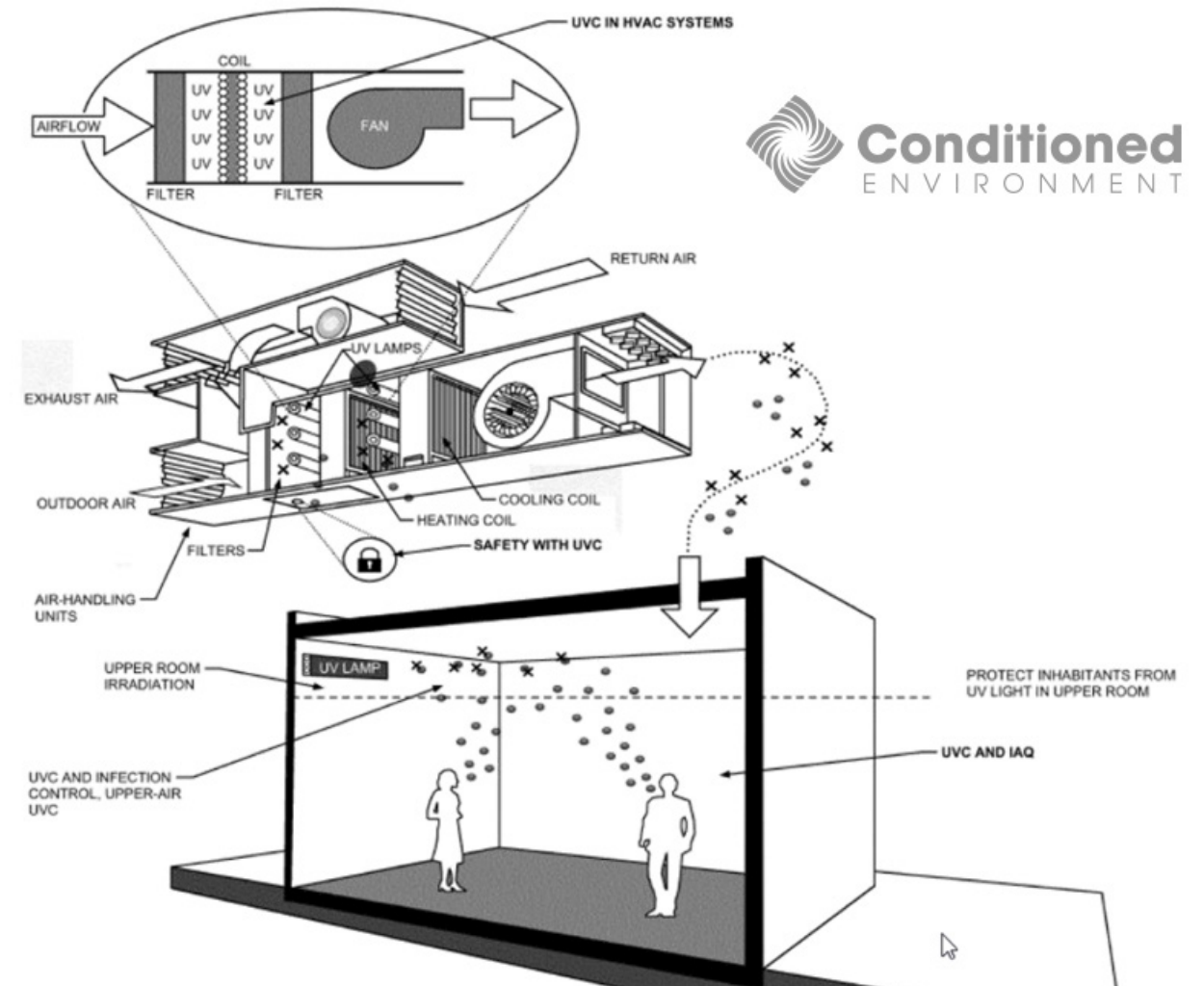
Indoor Air Quality is **2 to 5 x worse** than outdoor air quality



Indoor air pollution is ranked as one of EPA's **TOP 5 environmental risks** to public health

