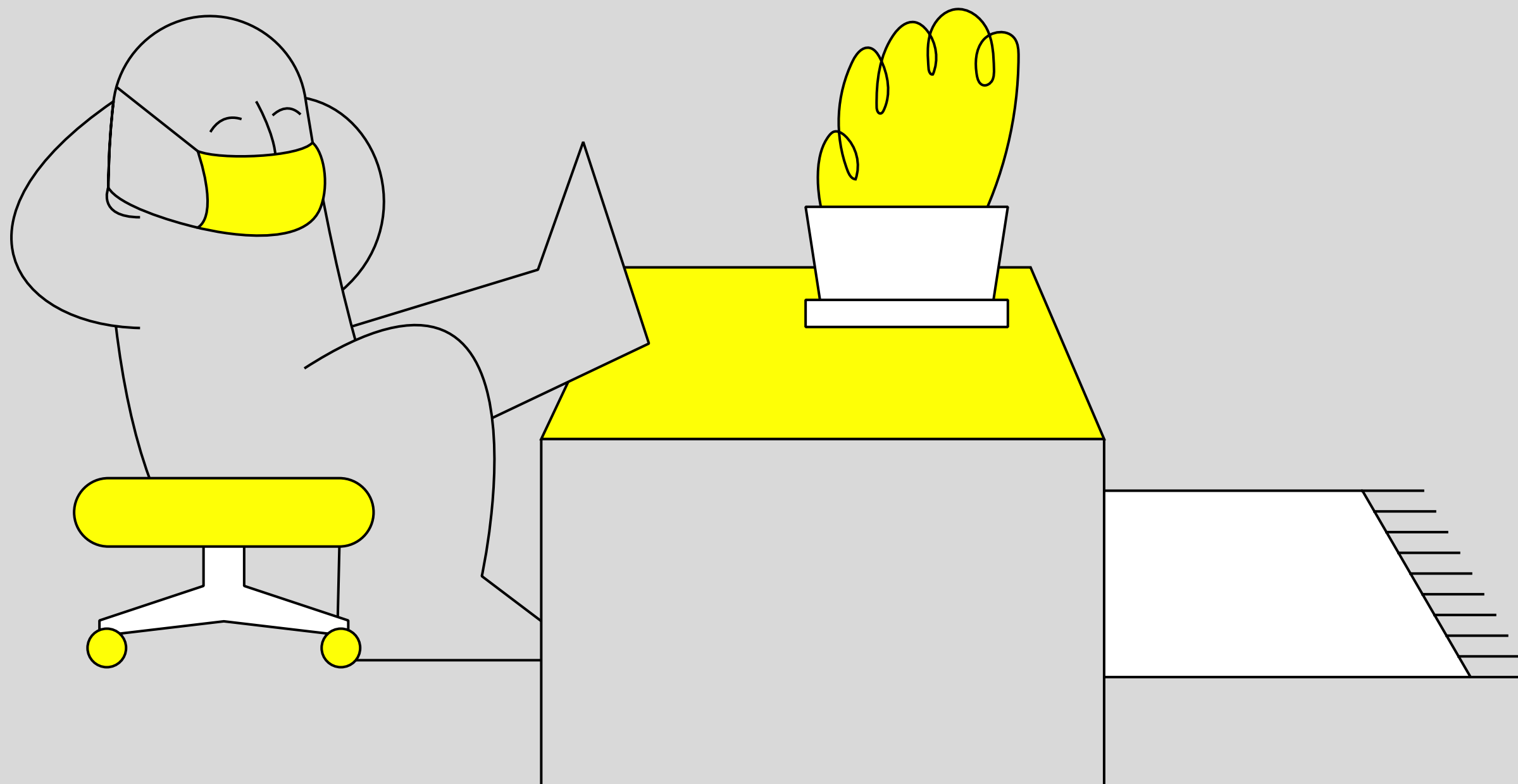
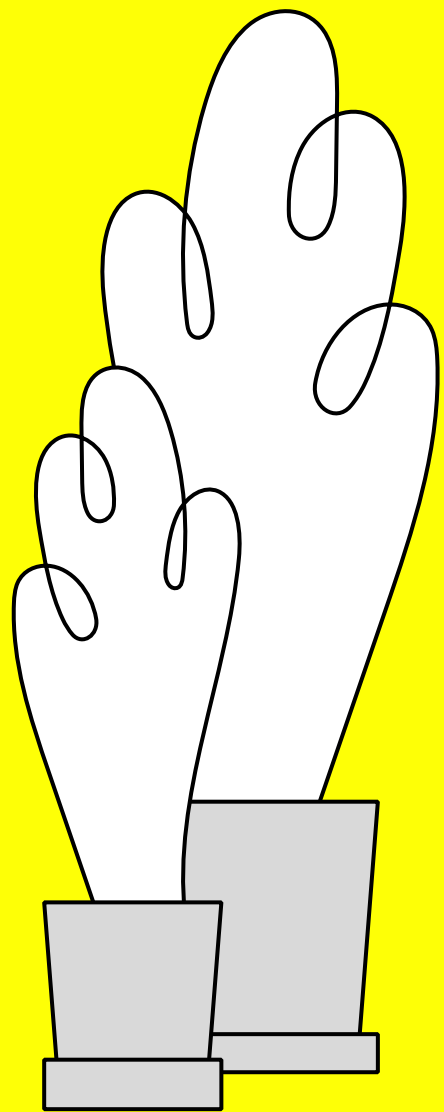


