

I. The Future of the post-COVID-19 Office

A. How to make employees and visitors comfortable as they return to your workplace

1. Create division
2. Promote Social distancing through design
 - a) *Define social distancing boundaries with carpet changes or physical boundaries*
3. Modify Office design to promote one-directional travel throughout the office
4. Increased level of Cleaning
 - a) *Remove personal items, keyboard, mouse and files from the desktop to nightly to allow disinfecting of hard services*

II. Products

A. Quick Ship and ease of assembly home office packages

B. Product Designs

1. Easy to Clean Surfaces

- a) *Bleach Cleanable*
- b) *Non-porous hard surfaces*
- c) *Fabrics that are:*
 - (1) Antibacterial
 - (a) Only effective against bacteria
 - (2) Antimicrobial
 - (a) Effective against a broader spectrum of microbes
 - (i) *Bacteria*
 - (ii) *Mould*
 - (iii) *Fungi*
 - (iv) *Viruses*
- d) *UV Light*
 - (a) Types of UV light for viruses in general
 - (i) *UVA*
 - (a) Studies show a limited effect on viruses
 - (ii) *UVB*
 - (a) As with UVA limited effect
 - (iii) *UVC*
 - (a) Effective for disinfecting
 - (i) *Dangerous direct exposure for eyes and skin*
 - (ii) *A known carcinogen*
 - (iii) *Not tested for COVID-19*
 - (iv) *NO Exposure to humans or animals*

2. Disinfecting verses Sanitizing verses Cleaning. According to the CDC:
 - a) *Cleaning removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.*
 - b) *Disinfecting kills germs on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.*
 - c) *Sanitizing lowers the number of germs on surfaces or objects to a safe level, as judged by public health standards or requirements. This process works by either cleaning or disinfecting surfaces or objects to lower the risk of spreading infection.*
3. Sanitation Products
 - a) *Integrated into the workplace accessible*
 - (1) Sanitizing Wipes
 - (2) Hand sanitizer (minimum 60% alcohol)
4. Disinfecting Products
 - a) *Bleach based*
 - b) *EPA maintains a list at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>*
 - c) *CDC Guidelines for Business <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>*

III. Office Layout

- A. Decrease
 1. Benching
 2. Open workstations
 3. High-Density meeting rooms
 4. Shared Storage
 5. Personal belongings and bags set on the floor
- B. Increase
 1. Division
 2. Social Distancing
 3. Agile Furniture for Flexibility in an open plan, conference rooms, meeting rooms
 4. Explore options Lease vs. buying furniture
 5. Handsfree adjustment features
- C. Add
 1. Screening
 2. Increase Workstation Panel Height
 3. Retrofit with hardsurface or antimicrobial dividers
 4. Add drawers for keyboard and mouse storage
 5. Monitor arms



- a) *Act as Screen*
- b) *Allow for easier worksurface disinfecting*

6. Personnel Storage Units

IV. Modifications to existing furniture

- A. Add minimum 24" high hard surface stacker on all panels and around three sides of adjustable or fixed tables
- B. Increase the size of primary worksurface or rotate desk to create distance
- C. Replace worksurface with non-porous material and seamless edges
- D. Replace soft seating collaborative areas with hard surface tables and chairs
 - 1. Easily cleaned products
 - 2. Antimicrobial, vinyl, or copper-infused fabrics
- E. Add freestanding hard surface dividers in high-density areas
- F. Add tall laminated gallery panels to workstations or benching stations
- G. Laminated open storage caddy for personal contents
- H. Add drawer for keyboard and mouse when the station is not in use
- I. Sanitations Caddies and stands for wipes, hand-sanitizers in every work setting
- J. Protective covers for task chair adjustment levers

V. Modifications to Office

- A. Touchless Automatic door openers
- B. Voice Controlled Elevators
- C. Change the Geometry
 - 1. Reorient furniture to reduce face to face orientation
 - 2. Turn Workstations 90 degrees
 - 3. Reconfigure Freestanding desks
- D. Add Dividers
 - 1. Screens between individual work areas
 - a) *Minimum 24" of the work surface*
 - b) *Hardsurface Cleanable*
 - (1) Glass
 - (2) Plexiglass
 - (3) Laminate
- E. Staggered Work Times
 - 1. Reduce Elevator Demand
 - 2. Decrease in Office Density
- F. Social Distancing
 - 1. Workplace Rules

2. Carpet patterns
 3. One Direction Flow through the office (Clockwise)
 - G. Thermal Temperature checks
 - H. App's
 1. Contract Tracing within the workplace
 - a) *Limited access to the data (need to know)*
 - b) *Smart Phone tracking Apps*
 - (1) Bluetooth
 - (2) IP address
 - (3) IoT
 - I. Reduced Meeting Room Occupancy
 1. Remove Seating
 2. Post Occupancy Limits
 - J. A policy of clean in; clean out
 1. Employee's responsibility to clean worksurfaces beginning and end of shifts
- VI. Define Roles
- A. What work can be performed offsite
 - B. What work has to be performed onsite
 1. Laboratory Work
 2. Engineering
 3. Manufacturing
- VII. Landlord versus Tenant Responsibility
- A. Understand Your Lease
 1. Full-Service Lease would typically include Janitorial
 - a) *The Janitorial Specification would **not** include*
 - (1) Disinfecting of tenant space
 - (2) Nightly wiping down of desks and other surfaces
 - B. Learn the Landlords Steps to protect occupants in common areas
 1. Routine, Frequency, and level of cleaning common areas
 2. Limits on elevator occupancy
 3. Plans for upgrades or modifications
 - a) *To encourage social distancing*
 - b) *Limit contact with surfaces*
 - (1) Door Handles
 - (2) Elevator Buttons
 - c) *Access to hand sanitizing stations*
 - d) *Barriers to promote social distancing*



VIII. Communication

- A. Keep your employees informed
- B. Gather Feedback from Staff
 - 1. What Works
 - 2. What Doesn't
 - 3. What Concerns Remain

IX. Resources

- A. https://www.ais-inc.com/files/AIS_Care_and_Maintenance_-_Final_4.2.20.pdf
- B. <https://www.clarus.com/thermobile/>
- C. <https://www.steelcase.com/postcovid/>
- D. <https://www.cbre.com/covid-19/Reopening-The-Worlds-Workplaces?article=7c4fc873-6d81-48a1-9284-d86c35a1f379&feedid=809cc25c-6fcb-4e46-8cc8-1920615e239a>
- E. <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
- F. <https://www.cdc.gov/coronavirus/2019-cov/community/organizations/businesses-employers.html>
- G. <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>

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