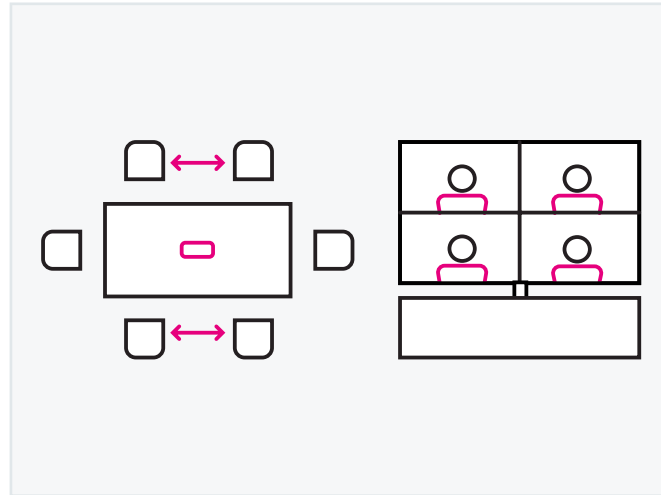


**50%** of illness are caused by aggravated indoor air pollution





# 4&5 Meeting Room Arrangements, Enhanced AV

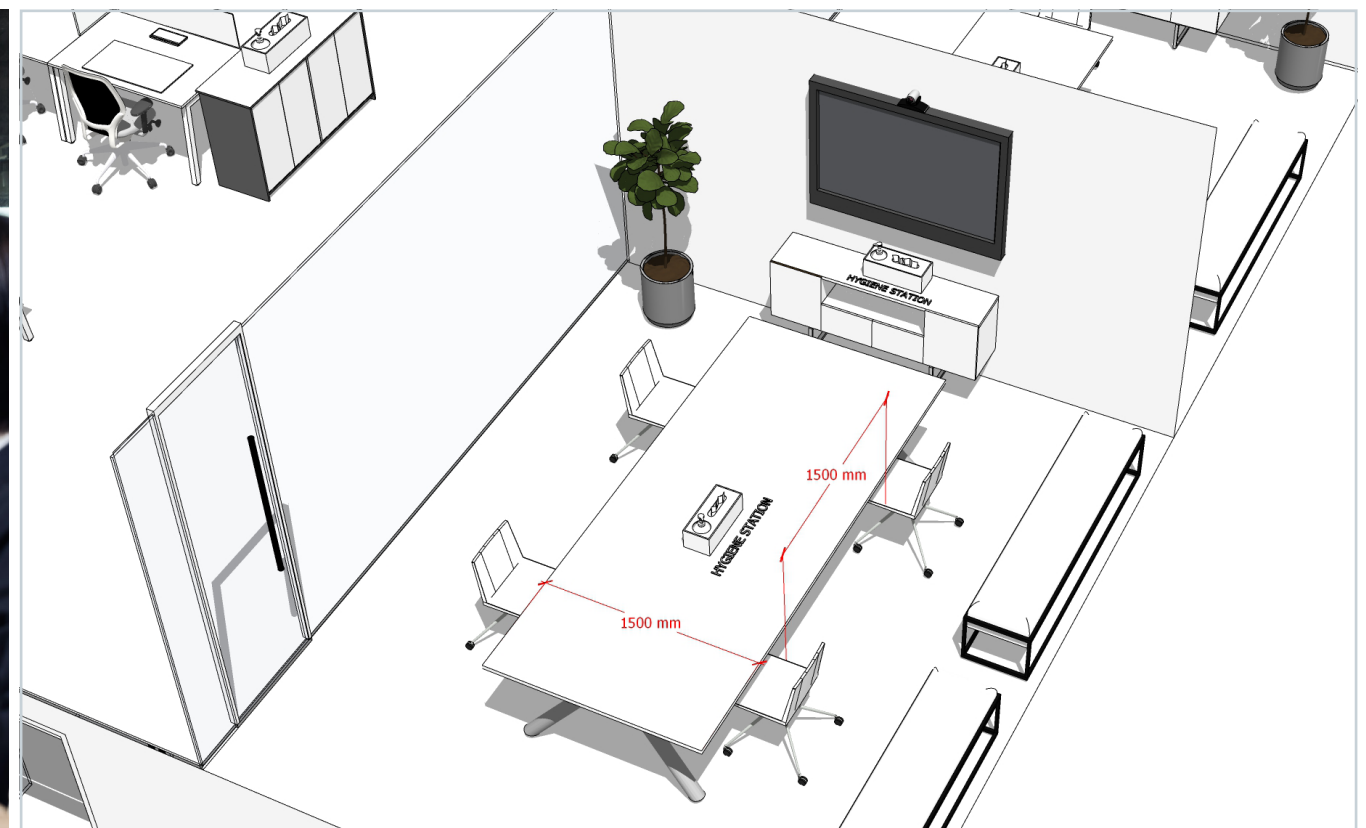


Video Conferencing equipment in meeting rooms will ensure limited external visitors, as well as keeping the connectivity and community alive between the teams if working on a rotation schedule.

- Consider enhancing AV in all meeting rooms for maximum connectivity.
- Ensure team members have Laptop, VPN, Zoom or equivalent and the ability to work comfortably and efficiently at home.

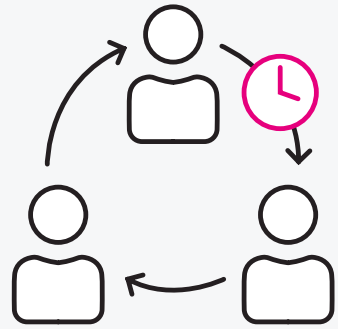
For meetings that are able to take place in the office, distancing and hygiene is equally as important in the meeting rooms as high traffic areas:

- Have a standard, clear document that states the generic meeting room layout to ensure distance is consistent from one meeting to the next.
- Hygiene stations central to the table
- Remove additional chairs from the table
- Daily deep cleans





## 6 Flexible Working



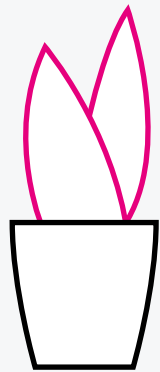
For the time being most organisations are going to have to simply reduce the number of staff within the office at any one time. Also, some of your team won't be comfortable coming to work, travelling by public transport and will prefer to work at home. Each organisation will be unique in their approach depending on space available and ability to work remotely but here are a few suggestions;

- Split Weeks – creating a rota whereby team members work 3 days at home and 3 days in the office. This allows all disciplines to have a representative in the office at all times
- Team Rotation – similar but by team, whole teams at home one week then in the next. (the above very much depends on nature of business)
- Home working – the above only works with a positive attitude from senior management towards Home Working. Reducing a feeling of “Presenteeism” will allow your team to be comfortable with home working. It is essential that your IT, server access, laptop provision and VPN is good enough to support strong home working. Use Zoom, Teams, Skype etc to arrange social meet ups, project meetings, support groups to ensure no-one feels abandoned.





# 7 Wellness



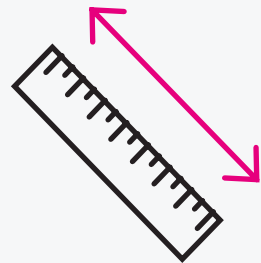
With the health of your team being your number one priority, wellness is very important when returning to the workplace – reiterating on previous points, the following can be considered:

- Connection to the outdoors – introducing more planting and better air quality
- Access to health initiatives – physical challenges and mental support systems.
- Social interaction – encourage collaboration and social zones, but ones that comply to distancing rules
- Choice of work settings and flexible working, including home working