# Office space in time of Covid-19 pandemic.

Read our guidelines and  
protect your workforce!



# 5 Key Steps to Prepare Your Place of Work



1

## Division

Page 3

Space out your workforce with dividers. Use natural barriers like indoor planting where you can. Use screens to protect reception staff. Separate individual desks with partitions: clear screens can protect and encourage interaction.

2

## Density

Page 4

Ensure your team has room to breathe. Influence fewer people to occupy the space. Stagger working hours. Support remote out-of-office working. Encourage home working.

3

## Geometry

Page 5

Review your current workplace layout. Reposition furniture, planting, waste bins, breakout areas etc. to give more space: introduce social distance guides to reinforce 2m separation.

4

## Collaboration

Page 6

Help your team work together – encourage meetings to be held in open spaces rather than enclosed conference rooms; foster a walk and talk approach; discourage large groups from forming where you can; support teleconferencing using Skype/Teams/Zoom etc.

5

## Hot Desks

Page 7

Phase them out. People will feel more comfortable if they can call their desk their home.

# Division

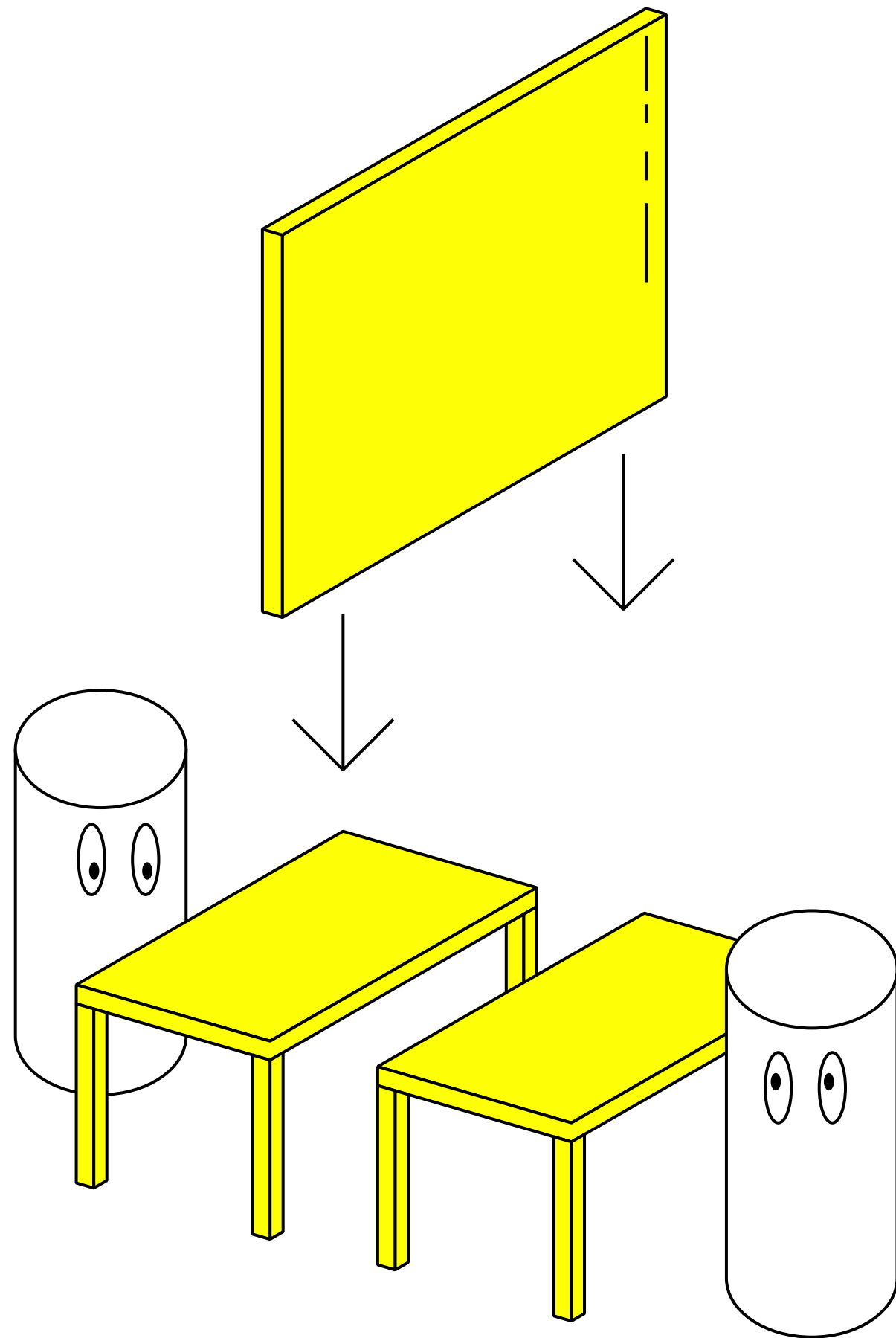
**It's important to think about ways to introduce separators in to the workspace: reduce flow and manage risk.**

Start with the entrance to your workplace and work out from there. If you have a staffed reception area, introduce screens to protect your people. Provide sanitising stations for use on entry and exit. Reduce physical contact with visitors: do they need badges? Implement pre-booking processes and space out booking slots to avoid a build-up of visitors in the vestibule. Discourage visitors from spending too long in your welcome area. Ensure they are escorted away from the area by the appropriate member of staff as soon as possible. Replace seating in waiting zones with landscape planting.

