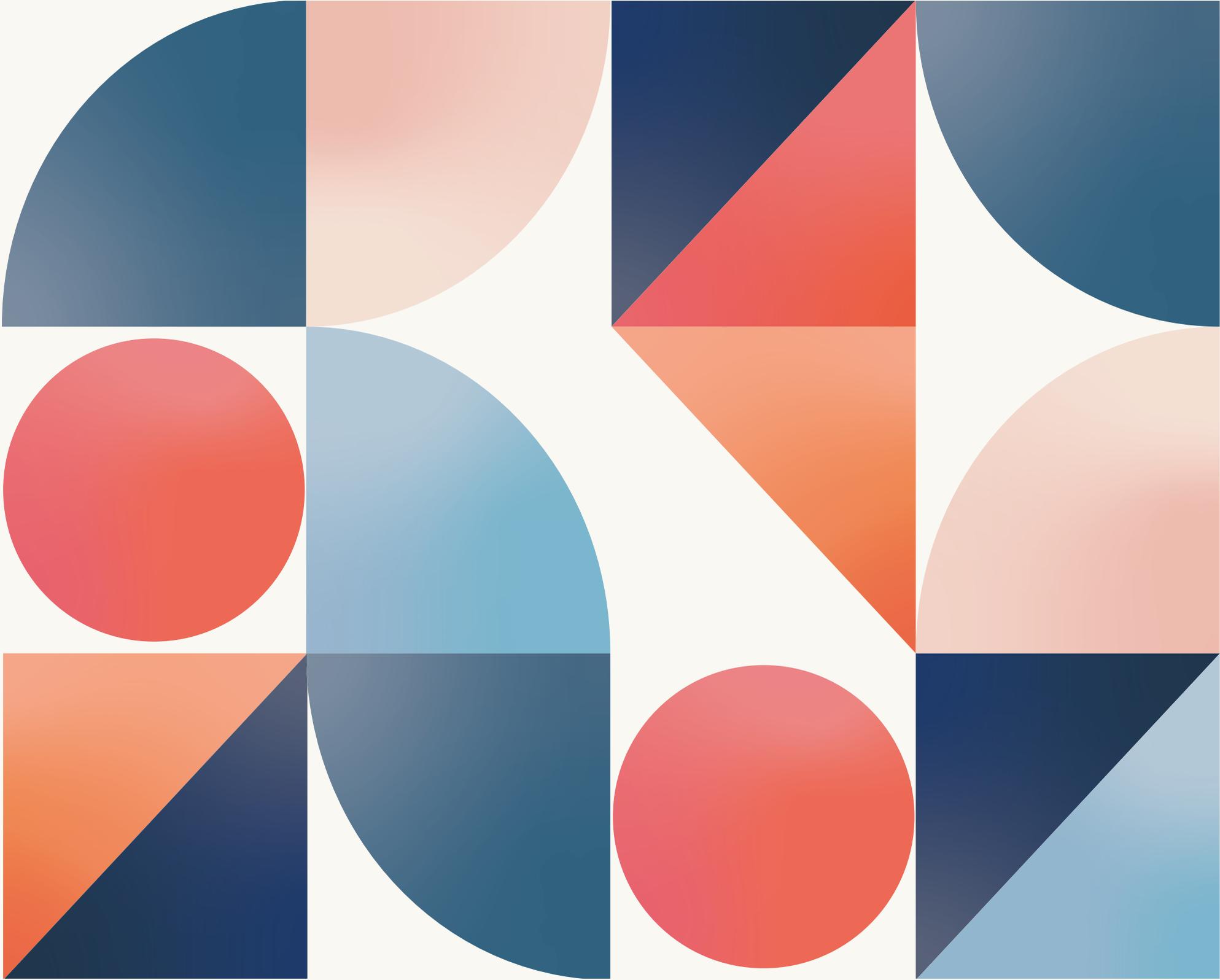


**CONSIDER.  
ADAPT.  
EVOLVE.**

YOUR GUIDE TO THE POST COVID WORKPLACE



# ABOUT THIS GUIDE

2020 has seen the way we go about every aspect of our lives change dramatically, in some cases, overnight. From interacting with friends, family and neighbours, to how we navigate our daily routine, we have had to adapt to new guidelines and overcome challenges that would have been inconceivable only a few short months ago. How we think about our workplaces and our learning environments is also changing. Over the coming months, with restrictions to on-site working lifting, staff, student and visitor safety will be of paramount concern, and will be key to ensuring a successful transition to the 'new normal' and a prosperous future moving forward.

