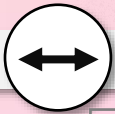


Post COVID-19

OFFICE PREPAREDNESS RECOMMENDATIONS

FORWARD
SPACE®



Social Distancing

- Employees are sitting 6 feet apart (workspaces + social areas reconfigured)
- Single user products + assigned workspaces ONLY
- Screens / Panels are installed in-between employees
- Enclosed meetings spaces reused for workspaces or are limited to a certain number of people
- Remove or label "unavailable" excess seating to control new occupancy standards



Signage+ Communications

- Decals and other signage indicating one-way path of travel
- COVID-19 workplace protocols, safety reminders and space closures
- "This area was last cleaned on *(date)* at *(time)*"
- "Workspace reserved for *(employee name)*"



Fabrics/Surfaces

- The in-use surfaces are easily cleanable (i.e. tables, workstations, panels)
- Remove unneeded and difficult to clean surfaces or objects (ex: worktools, arms of chairs)



Sanitization + Cleaning

- Daily cleaning and sanitization protocols are well communicated and enforced
- Obtain cleaning instructions from furniture manufacturers/dealers
- Touchless automation (ex: doorways, faucets, paper towel, soap and sanitizer dispensers)
- Masks and gloves accessible for employees
- Hand sanitizer + sanitizing wipes are accessible



General Protocols

- Assigned seating ONLY (prevents cross-contamination)
- Open-door policy (prevents cross-contamination)
- Assigned in-office days or shifts (Ex: Paul and Shelly are in the office only on Tuesdays and Thursdays)

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