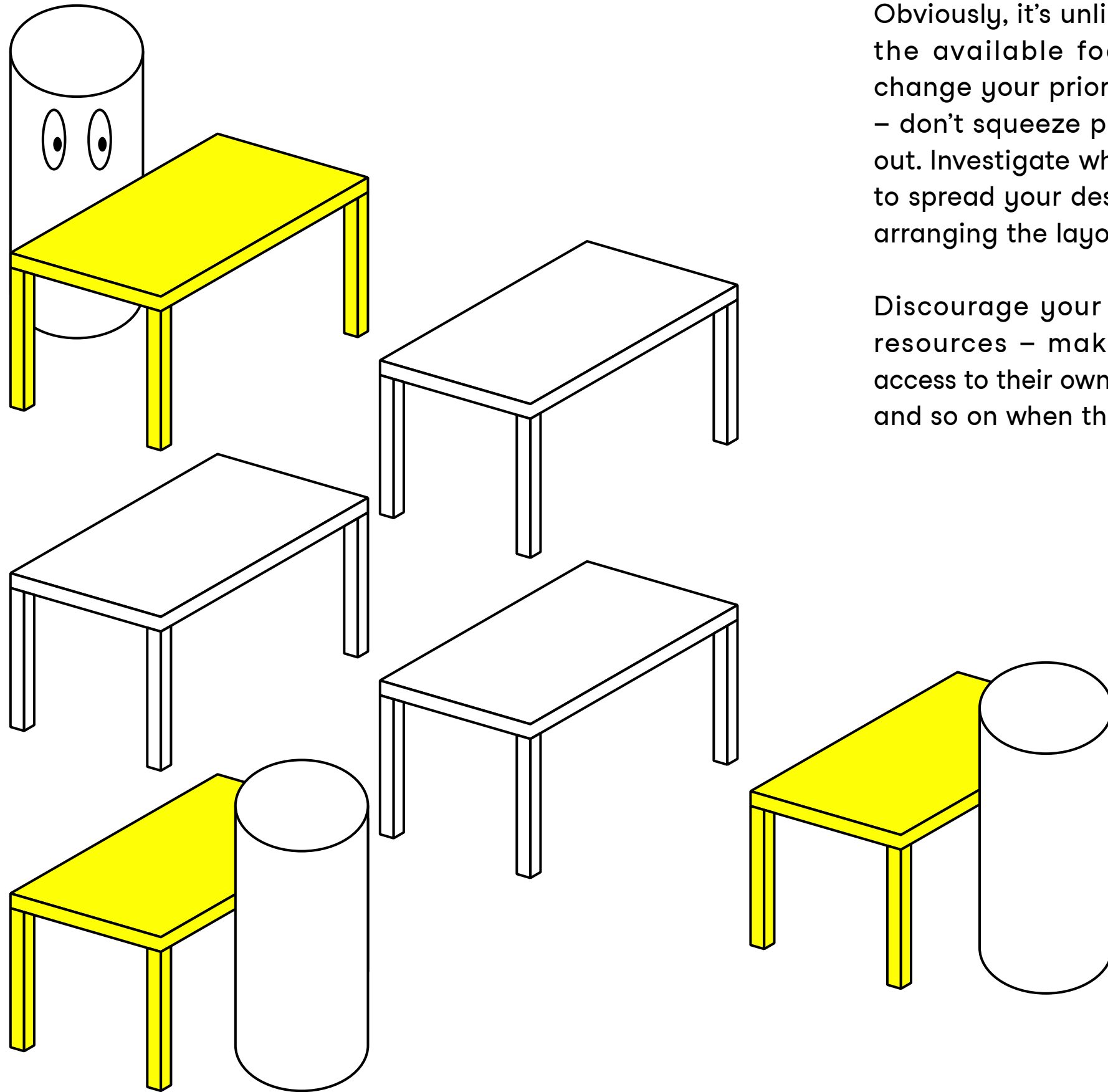
Within your indoor office space, try to layout desks so that people are not sat directly opposite each other. Implement privacy screens between desks as much as you can.

Discourage people from collecting in shared spaces. If necessary, fill up the shared space by using natural partitions such as indoor planting. Provide more sanitising stations and encourage everyone to care for the space they use.

If employees feel ill, encourage them not to come in to the office unless they have to. If they cough and sneeze, ensure they are able to cover their nose and mouth to protect their colleagues.