This guide will provide you with the knowledge of what to consider when returning to your workplace environment, and how BOF can help ensure your return is both efficient and successful. The knowledge contained within this guide has been collated from a number of sources including our in-house planning team, as well as expert sources from within the industry, all following the latest government guidelines.

The impact on businesses across the world is evident, but the transition to a return will be smoother and easier through the sharing of expert knowledge and following government guidelines. We at BOF are here to advise and assist with the return to your premises, ensuring that this transition is a safe and successful one.



# HOW WE CAN HELP...

We understand everyone is keen to get back to work or education and resume the 'new normal'. We want to support our clients as best we can to prepare their working or learning environments ensuring they are as safe as possible for their staff and students.

## Protective Products

We have access to a wide portfolio of protective screens and hygiene products to support safe working practices. These include:

- Freestanding desk screens
- Desk screens which retro fit to existing desk screens
- Mobile floor-standing screens
- Temperature monitoring screens
- Reception / counter shield screens
- Signage
- Hygiene products for gel dispensers etc

Our Social Distancing service includes space planning to redesign existing furniture layouts ensuring 2 metre distances between recommended seating and working positions, specifying protective products such as screens and hygiene or safety equipment and signage advice.

## COVID Compliant Space Planning

We are able to offer COVID compliant space management; essentially taking existing plans and furniture layouts and designing social distancing rules into the day to day occupancy and operational requirements across the workplace.

This service involves ensuring all rooms or spaces, desk / bench set-ups, communal areas (e.g. kitchen areas, print stations, lavatories etc.), access points, fire escapes etc. have clear on plan demarcation which once approved translates into physical manifestation within the spaces.

We are also able to provide signage recommendations following the planning exercise.



# PROTECT YOUR WORKPLACE

We provide a COVID compliant planning service to provide our customers with the peace of mind that their work and study environments meet social distancing guidelines, and that their teams are adhering to best protective practices.

We take an existing plan of your space and amend the current layout to follow the government social distancing guidelines; including safe distancing around workstations, identifying maximum room occupancy, recommending signage and sanitation points, and recommending any addition safety products that may be required for safe occupation of the space.

Upon completion you will be provided with a BOF approved COVID guideline compliant space plan, recommended occupancy numbers for the overall space and safety product recommendations if required. If there is anything else that you would like us help with, please get in touch and let us know.



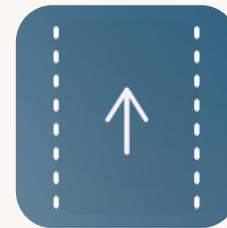
## Minimum Distance

Ensuring there is a minimum distance of 2m or greater between seating positions at workstations, meeting tables and breakout spaces by designating available seating positions.



## Protective Dividers

Where a 2m distance cannot be achieved around a seating position, or in instances where seating positions are next to or across from one another, protective screen dividers will be recommended.



## Identify Walkways

Highlighting usable walkways and ensuring there is adequate spacing around them. If possible advising on a usable one-way system to reduce contact.



## Room Occupancy

Enclosed rooms and meeting spaces will have the recommended occupancy number for that room denoted on the room entrance.



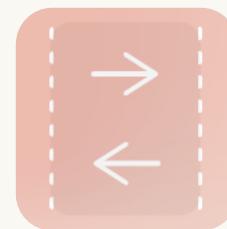
## Recommended Signage

We will provide on plan signage recommendations that include general warnings as well as room occupancy numbers. Signage packages are available on request.



## Recommended Sanitiser Stations

A recommendation of the number of hand sanitiser stations and where they should be placed will be shown. This will take into consideration entrances, toilets, kitchens and work/social spaces.



## Floor Spacing Guides

Guide markings will be denoted on the plan to highlight correct distances to be kept between people in areas where waiting or queuing is required.



## Reorientate Furniture

Adhering to the government guideline recommendation of back-to-back working where possible workstations and breakout furniture may be reorientated where configurations allow.

# PLANNING IN PRACTICE

## 1 Minimum Distance

Available seating positions are highlighted with a visual safe space indicator surrounding them. Non-recommended seating positions are removed.

## 2 Protective Dividers

Recommended protective screen dividers will be highlighted on plan. These can include desktop and freestanding variants.