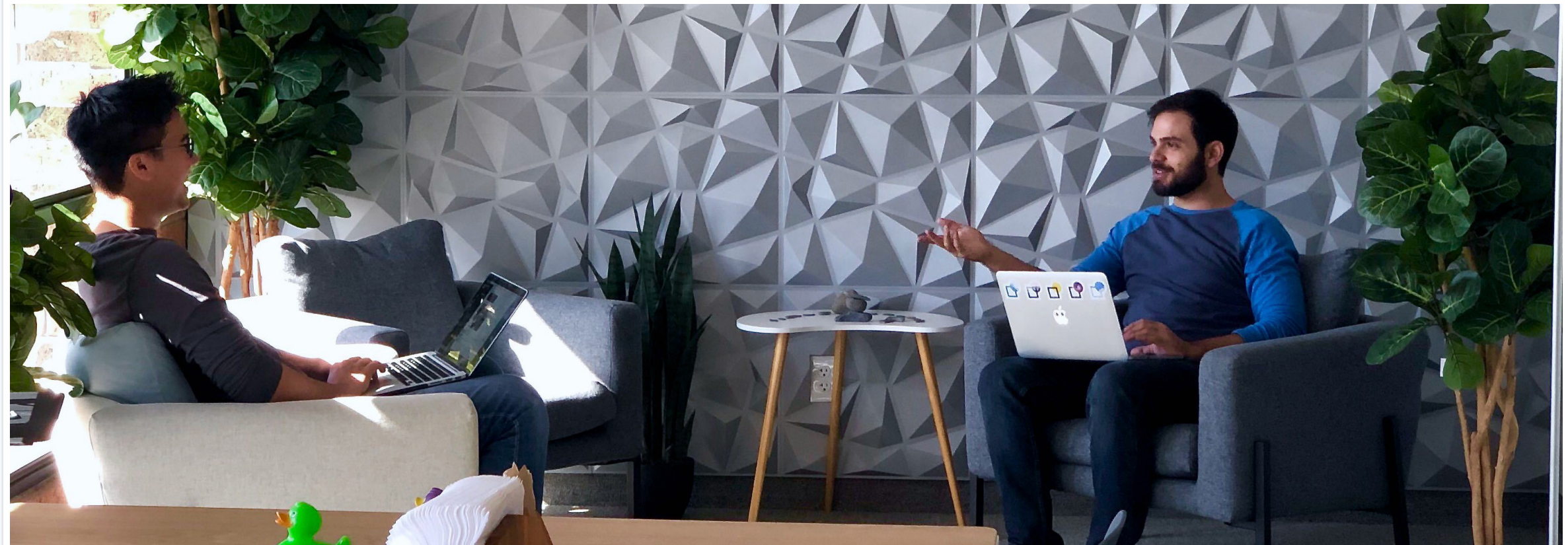
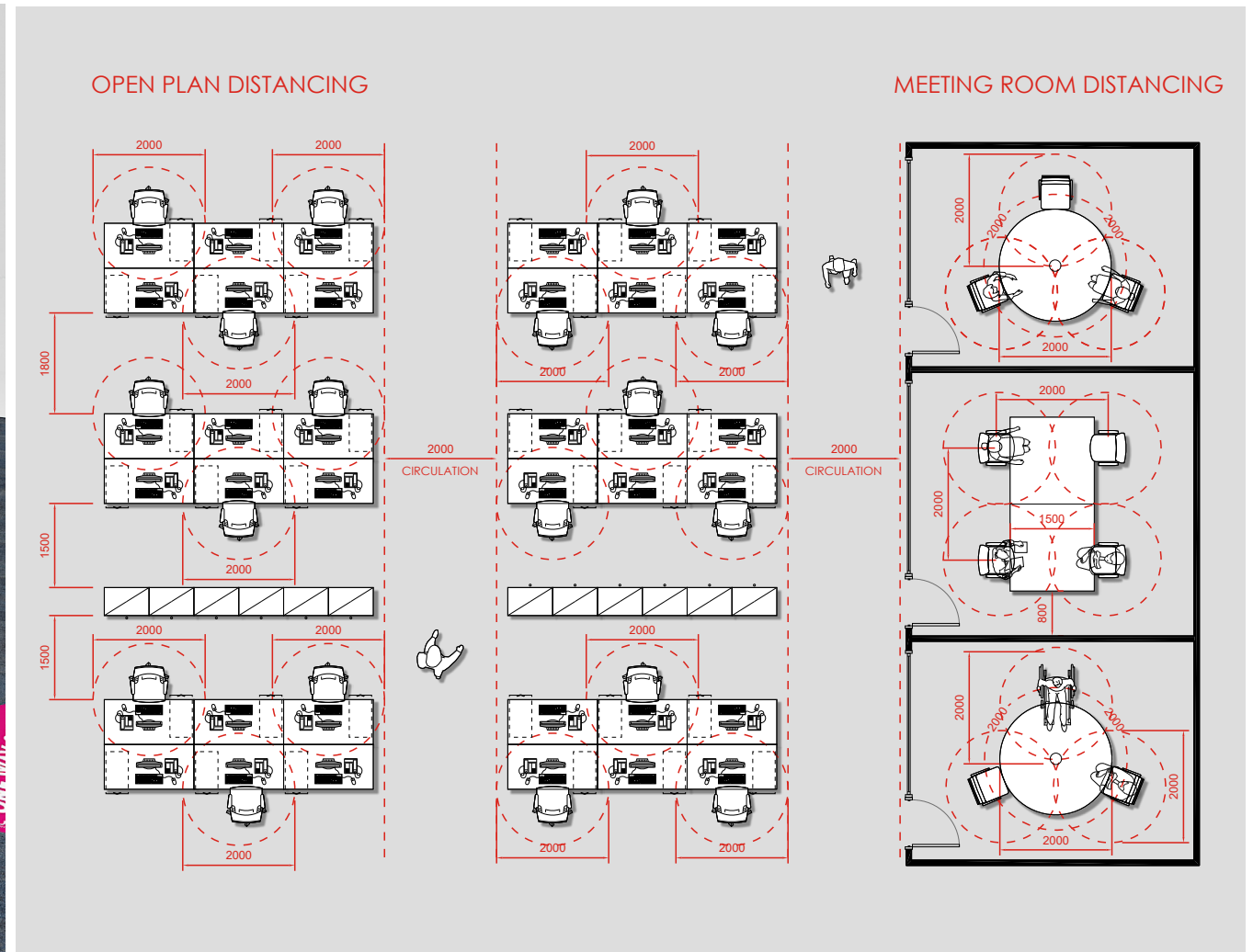