# Density



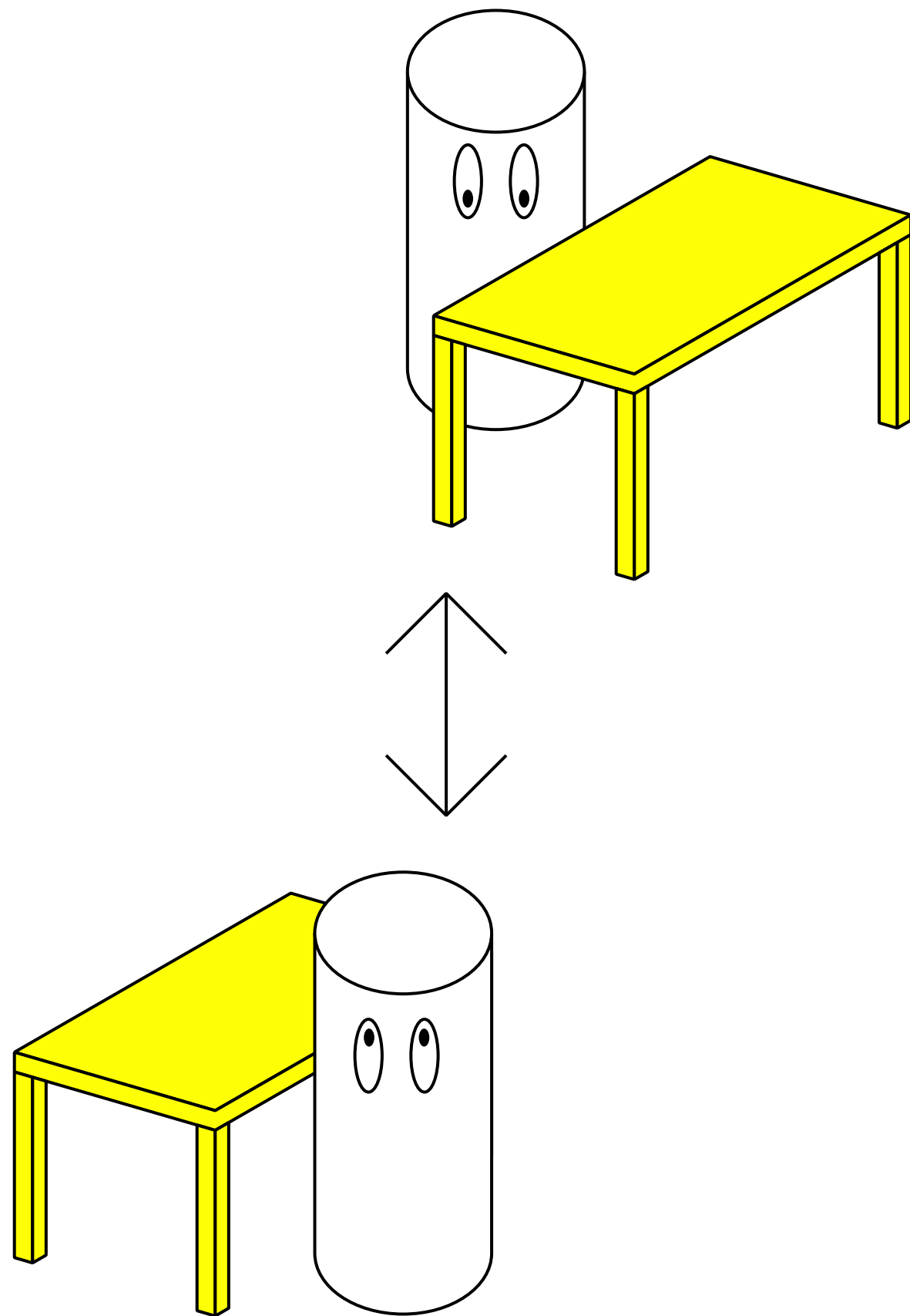
**Improving the density of your workplace is all about adding space to your indoor layout.**

Obviously, it's unlikely you can increase the available footprint but you can change your priorities in the new world – don't squeeze people in, spread them out. Investigate whether you have scope to spread your desks more widely by re-arranging the layout.

Discourage your people from sharing resources – make sure everyone has access to their own phone, computer, desk and so on when they are at work.

As well as the physical separation within the work space, think about other ways you can separate people. You may be able to stagger working hours to support flexible working so that everyone does not have to share the space at the same time. In the same way think about staggering entire work days in the office so that your entire workforce is not on site every day. Where possible, encourage the use of audio- and video-conferencing so that there is less need for your staff to come in to their workplace. Trust them to work from home: give them the skills, tools and confidence to make the most of it.