## 3 Identify Walkways

Where possible advised walkways will be highlighted. Displaying both the recommended safe distances required and one way systems to reduce contact.

## 4 Room Occupancy

Enclosed rooms and meeting spaces will have the recommended occupancy number for that room denoted on the room entrance.

## 5 Recommended Signage

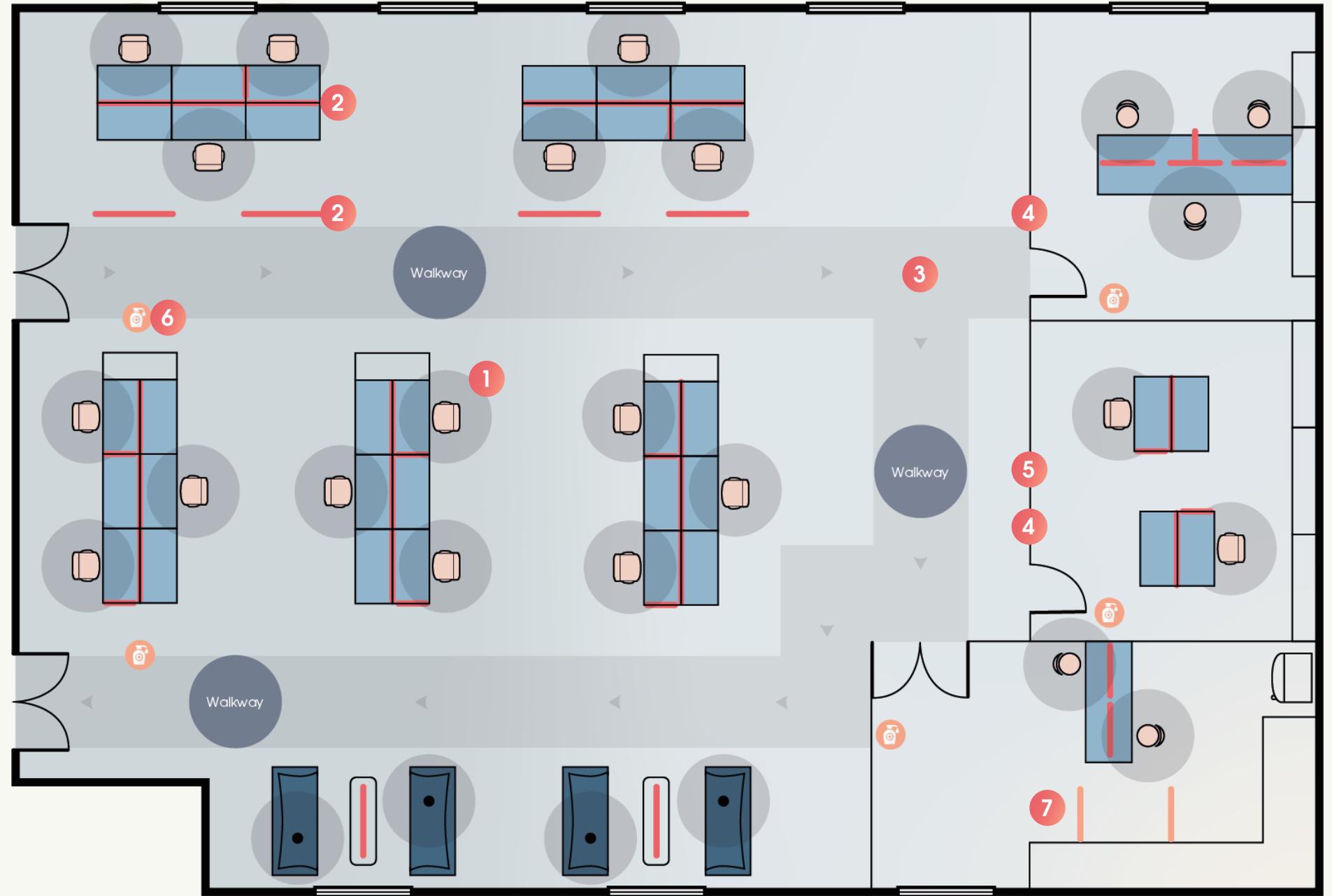
We will provide on plan signage recommendations that include general warnings as well as room occupancy numbers. Signage packages are available on request.