# 8 Keeping your Distance



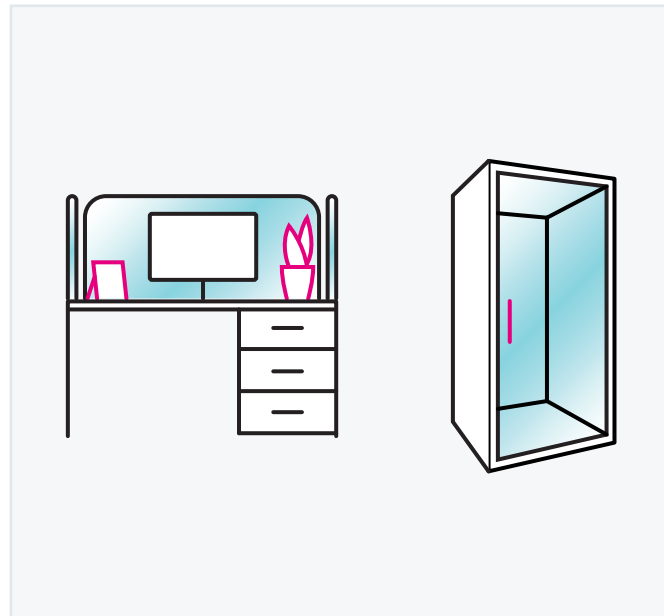
De-densifying is the key to having safe distance in between your team in workspaces, circulation, collaboration and social zones:

- Consider using every other desk to create a spatial buffer, ideally not facing opposite one another
- Widen circulation, if space allows you to do so.
- Space between soft seating / waiting areas/ collaboration spaces
- A variety of single seated zones in breakout and tea point areas.
- Introduce graphics for spatial awareness and guidance.





# 9&10 Furniture Solutions & Screens



Innovative furniture solutions can be introduced to shield transmission of the virus to surrounding colleagues, create zones, as well as offer a choice of work setting.

- Phone booths with microbe killing lighting
- Variety of screens to shield each work station with a variety of materials. These can be clear plexi glass to allow effective communication
- Introducing storage planters to create zones or navigate a social distance buffer.
- Disposable and recyclable desk mats to ensure less surface contact