# Geometry



**The key here is to ensure you can support appropriate local guidelines in relation to social distancing.**

Alongside the steps you take to reduce workplace density, pay serious attention to how you lay out the workplace. You can position furniture in such a way to manage flow of personnel around open plan spaces, influencing people to adopt one way systems by where you place waste bins or by moving indoor planting areas.

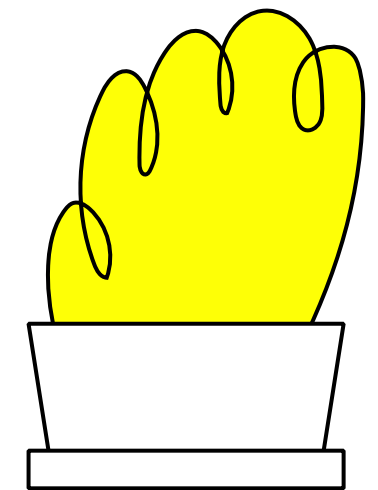
You can reinforce this by using visual markings on the floor to remind people they need to keep apart. This is especially important in communal areas such as kitchen areas or water cooler spaces where traditionally people congregate. Do what you can to discourage this in the new world especially where space is at a premium. Your staff need to feel safe in their work environment.

Take the same approach for corridors and walkways, where people would normally stop for a chat. Aim to keep people moving rather than give them reason to linger a little longer.

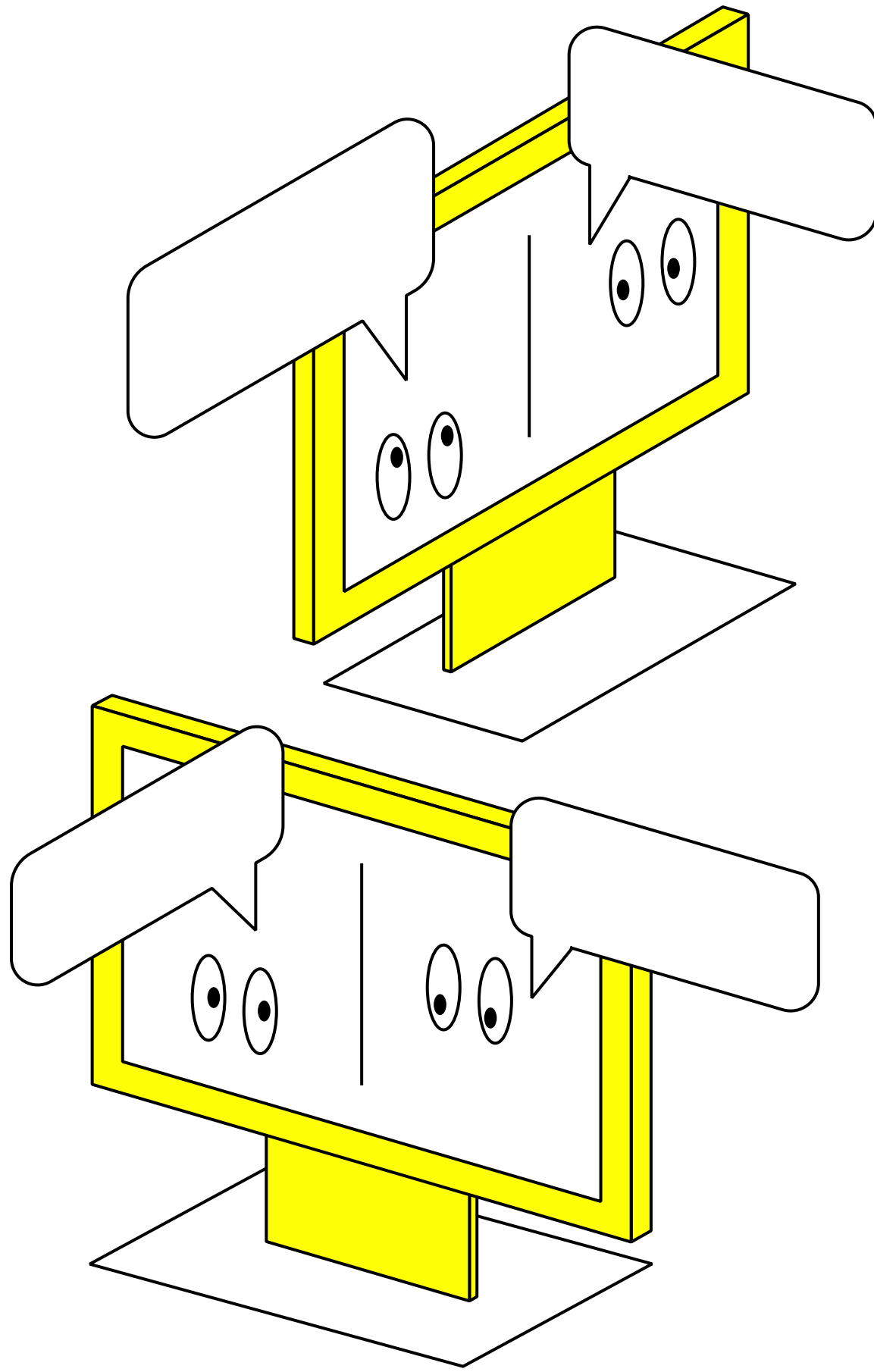
In communal areas, think about whether you should remove shared seating to discourage people from congregating there. It may be a good opportunity to introduce seating which includes acoustic and personal shielding to offer a degree of privacy as well as protection.