## 6 Recommended Sanitiser Stations

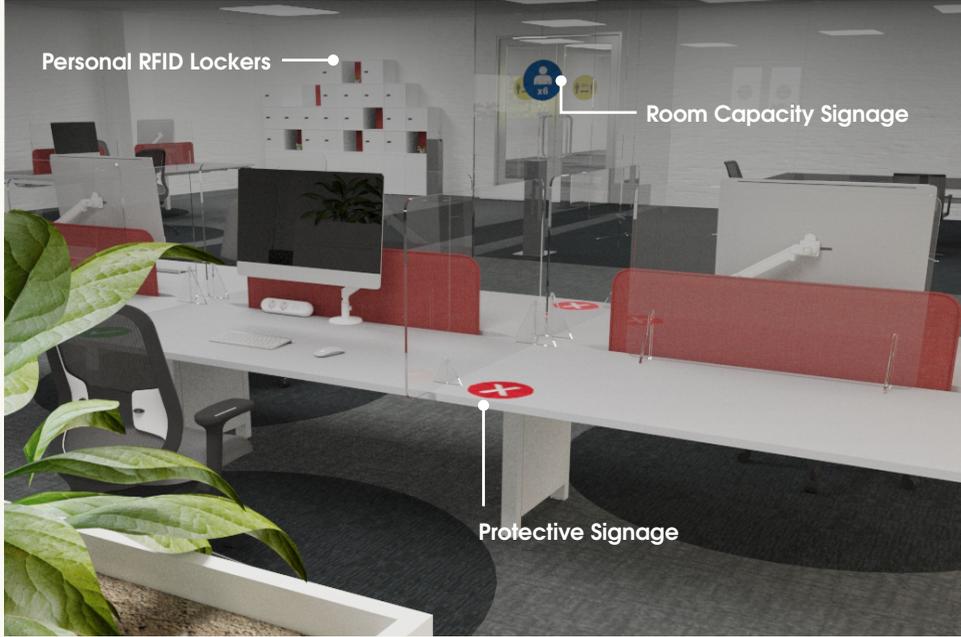
A recommendation of the number of hand sanitiser stations will be marked on plan along with our recommended locations for each.

## 7 Floor Spacing Guides

Floor markings are included in less structured areas where waiting may occur to aid staff in keeping the proper safe distances.