Where walkways are alongside desks, think about opportunities to add screens to protect workers from passers-by.

And don't forget to introduce hygiene stations especially in community areas: encourage high standards of hygiene to re-inforce the need to stay safe.



# Collaboration



**Working together is an essential part of operations for most businesses: humans work best when they work together and team communications cannot be sacrificed in our new normal life. But we can take steps to make sure people are aware of the impact of the current public health guidelines.**

You should encourage your staff to have team meetings in open spaces as much as possible rather than in over-crowded meeting rooms. Think about whether that meeting room can be made safer by removing some of the furniture.

Encourage people to participate in walk and talk meetings rather than gather round a table. Side-by-side is a little more healthy than face-to-face when it comes to managing transmission.

Re-examine your policy on holding meetings: does everyone invited need to be there in person? Conference-enabled phones can avoid the need for people to travel or for teams to interact as a group. They no longer need to be in the same room to have a meaningful discussion.

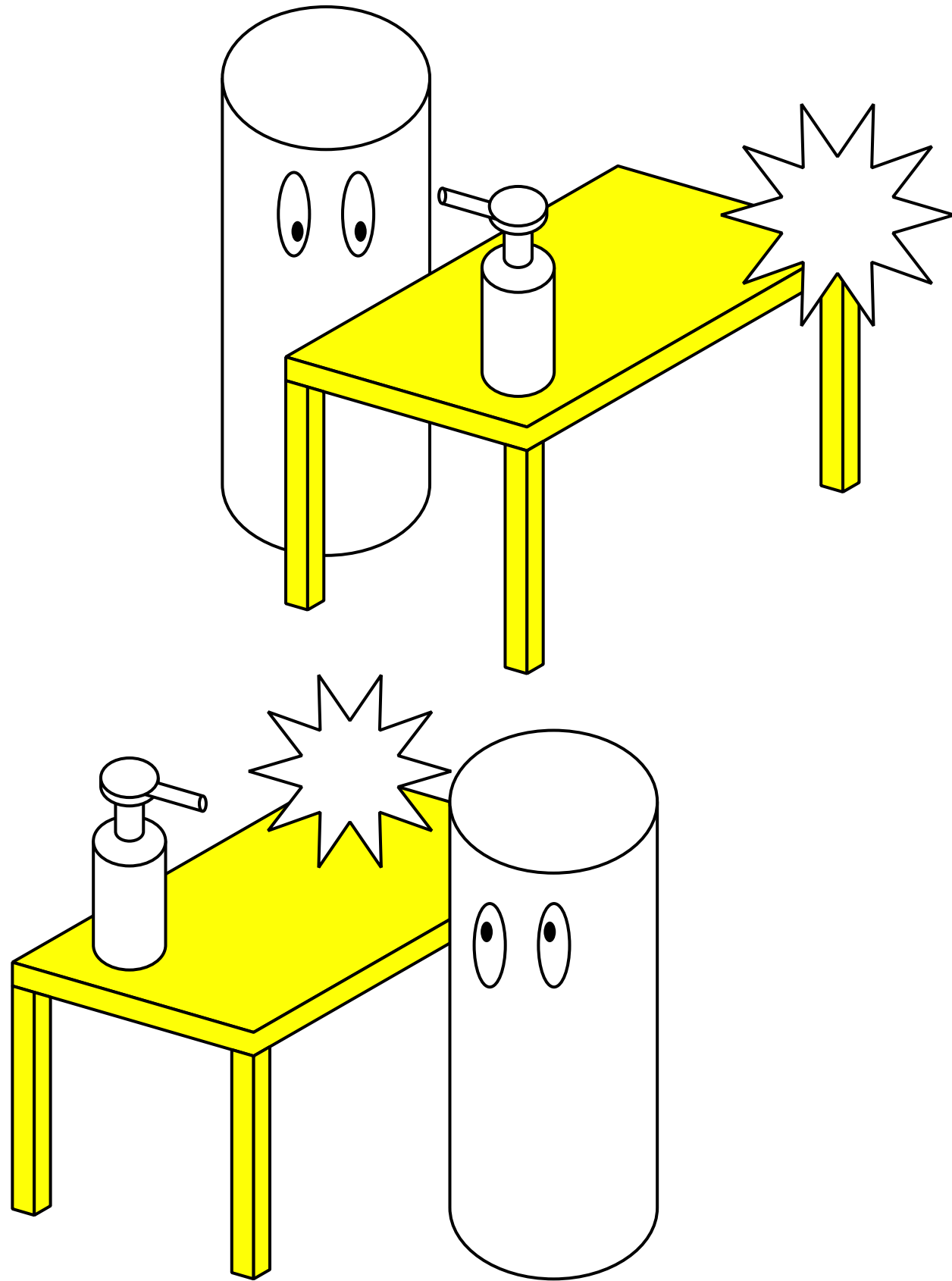
In the same way, so many more people are now comfortable with holding video conference sessions. We can take advantage of this recent up-skilling to encourage meetings via Skype/Teams/Zoom etc. We used to do this to avoid people travelling between sites or towns. We can now use the same technologies to enable safe interactions between individuals in the same office. They no longer need to walk down the corridor to meet their colleagues, they can simply fire up a conferencing session and get work done.