# PLANNING IN PRACTICE



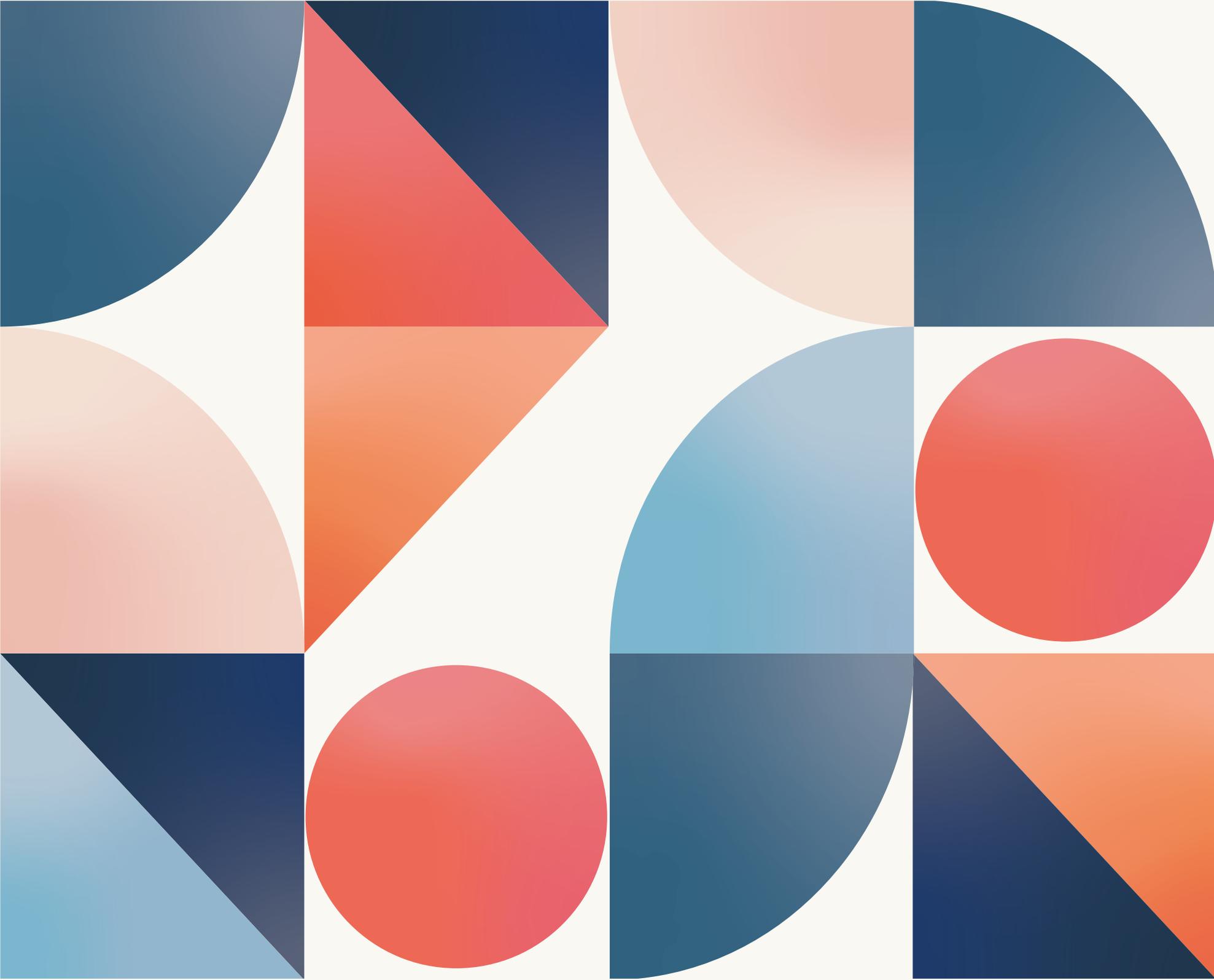
# BACK-TO-WORK CHECKLIST

Unsure if you have taken into consideration all of the protective practices for your environment? We have put together this checklist of factors that you should consider implementing before you return to your work or study spaces.

To guarantee your workplace meets the required level of safety measures, be sure to use this checklist alongside a BOF approved COVID guideline space plan.

- Establish A Maximum Capacity**  
In general, the fewer people are in the office at once, the better. Determine the maximum capacity of your space and make sure that you don't exceed it at all times.
- Adjust Working Schedules**  
Encourage people to work in shifts or reduce in-office hours. As a result, fewer people will be on the location any given time.
- No Physical Contact**  
Encourage employees to avoid handshakes, hugs and other physical contacts when interacting with each other.
- Space Out Workstations**  
Make sure there is sufficient distance between the workstations. Follow an approved seating distance plan and position users back-to-back wherever possible.
- Free Up Corridors And Passages.**  
If your office has narrow corridors and passages, free them from furniture and other objects so that people could pass each other safely.
- Increase Regular Cleaning**  
You will have to revisit your cleaning schedule. Pay special attention to frequently touched surfaces. Door handles, taps, phones, coffee machines and should be disinfected several times a day.
- Encourage Improved Personal Hygiene**  
Remind your employees to thoroughly wash their hands by putting instructions in the bathroom. Place hand sanitizers in the busy areas, for instance, at the entrance. You can also offer face masks.

- Implement A Reduced Visitor Policy**  
Where possible discourage visitors unless absolutely necessary. Replace business visits with video calls.
- Regulate The Use Of Common Areas**  
Establish a maximum capacity for all meeting rooms, canteens and breakout spaces. Appropriate distancing is to be followed while in use.
- Adequately Space Walkways**  
Where possible, create a one-way flow with special markings on the floor and walls. If this is not possible for your space, ensure there is sufficient spacing on all designated walkways.
- Keep Doors And Passages Open**  
Where possible, fix the doors open to prevent people from using door handles. Same goes for sliding doors. This also encourages fresh airflow.
- Add Space Partitioning**  
In addition to distancing, you can add dividers at shared desks to separate people from each other. These can be also used to facilitate routing in busy areas.
- Minimise Shared Use**  
Where possible, make sure that people don't use the same objects. For instance, impose assigned seating instead of hot desking. Replace hand towels with paper tissues, think of disposable kitchen supplies.
- Improve Air Quality**  
Make sure that there is sufficient air circulation in the building. If possible, implement air cleaning systems.



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