# Hot Desks

**There is a tendency to think that the rules we put in place to support reduced density in the workplace and the guidelines on improving geometry mean a move towards shared facilities. This need not be the case.**

If you need to provide hot desks for your own personnel or for visiting colleagues, make sure you take steps to demonstrate that they are safe to use. Provide hygiene stations in close proximity to shared resources and encourage their use. Don't be tempted to squeeze in one extra hot desk "just in case": keep appropriate social distancing and physical separation in mind.

As a rule, your staff will feel more comfortable if they are confident that the space in which they work and the equipment they use is their own personal kit. Encourage them to take ownership of keeping their equipment sanitary: people will naturally look after their own things more readily than looking after a shared resource.



# Where do you begin?

Local rules and regional guidelines are changing all the time as we learn more about how to work safely in our new environment. Make sure you are aware current best practice: **keep up to date**. Also make sure your teams are aware of what you are doing to protect them and why. Listen to what your people are telling you when they air their concerns – they need to know you have their health at heart.

If you need independent advice on how best to protect your workers and to set up your workplace as a safe environment, please give us the chance to advise you. Camac Space is working with a series of partners to provide the best in advice, technical equipment, workspace design and real-life experience to help you get back to work safely and quickly.





Camac Group Ltd.  
160 Kemp House, City Road, London  
EC1V 2NX

Contact  
[hello@camacspace.com](mailto:hello@camacspace.com)  
+44(0)-7497769333



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